Tertiary Application
User Access Request

This form is used to apply for an Education Sector Logon account to enable you to access educational services online for your organisation.

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

- apply for an Education Sector Logon account
- update your existing Education Sector Logon account details or access to educational online services

Part 1: Account owner's details

Education Sector Logon username (if known)		**Title** (Mr, Mrs, Ms etc)	
Given Names*			
Preferred Name		**Family Name***	
Date of Birth* (dd/mm/yyyy)		**Gender***	Male ☐ Female ☐ Other ☐
Work Contact Phone			
Work Email Address*			
Organisation Name*			
Provider Code*		**NZQA Location Codes** (for NZQA services only)	

* Fields denoted with an asterisk are mandatory

Part 2: Account owner's declaration

- I declare that all information included in this application and any EOI Documents provided are 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 1993 to request access to and correction of this information

_____   _____   _____

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

Part 3: Authoriser's confirmation
This section must be completed by your organisation's Education Sector Authoriser (CEO, Vice Chancellor, School Principal, or equivalent) or MoE Registered Delegated Authoriser

- I Authorise access to the online services requested in Part 4 of this form for our organisation.

- I confirm that the Evidence of Identity (EOI) documents presented is proof of the applicant's identity.

- Please refer to Education Sector User Account Guide for appropriate EOI documents.

_____   _____

Education Sector Authoriser or Delegated Authoriser's Signature*   **Date***

_____

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

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Part 4: Which educational services do you need access to?			MoE use
National Student Index (NSI) (Recommended for tertiary users of TEC ERS)	☐ Read only ☐ I need to be able to make changes to NSI		
New Zealand Qualifications Authority (NZQA) **Tertiary Education Organisation Extranet (TEOE)**	☐ Basic Learner Record User ☐ Learner Details Administrator ☐ Learner Results Administrator	Select only one option from these TEOE Learner Record services	
New Zealand Qualifications Authority (NZQA) **Tertiary Education Organisation Extranet (TEOE)**	☐ TEO Profile View User ☐ TEO Profile & Application Admin. ☐ TEO Management Representative	Select only one option from these TEOE TEO Profile services	
New Zealand Qualifications Authority (NZQA) **Tertiary Education Organisation Extranet (TEOE)**	☐ TEO View Only ☐ TEO Administration ☐ TEO Management Authoriser ☐ TEO Management View Only	Select only one option from these TEOE TEO Moderation services	
Tertiary Education Commission (TEC) **Shared Workspaces**	☐ Approver ☐ User		
Tertiary Education Commission (TEC) **Ngā Kete**	☐ User		
Teaching Council of Aotearoa New Zealand **Hapori Matatū| Online Community**	☐ Professional Leader ☐ Teacher		
Teaching Council of Aotearoa New Zealand ITE provider Portal	☐ User		
Services for Tertiary Education Organisations (STEO)	☐ My organisation submits an SDR ☐ My organisation submits an RS20 or EEL return		
Literacy and Numeracy Adult Assessment Tool	☐ Organisation Administrator ☐ Educator		
Professional Learning and Development (PLD)	☐ Provider Admin ☐ PLD Facilitator		

Post or email the completed form to the Education Service Desk

Post:	Education Service Desk PO Box 1666 Wellington 6140	**Email:**	service.desk@education.govt.nz

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This Education Sector 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.

Education Sector Delegated Authoriser Request (ESL 04)
Your organisation's CEO or equivalent (e.g. Principal, Vice Chancellor) is required to approve access to Educational Services online for their employees. Please complete the Delegated Authoriser request if the CEO or equivalent wants to delegate this responsibility to you at your organisation.

Education Sector User Access Request (ESL 02)
If you need to apply for an Education Sector User account to access any of the educational services included in Part 4 of the form for your organisation.
If you need to update your existing Education Sector User account details or your access to educational online services for your organisation.

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.
http://services.education.govt.nz/education-sector-logon/access/

Which educational sector services available online do you need access to?

Online Service	What the online service provides to the User
National Student Index (NSI)	The ability to view, create and maintain National Student Numbers
TEC Shared Workspaces	The ability to submit investment plans to the TEC
TEC Ngā Kete	The ability to search or browse for information across multiple public websites and private sources, Workspace2 and TEC new information product library
Services for Tertiary Education Organisations (STEO)	The ability to submit SDR, RS20 returns or Export Education Levies.
NZQA Tertiary Education Organisation Extranet (TEOE)	NZQA Tertiary Sector information such as record of learning details, and submission of data files and moderation data. **More information for NZQA TEOE Services (Pg. 2 of 3)**
Literacy and Numeracy Adult Assessment Tool (LNAAT)	Adult assessment tool to help educators identify learners' literacy and numeracy skills. (We recommend LNAAT users apply for NSI access).
e-asTTle – Assessment Tool for Teaching and Learning	An online assessment tool, developed to assess students' achievement and progress in reading, mathematics, writing, and in pānui, pāngarau, and tuhituhi.
NZQA Secondary School Extranet (SSE)	NZQA Secondary School Sector information such as record of achievement details, moderation information, and results entry, etc.
Te Kete Ipurangi (TKI)	Te Kete Ipurangi - the online knowledge basket - is New Zealand's bilingual education portal and is an initiative of the Ministry of Education.
Teaching Council Hapori Matatū/Online Community	Access to apply for registration and certification, report conduct and competence concerns, and collaborate with members of the teaching profession.
Teaching Council ITE Provider Portal	Access to create, review and change ITE programmes, and apply for student exemptions/extensions

