

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 <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
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)*

Contact the Education Service Desk 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
---------------	--------------	---------------	--------------------------------

Tertiary Application User Access Request

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)	<input type="checkbox"/> Read only <input type="checkbox"/> I need to be able 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	Select only one option from these TEOE Learner Record services
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	Select only one option from these TEOE TEO Profile services
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	Select only one option from these TEOE TEO Moderation services
Tertiary Education Commission (TEC) Shared Workspaces	<input type="checkbox"/> Approver <input type="checkbox"/> User	
Tertiary Education Commission (TEC) Ngā Kete	<input type="checkbox"/> User <input type="checkbox"/> PBRF User	
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	
STEO Tertiary Data Warehouse (TDW)	<input type="checkbox"/> User	
Literacy and Numeracy Adult Assessment Tool	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	
Part 5: 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

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 (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.
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 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.

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.

User Account Guide

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

User Account Guide

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

+

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