

Early Childhood Education (ECE) Pourato and Secure Data Portal User Request Form

This form is completed by funding contacts, either for yourself or on behalf of another person, to be able to access Pourato for early learning and the Secure Data Portal via the Education Sector Logon (ESL) to view funding information for your ECE service provider.

Use this form if you are a funding contact and would like to:

- Apply for access to Pourato and Secure Data Portal
- Remove user access to Pourato and Secure Data Portal

Note:

- To update your funding contact details, complete the EC8 form and submit to the ECE officer at your regional office. Find the EC8 form on this page: [Changing your early learning service details - Ministry of Education](#)
- Anyone with access to Pourato and Secure Data Portal (SDP) can view funding information for all services operated by your organisation.
- The funding contact is responsible for ensuring users requesting access are authorised to view funding information for all services.
- When a user leaves your organisation, make sure their access is removed by completing Part 3 of this form.

Instructions for completing this form:

1. Complete part 1 & 2 of this form.
2. Complete part 3 to remove a user's access to SDP and Pourato. This must be done when a user leaves your organisation.
3. Part 4 must be completed by the funding contact at your organisation.

Part 1: Access to Pourato and Secure Data Portal

Complete fields using the details of the person requesting Pourato and Secure Data Portal access.

Education Sector Logon username (if known)		Title (Mr, Mrs, Ms, etc)	
Given Names *			
Preferred Name		Surname *	
Date of Birth *		Gender *	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Contact Email Address * <i>For security, please use a work email address that only you can access. Do not use your personal email address.</i>			
Organisation/Service Provider Name *			
Organisation/Service Provider ID Number * (e.g. ECA1234)		Contact Phone Number	

** Fields with an asterisk * are mandatory*

***Part 2: Account Owner Declaration**

This section must be completed by the applicant.

- I declare that all information included in this application is 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 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 full name*

Date*

Part 3: Remove access to Pourato and Secure Data Portal

This section must be completed by your ECE service provider's funding contact to remove a user's access.

Education Sector Logon username (if known)

Full Name *

Date of Birth *

Contact Email Address *

Organisation/Service Provider Name *

Organisation/Service Provider ID Number *

** Fields with an asterisk * are mandatory*

***Part 4: Funding Contact Authorisation**

This section must be completed by your ECE service provider's funding contact.

- I approve this person being given access to Pourato and Secure Data Portal and/or the removal of Pourato and SDP access.
- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant's identity. Please refer to [Evidence of Identity \(EOI\) | Applications & Online Systems](#) for appropriate EOI documents.

Funding Contact's signature*

Funding Contact's full name*

Date*

Email the completed form to the Education Service Desk

Email: service.desk@education.govt.nz

Phone: 0800 422 599

How to use ESL, Pourato for early learning and Secure Data Portal

ESL	For guidance using your Education Sector Logon User Account and information about your responsibilities, see Education Sector Logon (ESL) Applications & Online Systems
Evidence of Identity Guidance	To find out about Evidence of Identity (EOI) documents to support ESL account applications: Evidence of Identity (EOI) Applications & Online Systems
Privacy and ESL Terms of Use	Privacy and ESL terms of use can be found here: ESL Application Privacy Applications & Online Systems
Pourato for early learning	For guidance using Pourato for early learning, see Pourato for Early Learning Applications & Online Systems
Secure Data Portal	For guidance using the Secure Data Portal, see Secure Data Portal (SDP) Applications & Online Systems

Access to other applications

For users to be able to access educational services and applications for your organisation, complete the relevant form/s on [How to get an Education Sector Logon | Applications & Online Systems](#) or contact your organisation's ESL Delegated Authoriser.