Education On-line services access for Tertiary

Using Education Sector Logon (ESL)

This form is used to apply for access to on-line educational services for Tertiary Organisations
 	
Use this Education Sector User Access Request form to:
▪ apply for an Education Sector Logon account if you don't already have one
▪ Request access to on-line educational services using your ESL account
    1. For access to applications / services that on-line DAs cannot allocate
    2. Where an on-line DA is not available to your organisation
 	
Instructions:
1. Complete parts 1, 2 & 4
2. The Education Sector Authoriser or Delegated Authoriser for your organisation should complete part 3.
3. Complete Part 5 if you don't have an ESL on-line Delegated Authoriser
4. 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 Education Sector Authoriser or Delegated Authoriser.

Part 1: Account owner's details

Education Sector Logon Username *(if known)*		Title (Mr, Mrs, Ms etc)	
Given Names*[1]			
Preferred Name		Surname*[1]	
Date of Birth* *(dd/mm/yyyy)*		Gender*	Male ☐ Female ☐ Other ☐
Work Email Address*			
Organisation Name*			
MoE Organisation Code*[2]		Work Contact Phone	

* Fields denoted with an asterisk are mandatory.
[1] **Given and Family Names must match EOI documents. Add a Preferred Name when a non-legal name is preferred.**
[2] **Organisation Code / Provider Code**
Your Organisation code is usually a 4-digit number used by the Ministry of Education to identify your organisation. An Organisation Code may sometimes be referred to as an **EDUMIS number, MoE school code, NZQA number, Institution number, Provider Code or an Organisation number**.

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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.

_____

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 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 and 5 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

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Part 4: On-line Education Services access request for Tertiary Organisations
Access to services only available through Ministry of Education

Application	Access Roles
NZQA Location Code	Code: _____ *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*
NZQA Extranet NZQA_TEOE New Zealand Qualifications Authority, Tertiary Education Organisation Extranet *To access NZQA Tertiary services your organisation must be New Zealand Qualification Framework accredited*	**Tertiary provider - extranet user** This role allows a user access to the NZQA TEOE application and required for any of the following access roles. **Learner Record Options (Select 1 only)** ☐ **Basic Learner Record User** View Record of Learning Details ☐ **Learner Details Administrator** View Record of Learning Details, Assessment Plans, Individual Qualification Check, Learner Details Update View Record of Learning Details ☐ **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) **Profile Options (Select 1 only)** ☐ **TEO Profile View User** View your organisation's (TEO) Profile ☐ **TEO Profile and Application Administrator** View and edit your organisation's (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's (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 Moderation (Select 1 only)** ☐ **Tertiary provider - View only** View moderation reports and results. ☐ **Tertiary provider - Administration** View moderation reports and results, enter assessment judgements and upload moderation material. Submit queries about moderation reports. Prepare appeals. ☐ **Tertiary provider - Management authoriser** View moderation reports and results. Enter assessment judgements and upload moderation material. Submit queries about moderation reports. Authorise moderation submissions, manage assessment and moderation plans, lodge appeals, view annual summaries and manage action plans. ☐ **Tertiary provider - Management view only** View moderation reports and results. Manage assessment and moderation plans, lodge appeals, view annual summaries and manage action plans.

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Part 5: Your Organisation's online Delegated Authoriser (DA) can give access to the following Education Sector Systems. (You can find your organisation's DA with your ESL account in ESL self service)

Application	Access Roles
DXP Tertiary Education Commission Data Exchange Platform	☐ **Non SDR Provider** This role allows the ability to submit SDR, RS20 returns or Export Education Levies for non SDR Providers ☐ **SDR Provider** This role allows the ability to submit SDR, RS20 returns or Export Education Levies for SDR Providers ☐ **Workspace User** Workspace user access for Tertiary Education Commission's Data Exchange Platform. Allows access to submit delivery and forecasting data, investment plans, strategic intent documents, and reports for TEC to review; upload other documents for TEC to review; access notices and documents published by TEC.
LNAAT Tertiary Education Commission Literacy and Numeracy Adult Assessment Tool *NSI access recommended*	☐ **Educator** This role is responsible for administering assessments for learners. Able to see and utilise data about learners assigned to them. ☐ **Organisation Administrator** This role can create and maintain data about LNAAT's users within an organisation.
Tertiary Education Commission Applications	☐ **Nga Kete User** Portal Access to search or browse for information across multiple public websites and private sources, Workspace2 and TEC new information product library
Hapori Matatū Teaching Council of Aotearoa New Zealand Online Community	☐ **Teacher** Hapori Matatu access for Registered Teachers only. Teachers can apply for re-registration and certification, report conduct and competence concerns, and collaborate with members of the teaching profession. A teacher registration number is required. *New graduates and overseas trained teachers* follow the Teaching Council self-registration process. ☐ **Professional Leader** The Professional Leader role provides access to endorse sections of teachers' application for registration, certification & renewal of practising certificates; & to report conduct & competence concerns (via Teaching Council Hapori Matatū/Online Community).
Curriculum Design 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
National Student Index (NSI)	☐ **Search and View** Search and view national student records ☐ **External User** Early Childhood and Tertiary user access to search, create and update national student records.

More about education sector applications and on-line services at https://applications.education.govt.nz/