

This ESL 61 form should only be used by staff at Playgroups who need access to Education Resourcing System (ERS). The person who requires access should complete Part 1 and Part 2 of this request. Part 3 should be completed by your Playgroup's Education Advisor at the Ministry of Education.

Part 1: Account User's details

*Fields denoted with an asterisk are mandatory

Education Sector Logon Username (Only 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"/>
Your Service ID*		Work Phone	
Your Service Name*			
Work Email Address*			

Education Resourcing System Access Role Information

ERS Access Role*	Administrator <input type="checkbox"/> Approver <input type="checkbox"/>	Select One Access Role Only
Administrator	Create new requests in ERS. New requests must be approved and submitted by someone with the ERS Approver role. Can also view all requests in ERS.	
Approver	Create, approve and submit new requests in ERS. Can also view all requests in ERS.	

Part 2: Account User's declaration

This section must be completed by the staff member in Part 1

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

Part 3: MoE Regional Delegated Authoriser confirmation

This section must be completed by the Service Provider's MoE Regional Delegated Authoriser for ESL

- I authorise the ERS access requested in Part 1 of this form for the Service Name.
- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant's identity.
- Please refer to Education Sector Evidence of Identity Information (refer page 2) for appropriate EOI documents.

MoE Regional Delegated Authoriser's Signature* Date*

MoE Regional Delegated Authoriser's Name (please print full name)*

What to do with your completed ESL 61 form:

Give this form with your Evidence of Identity Information to your Education Advisor from your local Ministry of Education Office.

Web See the Ministry Website for the address of your nearest MoE office.

Address: <http://education.govt.nz/ministry-of-education/regional-ministry-contacts/>

Evidence of Identity Information

Generally you will need to provide two forms of identification as proof of who you are (e.g. your NZ Birth Certificate or Passport) and some other document (such as NZ Driver Licence) which provides supporting evidence of your personal details which you have filled out in Part 1: Account Users details, ESL 61 Form.

Your Ministry of Education (MoE) Regional Delegated Authoriser must confirm they have seen the original of both your Evidence of Identity documents by signing your ERS - ECE User Request, Part 3: MoE Regional Delegated Authoriser Confirmation, ESL 61 Form.

You can use a combination of Evidence of Identity documents, for example:

One document from the following list:

- 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 list:

- 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)

Has your Name changed?

If the Evidence of Identity documents you show your Ministry of Education (MoE) Regional 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