Education On-line services access for Attendance Providers

Using Education Sector Logon (ESL)

This form is used to apply for access to on-line educational services for Attendance provider.
Use this Education Sector User Access Request form to:
- Apply for an ESL account if you don't already have one
- Request access to on-line educational services (ASA or ENROL) using your ESL account

Instructions:
1. Complete parts 1, 2 and 4.
2. The Education Sector Authoriser or Delegated Authoriser for your organisation should complete part 3.
3. Submit the completed form

I have an ESL account	☐ Provide enough information in part 1 to find your existing ESL account.
I don't have an ESL Account	☐ Evidence of Identity (EOI) needs to be sighted by your organisation's Authoriser (CEO or equivalent) or Delegated Authoriser.

Part 1: Account owner's details

Education Sector Logon Username *(if known)*		Title (Mr, Mrs, Ms etc)	
Given Names*[1]			
Surname *[1]			
Preferred Name		Work Contact Phone	
Date of Birth* *(dd/mm/yyyy)*		Gender*	Male ☐ Female ☐ Other ☐
Email Address*			
Attendance Service Contract Provider Name*			
Service Provider Area*			

* Fields denoted with an asterisk are mandatory.
[1] Given and Surnames must match EOI documents. Add a Preferred Name when a non-legal name is preferred.

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 collected is used to 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 to 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. I acknowledge that I have read and agree to provide my personal information for ESL use.

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

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ESL Form 140
Attendance
Provider Access

November 2022

Part 3: Authoriser's confirmation
This section must be completed by your organisation's Authoriser (CEO or equivalent) or Delegated Authoriser

- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant's identity. (Please refer to Education Sector User Account Guide for appropriate EOI documents).
- I authorise access to the online services requested in Part 4 of this form for our organisation.

_____

Education Sector Authoriser signature*   **Date***

_____

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

_____

Position in Organisation*

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 |

Part 4: Application Access

Application	Access Roles
Attendance Service Application (ASA)	☐ **Provider Attendance Advisor** Responsible for locating students, updating, and actioning cases. ☐ **Provider Work Coordinator** Responsible for assigning cases received from MOE (via the CIT role) to the Attendance Advisors.
ENROL	☐ **Attendance Service Provider** Allows Attendance Service Providers read only access. Note: You will be required to complete ENROL training from Ministry Training Services Team

Privacy and ESL terms of use can be found here:
https://applications.education.govt.nz/education-sector-logon-esl/esl-application-privacy

ESL Training - Security Awareness and Privacy Best Practice Guide
https://applications.education.govt.nz/education-sector-logon-esl/esl-training

Evidence of Identity Guidance
See https://applications.education.govt.nz/education-sector-logon-esl/how-use-esl/evidence-identity-eoi
to find out about Evidence of Identity (EOI) documents to support ESL account applications.