

Access Deletion

As Authoriser or Delegated Authoriser, you must complete this form when:

- a staff member leaves your organisation or
- you need to delete services a staff member has access to.

Part 1: User details

ESAA User ID	
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Or

First name*		Surname*	
Contact Phone			
Work Email Address*			

And

Organisation name*			
Provider Code/ Institution Number		Date	

* The user must complete any section marked with an asterisk.

Part 2: Has the staff member left your organisation?

If so, please complete this section then move directly to Part 3 Authoriser's confirmation.

MoE
use
only

Delete ALL access	<input type="checkbox"/> This person no longer works for us	
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Which services do you wish to delete access to?

Please complete Part 4 of this form (overleaf) before signing Part 3: Authoriser's confirmation.

Part 3: Authoriser's confirmation

This section must be completed by your organisation's Authoriser or Delegated Authoriser.

<hr/>	
Authoriser's or Delegated Authoriser's Signature	Date
<hr/>	
Authoriser's or Delegated Authoriser's Name (please print in full)	

Part 4: Which services do you wish to delete access to?		MoE use only
National Student Index (NSI)	<input type="checkbox"/> User <input type="checkbox"/> I need to be able to make changes to NSI	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> Basic Learner Record User <input type="checkbox"/> Learner Details Administrator <input type="checkbox"/> Learner Results Administrator	Select one option only
	<input type="checkbox"/> TEO Profile View User <input type="checkbox"/> TEO Management Representative <input type="checkbox"/> TEO Profile and Application Administrator	Select one option only
Tertiary Education Commission (TEC) Shared Workspaces	<input type="checkbox"/> Approver <input type="checkbox"/> User	
TEC Electronic Receiving System (ERS)	<input type="checkbox"/> User	
Services for Tertiary Education Organisations (STEO)	<input type="checkbox"/> User <input type="checkbox"/> I need to be able to make changes to STEO	
STEO Contact Updates	<input type="checkbox"/> User	
STEO EEL (Export Education Levy)	<input type="checkbox"/> User	
STEO RS20 (Private Training Establishment Annual Return)	<input type="checkbox"/> User	
Tertiary Data Warehouse (TDW)	<input type="checkbox"/> User	
Adult Literacy and Numeracy Assessment Tool	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	

What to do next		Fax or post pages 1 and 2 to the Sector Service Desk	
Fax:	04 463 2868	Mail:	Sector Service Desk Ministry of Education PO Box 1666 Wellington