Education Sector

Tertiary Application
User Access Request

CONNECTING THE SECTOR

This form is used to apply for an Education Sector User 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 User account
- update your existing Education Sector User account details or access to educational online services

Please read Education Sector User Account Guide for more information to help complete this form.

Part 1: Account owner's details

Education Sector User name *(if known)*		**Title** (Mr, Mrs, Ms etc)	
Given Names*			
Preferred Name		**Family Name***	
Date of Birth* *(dd/mm/yyyy)*		**Gender***	Male ☐ Female ☐
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.
- I understand that access to this service may be declined or cancelled if I fail to meet the Education Sector Conditions of Use.

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  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.

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

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

Contact the Ministry of Education Service Desk for further assistance

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

Phone:	0800 422 599	**Email:**	moe.servicedesk@minedu.govt.nz

Part 4: Which educational services do you need access to?			MoE use
Please see the Education Sector User Account Guide for more information about these services			
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 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 services	
Tertiary Education Commission (TEC) **Shared Workspaces**	☐ Approver ☐ User		
Services for Tertiary Education Organisations (STEO)	☐ Read only ☐ I need to be able to make changes to STEO		
STEO Contact Updates	☐ User		
STEO Export Education Levy (EEL)	☐ User		
STEO RS20 (Private Training Establishment Return)	☐ User		
STEO Tertiary Data Warehouse (TDW)	☐ User		
Literacy and Numeracy Adult Assessment Tool	☐ Organisation Administrator ☐ Educator		
Te Kete Ipurangi (TKI)	All Education Sector users are provisioned with TKI		

Part 5: Post or email the completed form to the MoE Service Desk			
Post:	Ministry of Education Service Desk PO Box 1666 Wellington 6140	**Email:**	moe.servicedesk@minedu.govt.nz

Education Sector

User Account Guide

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
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
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://info.identity.education.govt.nz/esaa/

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.
Services for Tertiary Education Organisations (STEO)	The ability to submit SDR, RS20 returns or Export Education Levies.
Tertiary Data Warehouse (TDW)	Information to support analysis and decision making for universities and polytechnics.
NZQA Tertiary Education Organisation Extranet (TEOE)	NZQA Tertiary Sector information such as record of learning details, and submission of data files. **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.

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*.

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 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 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)

Evidence of Identity (EOI) Information

Generally you will need to provide two forms of identification as proof of who you are (e.g. your Birth Certificate or Passport) and some other document (such as Drivers Licence or Teachers Registration) which provides supporting evidence of your personal details (Part 1: Account owner details, Education Sector Request forms).

Your Education Sector Organisation Authoriser or Delegated Authoriser must confirm they have seen the original of both your identification documents by signing your Education Sector Request form (Authorisers Confirmation, Education Sector Request forms).

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

One document from the following:
- NZ Passport
- Overseas Passport
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer's Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

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One document from the following:
- International Driving Permit
- NZ Driver Licence
- Teacher's Registration (i.e. practising certificate)
- Confirmation of Permit Status
- Community Services Card
- Electoral Roll Record
- Student identity card
- Employee identity card
- 18+ Card (must be current)
- A current utility bill (e.g. power, phone)

If the Evidence of Identity documents you show your Organisation Authoriser or Delegated Authoriser includes a name that you have changed (e.g. by marriage or deed poll) you will need to also include one of the following documents as certification of that name change:

- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Deed Poll

- New Zealand Divorce Papers
- Certificate of Annulment
- Change of Name by Statutory Declaration

Education Sector Conditions of Use Information

When you apply for access to these services you agree to the following conditions:
You will follow the relevant security policies when using each service online.
You will take reasonable steps to prevent misuse or unauthorised access to the services.
You will ensure any computer you use to access the service has antivirus software installed.

You agree to the collection of information about how you use the services and will provide further information if requested. All information you provide will be correct and complete.

You have an important role to play in the secure use of online services. You are responsible for your own behaviour when accessing online services. The following outlines rules and recommendations for online service use, password construction and management and challenge response guidelines.

General Use

You have the right to see information that we have about you and ask us to correct any errors with your information.
Any information we hold will be kept secure. It will not be disclosed to any person or organisation without your authority, unless we are required or authorised to do so by law.
You must not send frivolous, obscene or defamatory messages.
You must not look at, change, delete or tamper with files or programmes that you are not authorised to access.

Passwords

A password for an Education Sector User Account must:

- Have a minimum of 7 characters,
- Contain 3 of the following – Lowercase, Uppercase, Digits, Punctuation, or Special character,
- Be changed regularly,
- Be easily remembered, but difficult to guess (e.g. do not include your given or family names).

Security Questions and Answers

The first time you logon to Education Sector online services you are required to set security questions and answers. These security questions and answers allow you to update your forgotten password for your Education Sector Account by yourself online, without having to contact the MoE Service Desk.

An Education Sector account owner must not:

Share your Education Sector User name or password with another person.
Let another person use your Education Sector User account.
Reveal your Security questions or answers to any other person.

Minors

If you are under 18 you are encouraged to seek advice before accepting these conditions of use. Please do not accept these conditions of use if you do not understand any part of them.

In some circumstances the parents, legal guardians or employer of minors (those under 18 years of age) will also be asked to sign the Acceptance of Conditions of Use alongside the person wishing to have access to online services. The parent, legal guardian or employer of the minor, will then also be responsible for ensuring that the conditions of use are adhered to.

Breach of Conditions of Use

Any breach of the Education Sector conditions of use will be dealt with by the appropriate Education Agency. Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.

For any further assistance contact the Ministry of Education Service Desk:
0800 422 599 or moe.servicedesk@minedu.govt.nz