



This form is used to apply for ESL on-line Delegated Authoriser responsibilities on behalf of your organisation(s). ESL Online Delegated Authoriser allows on-line management of your Organisation(s)'s ESL accounts and access to education applications / services using the ESL Delegated Authoriser portal. Training is required.

Use this ESL Delegated Authoriser Application form to:

- apply for an Education Sector Logon account (ESL), if needed
- update existing Education Sector Logon account details and add Delegated Authoriser for your organisation(s)

Instructions:

1. Complete parts 1 & 2 of this form.
2. The Education Sector Authoriser (CEO, Vice Chancellor, School Principal, ECE Service Provider or equivalent) for your organisation should complete part 3.

ESL account and DA guidance information is found at the end of this form.

I have an ESL account	<input type="checkbox"/>	Provide enough information in part 1 to find your existing ESL account
I don't have an ESL Account and I want one	<input type="checkbox"/>	Evidence of Identity (EOI) needs to be sighted by your organisation's Education Sector Authoriser (CEO, Vice Chancellor, School Principal, ECE Service Provider or equivalent)

Part 1: Account owner's details

Education Sector Logon Username <i>(if known)</i>		Title (Mr, Mrs, Ms etc)	
Given Names* ¹			
Preferred Name		Surname* ¹	
Date of Birth* <i>(dd/mm/yyyy)</i>		Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Work Email Address*			
Organisation Name*			
MoE Organisation Code*		Work Contact Phone	

* Fields denoted with an asterisk are mandatory.

¹ Given Names and Surname must match EOI documents. Add a Preferred Name when a non-legal name is preferred.

Part 2: Account owner's and Delegated Authoriser 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.

- You are confirming your responsibility as a Delegated Authoriser and agree to the requirements as an on-line Delegated Authoriser (if requested).

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, ECE Service Provider or equivalent)

- I approve this person being given the Delegated Authoriser access.
- 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).

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	Email	service.desk@education.govt.nz
	PO Box 1666 Wellington, 6140	Phone	0800-422-599



ESL User and Delegated Authorisers Guide

Go to <https://applications.education.govt.nz/education-sector-logon-esl> for information about using ESL and looking after your ESL account. You will find information to create your account, logon, password resets and ESL Self-service to manage your ESL account. Check “keeping your information safe” for ESL account security recommendations.

Privacy and ESL terms of use can be found here:

<https://applications.education.govt.nz/education-sector-logon-esl/esl-application-privacy>

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.

Education Sector Logon Security Awareness and Privacy Best Practice

Globally, there are increasing occurrences of online accounts that are compromised and it is up to the individuals to protect their accounts from this kind of activity. It is now a requirement for you to learn about your responsibilities around ESL Security Awareness and Privacy Best Practice, please complete this learning guide. <https://training.education.govt.nz/user/timetable/modules/1082/story.html>

On-line Delegated Authoriser Responsibility and Functionality

As an on-line Delegated Authoriser, you have responsibilities for managing ESL access and users for your organisation(s). Support and functionality information for **on-line Delegated Authorisers** can be found here: <https://applications.education.govt.nz/education-sector-logon-esl/how-use-esl/support-online-delegated-authorisers>

You are required to undergo training before you can access on-line Delegated Authoriser functionality. You will be contacted by our Training Services team to book this training. Within 3 working days of completing the module you will be given the Delegated Authoriser Access.