Early Childhood Education (ECE)
User Request Form

This form is used to apply for an Education Sector Logon (ESL) account to enable you to access educational services online for your ECE service.

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 or access to educational online services

Part 1: Account owner details

Education Sector Logon username *(if known)*		**Title** *(Mr, Mrs, Ms, etc)*	
Given Names *			
Preferred Name *(if different)*		**Surname ***	
Date of Birth * (dd/mm/yyyy)		**Gender ***	Male ☐ Female ☐ Other ☐
Work Contact Phone		**Organisation/Service ID Number***	
Your Contact Email Address*			
Enter a valid email address that only you can access and is not a generic email address above			
Organisation/Service Name*			

* Fields denoted with an asterisk * are mandatory

Part 2: Account owner declaration

- I declare that all information included in this application and any Evidence of Identity (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 2020 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 ECE Service Provider contact or your ECE Delegated Authoriser

- I authorise access to the online services requested in Part 4 of this form for your service.

- I confirm that the Evidence of Identity (EOI) documents sighted are proof of the applicant's identity based on the guidance on page 3.

Education Sector Authoriser's Signature *   Date *

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

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Part 4: Which education application do you need to access to?	
Curriculum Tool	☐ Curriculum Tool member This role is required for accessing the Curriculum Tool. The user will also have to be invited to a specific Community of Learning by the Community leader.
Hapori Matatū **Note:** This section is only used by registered Early childhood teachers. New graduates or overseas teachers should use the self-registration option via the Teaching Council website.	☐ Teacher Teachers can apply for registration and certification, report conduct and competence concerns, and collaborate with members of the teaching profession. ☐ Professional Leader Professional Leaders can endorse sections of teachers' applications for registration, certification, and renewal of practising certificates; and report conduct and competence concerns. **Ensure you tick this box if you are a Professional Leader.**
Te Rito	☐ Special Education Needs Coordinator The Special Education Needs Coordinator works in a single ECE and has access to Te Rito for accessing leaners information and entering learning support needs for students ☐ Learning Support Coordinator The Learning Support Coordinator works across multiple schools or early childhood education centres that are part of a Learning Support Cluster and has access to Te Rito for accessing leaners information and entering learning support needs for students.
Whiria: Te Ahu o te Reo Māori	☐ TAOTRM Applicant Allows Sector Workforce to be able to login and register for a Te Ahu o te Reo Māori course in their region.
Borders Exception	☐ Salesforce Knowledge Allows users to be able to log into the Taku System (Salesforce) and complete Border Exception forms.
Urgent Response Fund	☐ SE&S Applicant Allows submissions for Covid-19 related supports
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
		Phone	0800-422-599

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

Early Childhood Education Delegated Authoriser Request (ESL 37)
Your early childhood service provider contact is required to approve access to Educational Services online for staff at your ECE Service. Please complete the Delegated Authoriser request if the ECE service provider contact wants to delegate this responsibility to you at your organisation.

Early Childhood Education User Access Request (ESL 38)
If you need to apply for an Education Sector Logon User account to access any of the educational services included in Section 4 of the form for your organisation. If you need to update your existing Education Sector Logon User account details or your access to educational online services for your organisation.

 Note: For Hapori Matatū access, this is only used by registered Early childhood teachers.

New graduates or overseas teachers should use the self-registration option via the Teaching Council website.

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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

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 One document from the following:		**Secondary Identification documents** One document from the following:
• NZ Passport • Overseas Passport • Emergency Travel Document (ETD) • NZ Refugee Travel Document (RTD) • NZ Certificate of Identity (issued to nonNZ citizens who cannot obtain a passport from their country of origin) • NZ Certificate of Identity (issued to people who have refugee status) • NZ Firearms Licence • NZ Birth Certificate • NZ Citizenship Certificate	+	• Community Services Card • NZ Driver Licence* • SuperGold Card • Veteran Super Gold Card • IR Number • Electoral Roll Record • Confirmation of Permit Status • International Driving Permit* • Student identity card* • Employee identity card* • 18+ Card* • 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 • NZ Civil Union Certificate • Change of Name by Deed Poll • NZ Name Change Certificate	• New Zealand Divorce Papers • Certificate of Annulment • Change of Name by Statutory Declaration

Education Sector Conditions of Use Information

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