Provider Code
Your Provider code is usually a 4 digit number used by the Ministry of Education to identify your organisation.
A Provider Code may sometimes be referred to as an *EDUMIS number, MoE school code, NZQA number, Institution number or an Organisation number*.

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NZQA Location Codes (for NZQA TEOE services only)

NZQA assign Tertiary Organisations with location codes when they have more than one location/site. If your organisation has only one location/site please use code '01'. Location codes are usually a 2 digit number.

NZQA Tertiary Education Organisation Extranet (TEOE) Services

To access NZQA Tertiary services your organisation must be New Zealand Qualification Framework accredited.

TEOE Online Services	Please Note	What this service provides for the User
Basic Learner Record User	You can only select one of these 3 Learner Record options	View Record of Learning Details
Learner Details Administrator		View Record of Learning Details Assessment Plans Individual Qualification Check Learner Details Update
Learner Results Administrator		Same as Learner Details Administrator plus; File Downloads Enter NQF Results Submit Data File Enter Qualification Check Request Result Amendment View Batches Standard Results Search Quarterly Statistics Reports (ITO)
TEO Profile View User	You can only select one of these 3 TEO Profile options	View your organisation (TEO) Profile
TEO Profile and Application Administrator		View and edit your organisation (TEO) Profile Commence and edit TEO applications (e.g. applications for course approval and accreditation, NQF accreditation etc)
TEO Management Representative		View and edit your organisation (TEO) Profile View General and Compliance Details Commence, edit and submit TEO applications (e.g. applications for course approval and accreditation, NQF accreditation etc)
TEO View Only	You can only select one of these 4 TEO Moderation options	View moderation reports and results
TEO Administration		Enter assessment judgements/grades and upload material for moderation View moderation reports and results Submit queries about moderation reports
TEO Management Authoriser		Select standards and submit assessment plans Enter assessment judgements/grades and upload material for moderation Authorise moderation submissions View moderation plans, reports and results Submit queries about moderation reports Lodge appeals View annual summaries and manage action plans
TEO Management View Only		View moderation reports and results View annual summaries and action plans

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Evidence of Identity (EOI) Information

EOI Requirements for an Education Sector Logon User

Two types of Evidence of Identification documentation as outlined below;
- One EOI document to be provided from the Primary Identification Documents listed below
- One EOI document to be provided from the Supporting Identification Documents listed below

Your Education Sector organisation Authoriser or Delegated Authoriser must confirm they have seen the original of both of your identification documents by signing your Education Sector Request form (Section 3- Authorisers Confirmation)

Please Note

- Users requesting a change to their given or family name (e.g. by marriage or deed poll) should provide a third document from the Name Change Requirements section below as certification of the name change.
- All EOI documentation should be current (not expired).

You can use a combination of identification documents, for example:

Primary Identification documents		Secondary Identification documents
One document from the following:		One document from the following:
• NZ Passport		• Community Services Card
• Overseas Passport		• NZ Driver Licence*
• Emergency Travel Document (ETD)		• SuperGold Card
• NZ Refugee Travel Document (RTD)		• Veteran Super Gold Card
• NZ Certificate of Identity (issued to non-NZ citizens who cannot obtain a passport from their country of origin)	+	• IR Number
		• Electoral Roll Record
		• Confirmation of Permit Status
• NZ Certificate of Identity (issued to people who have refugee status)		• International Driving Permit*
		• Student identity card*
• NZ Firearms Licence		• Employee identity card*
• NZ Birth Certificate		• 18+ Card*
• NZ Citizenship Certificate		• A current utility bill (e.g. power, phone)
		• Steps to Freedom Form
		• Qualifications and professional registration

*Document/record contains a photograph of the holder.

If the Evidence of Identity documents provided by the user indicates a name change (e.g. by marriage or deed poll) the applicant should also be advised to provide one of the following documents as certification of that name change:

• NZ Marriage Certificate	• New Zealand Divorce Papers
• NZ Civil Union Certificate	• Certificate of Annulment
• Change of Name by Deed Poll	• Change of Name by Statutory Declaration
• NZ Name Change Certificate	

Education Sector Conditions of Use Information

For terms of user go to http://services.education.govt.nz/education-sector-logon/about/terms-of-use/