

## Early Childhood Education (ECE) Secure Data Portal User Request Form

This form is used to apply for an Education Sector Logon (ESL) account to enable you to access the Secure Data portal (SDP) for your ECE service provider.

Use this Education Sector Logon User Access Request form if you would like to:

- Apply for an Education Sector Logon account
- Update your existing Education Sector Logon account details
- Apply for access to the Secure Data Portal (SDP)

### Part 1: Account owner details

This section must be completed by your ECE Service provider's funding contact

<b>Education Sector Logon username</b> <i>(if known)</i>		<b>Title</b> <i>(Mr, Mrs, Ms, etc)</i>	
<b>Given Names *</b>			
<b>Preferred Name</b> <i>(if different)</i>		<b>Surname *</b>	
<b>Date of Birth *</b> <i>(dd/mm/yyyy)</i>		<b>Gender *</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
<b>Work Contact Phone</b>		<b>Organisation/Service Provider ID Number*</b>	
<b>Your Contact Email Address *</b>			

For security and privacy, please use an email address that only you can access. Addresses beginning, office@, accounts@, info@ etc. will not be accepted.

<b>Organisation/Service Provider Name*</b>	
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**\* Fields denoted with an asterisk \* are mandatory**

### Part 2: Account owner declaration

- I declare that all information included in this application is valid and correct.
- The personal information we are collecting from you now is needed so that we can establish your identity and provide you with an ESL account. The information will be used for these purposes and may be shared with other agencies so that they can operate education sector applications. Your information will not be used or disclosed for any other purposes unless permitted or required by law. You do not have to provide this information, but we may not be able to provide you with an ESL logon if you don't. The information collected will be held by the Ministry of Education and you have the right under the Privacy Act 2020 to request access to and correction of this information.

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**Account owner's signature\***                      **Account owner's name (please print full name) \***                      **Date\***

**Email completed form to the ECE Secure Data Portal team**

<b>Email:</b>	ece.securedataportal@education.govt.nz
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## **User Account Guide**

This Education Sector Logon User Account Guide explains your responsibilities when applying for and using an Education Sector User Account to access education sector services online for an organisation.

Your contact Email address should not be an email address that is shared by others nor an email address considered generic such as admin@, info@ as they are not permitted in ESL.

## **Education Sector Access**

For users to be able to access educational services online for your organisation, users will need to complete an Education Sector Request form available for download here. <https://services.education.govt.nz/education-sector-logon/access/>