Education On-line services access for Providers

Using Education Sector Logon (ESL)

This form is used to apply for access to on-line educational services for providers.
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 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 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 ☐
Email Address*			
Organisation Name*			
MoE Organisation Code* (Provider ID/FIRST Org ID)		Work Contact Phone	

* 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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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

Part 4: Application Access

Application	Access Roles
Construction Management (<u>For Property Service Providers only</u>)	☐ **EIS Construction Management - Provider** Allows external building contractors to tender for property construction projects in salesforce. ☐ **EIS Construction Management – Quantity Surveyor** Allows external Quantity Surveyors to assist with the management of tenders for the MoE property team in Salesforce.
Counselling in Schools (<u>For Counselling Providers only</u>)	☐ **Counselling Provider** Allows Counselling Providers to be able to login and add counselling referral information and hours against referrals.
Creatives in School (CORE Education Only)	☐ **CiS Coordinator** Allows Creatives in Schools Coordinators to review/update CiS project reports and make notes.
Ngā iti Kahurangi	☐ **NIK Provider** Allows an external project manager to access Ngā Iti Kahurangi Salesforce supplier portal. *Ministry of Education NIK Programme Team is the Authoriser for your organisation.

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Part 4: Application Access	
Application	**Access Roles**
PLD **Should only select One PLD Role unless you are a sole trader**	☐ **PLD Provider Admin - access is limited to 2 users per organisation** PLD Provider Admin access is the ability to view, create and maintain all PLD service delivery business administration functions for your organisation. ☐ **PLD Facilitator** PLD Facilitator access is the ability to view and collaborate on the PLD Journey for a Kura, School, Kāhui Ako or Cluster.
Pokapū Waka Kura (<u>For Transport Service Providers only</u>) **Should only select One TSP role**	☐ **TSP Contract Administrator** Allow Transport Service Providers to be able to log in and view their contracts, route information, payment history and view and submit monthly performance metrics on behalf of their organisation. ☐ **TSP Route-Group Administrator** Allow Transport Service Providers to be able to log in and submit their monthly performance metrics on behalf of their organisation.
Reading Recovery	☐ **RR and ELS Tutor (**Only for Organisation Numbers 6490 and 6640) Allows Reading Recovery tutors to be able to log in and 'read only' the schools reading recovery records. They offer training and QA to the RR &ELS teachers at the schools.
Scholarships & Grants (Scholarships Panel Provider only)	☐ **Scholarships Panel User** Allows TeachNZ scholarship panel users to be able to log in and complete Scholarships review and scoring functions.
Te Puna Ohumahi Mātauranga Education Workforce	☐ **Education Workforce Provider (CORE Education Only)** Allows a Provider to review and recommend an action for a pay regrade request. ☐ **Education Payroll Provider (Education Payroll Limited Only)** Allows Education Payroll Limited to review and process a salary assessment request.
Whiria: Te Ahu o te Reo Māori	☐ **TAOTRM Provider** Allows Te Ahu o te Reo Māori providers to be able to login and review/approve applicants for their courses that they deliver.

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

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.