

## Education Sector Logon ESL 05

## Deletion Access Request

Use this Education Sector Deletion Request form if you would like to:

- remove access on your Education Sector Logon account to services you no longer require
- remove access to services for staff that no longer work at your organisation or school

### Part 1: Account Owner details

Education Sector Logon username (if known)		Provider Code*	
Given Names*			
Preferred Name		Surname*	
Work Email Address*			
Organisation Name*			

\* Fields denoted with an asterisk are mandatory

### Part 2: Has the staff member left your organisation?

If Yes, please complete this section then move directly to Part 4 Authoriser's confirmation.

MoE

Delete users access to educational services online for this organisation *	<input type="checkbox"/> This person no longer works for our organisation	
	_____ Date person left our organisation	

### Part 3: I only want to delete some services on my account?

Go to Part 5 of this Deletion request (on page 2 of 2) to select the relevant services you no longer need.

### Part 4: Authoriser's confirmation

To be completed by your organisation's Education Sector Authoriser or Delegated Authoriser.

- I authorise the removal of access to the online services requested in Part 2 or Part 5 of this form for our organisation.

\_\_\_\_\_  
Education Sector Authoriser or Delegated Authoriser's Signature\*

\_\_\_\_\_  
Date\*

\_\_\_\_\_  
Education Sector Authoriser or Delegated Authoriser's Name (please print full name)\*

### Contact for further assistance

If you require any assistance completing this form please contact the **Education Service Desk**

Phone:	0800 422 599	Email:	service.desk@education.govt.nz
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Part 5: Which services do you wish to delete access to?		MoE
Attendance Service (ASA)	<input type="checkbox"/> School <input type="checkbox"/> Service Provider	
e-asTTle - Assessment Tool for Teaching and Learning	<input type="checkbox"/> External Co-ordinator	
Delegated Authoriser	<input type="checkbox"/> School <input type="checkbox"/> Tertiary	
Literacy and Numeracy Adult Assessment Tool	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	
National Student Index (NSI)	<input type="checkbox"/> User <input type="checkbox"/> I need to make changes to NSI	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> Basic Learner Record User <input type="checkbox"/> Learner Details Administrator <input type="checkbox"/> Learner Results Administrator	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO Profile View User <input type="checkbox"/> TEO Profile & Application Admin. <input type="checkbox"/> TEO Management Representative	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO View Only <input type="checkbox"/> TEO Administration <input type="checkbox"/> TEO Management Authoriser <input type="checkbox"/> TEO Management View Only	
Services for Tertiary Education Organisations (STEO)	<input type="checkbox"/> My organisation submits an SDR <input type="checkbox"/> My organisation submits an RS20 or EEL return	
Tertiary Education Commission (TEC) Shared Workspaces	<input type="checkbox"/> User <input type="checkbox"/> Approver	
Tertiary Education Commission (TEC) Ngā Kete	<input type="checkbox"/> User	
Teaching Council of Aotearoa New Zealand Hapori Matatū  Online Community	<input type="checkbox"/> Professional Leader <input type="checkbox"/> Teacher	
Professional Learning and Development	<input type="checkbox"/> Provider <input type="checkbox"/> Facilitator <input type="checkbox"/> Panel Member	
Tertiary Education Commission (TEC) PBRF (2018)	<input type="checkbox"/> Panellist <input type="checkbox"/> TEC Administrator <input type="checkbox"/> TEO Administrator <input type="checkbox"/> TEO Auditor	
Part 6: Post or e-mail this completed form directly to the Education Service Desk		
Post:	Education Service Desk PO Box 1666 Wellington 6140	Email: service.desk@education.govt.nz