

Application to be a Delegated Authoriser

As an Authoriser, the CEO or equivalent (e.g. Principal) of your organisation is able to grant access to online sector services for their employees. Please complete this form if your CEO is delegating this responsibility to you.

Please read the *Delegated Authoriser User Guide* for more information on how to complete this form.

Part 1: Applicant's details

ESAA User ID <i>(if you have one)</i>		Title	
First Name *		Preferred name	
Middle Name		Surname *	
Date of Birth * <i>(dd/mm/yyyy)</i>		Country of Birth*	
Town/City of Birth *			
Gender *	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Contact Phone
Work Email Address *			
Organisation Name*			
Provider Code/ Institution Number		NZQA Location Codes (for NZQA services)	

* A new user must complete any section marked with an asterisk.

Your information will be used to identify you if you forget your password.

Part 2: Applicant's declaration

- I declare that all information included in this application and all supplied documentation is true and correct.
- I understand that my access to these services may be declined or cancelled if I provide incorrect information or fail to meet the conditions of use.

Applicant's Signature

Date

Applicant's Name (please print in full)

Part 3: Authoriser's confirmation

This section must be completed by your organisation's CEO or equivalent (e.g. Principal) as Authoriser.

- I approve this person becoming a Delegated Authoriser.
- I authorise access to the online services requested in Part 4 of this form.
- I confirm the documentation presented is proof of the applicant's identity.
- I confirm that I have seen original documentation of the applicant's Evidence of Identity (EOI) and that it meets the required standard. (Please refer to the *Delegated Authoriser User Guide* for examples of appropriate identification).

Authoriser's Signature

Date

Authoriser's Name (please print in full)

Part 4: Which services do you need access to?		MoE use only
Please see the <i>Delegated Authoriser User Guide</i> for information on these services.		
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

Further assistance	Phone: 0800 422 599	Email: sector.servicedesk@minedu.govt.nz
---------------------------	----------------------------	--

MoE use only				
Verified by		User ID issued by		Date issued
Notes				

Delegated Authoriser User Guide

Introduction

Various education sector services are available online. Access to these services must be approved by an Authoriser (i.e. an organisation's CEO or equivalent). The Authoriser can delegate the approval of access to another staff member (a Delegated Authoriser).

Applying to be a Delegated Authoriser

To apply to be a Delegated Authoriser you need to:

1. complete the attached Application to be a Delegated Authoriser
2. obtain approval from your Authoriser (your organisation's CEO or equivalent)
3. send your application to the Sector Service Desk.

The Sector Service Desk will email you a unique User Identifier and a temporary password. When you first log on you will be asked to set up a new password.

Evidence of Identity (EOI)

To become a Delegated Authoriser or simply to access online education sector services, you must supply two forms of personal identification. One must prove who you are and include a photo (e.g. your passport) and the other (such as an electricity bill) should provide supporting evidence of your personal details. Your Authoriser must confirm they have seen the original documentation of both your identification documents.

You can use a combination of identification documents, for example:

One of the following:

- NZ Passport
- Overseas passport (include NZ Immigration Visa / Permit)
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity (Passports Act 1992)
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer's Licence
- NZ Birth Certificate
- NZ Citizenship Certificate



One of the following:

- International Driving Permit
- NZ Driver Licence
- Confirmation of Permit Status
- Community Services Card
- Electoral Roll Record
- Student identity card
- Employee identity card
- 18+ Card (must be current)
- A recent utility bill (e.g. power bill, phone bill)
- Teacher's Registration (i.e. practising certificate)

If any of your documents includes a name that you have changed (e.g. by marriage or deed poll) please also include one of the following as certification of that change:

- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Statutory Declaration
- Change of Name by Deed Poll
- New Zealand divorce papers
- Certificate of Annulment.

Delegated Authoriser responsibilities

As a Delegated Authoriser it will be your role to:

- confirm the identity of anyone in your organisation who applies for access to online sector services
- approve changes to access for an existing user
- notify the Sector Service Desk when a user leaves your organisation or no longer needs access to services (by submitting an Access Deletion form).

Notes on Part 1: Applicant's details

Provider codes and institution numbers

Your provider code or institution number is used to identify your organisation. You may know it by another name such as *EDUMIS number, MoE school code or NZQA number.*

NZQA location codes (for NZQA services)

Tertiary Education Organisations are given NZQA location codes when they have more than one site/location. If your organisation has only one site please use the code '01'.

NZQA will assign codes for organisations with multiple sites.

Notes on Part 4: Which services do you need access to?

Service	What it provides
National Student Index (NSI)	The ability to create and maintain National Student Numbers for students.
TEC Shared Workspaces	The ability to submit investment plans to the TEC.
TEC Electronic Receipting System (ERS)	Information on the status of programmes and students (including enrolment, withdrawal, and outcome status) for funded programmes. (We recommend that ERS users also apply for NSI access.)
Services for Tertiary Education Organisations (STEO)	The ability to submit SDR, RS20 returns and Export Education Levies (EEL).
Tertiary Data Warehouse (TDW)	Information to support analysis and decision making for universities and polytechnics; includes information on enrolments, student graduate statistics and tertiary provider courses.
NZQA Tertiary Education Organisation Extranet (TEOE)	Access to NZQA information including records of learning, and submission of data files. (See the NZQA access section below for more information.)
Adult Literacy and Numeracy Assessment Tool	Assistance to help educators identify learners' literacy and numeracy skills.

For help with the form or more information on these services contact the Sector Service Desk:
0800 422 599 or sector.servicedesk@minedu.govt.nz

Access to NZQA services

To access NZQA services your organisation must be New Zealand Qualification Framework accredited.
Levels of access are:

Level	Gives access to:
Basic Learner Record User	Record of Learning
Learner Details Administrator	Record of Learning Assessment Plans Individual Qualification Check Learner Details Update
Learner Results Administrator	Record of Learning Assessment Plans Individual Qualification Check Learner Details Update File Downloads Enter NQF Results Submit Data File Enter Qualification Check Request Result Amendment View Batches Standard Results Search Quarterly Statistics Reports (ITO)
TEO Profile View User	View TEO Profile (except for General and Compliance Details)
TEO Profile and Application Administrator	View and edit the TEO Profile (except for General and Compliance Details) Commence and edit TEO applications (e.g. applications for course approval and accreditation, NQF accreditation etc)
TEO Management Representative	View and edit the TEO Profile View General and Compliance Details Commence, edit and submit TEO applications

Access to TEC Shared Workspaces

You can apply to be an Approver or a User for TEC Shared Workspaces.

Level	Role
Approver	Can give others access to specific areas or functions. (The Approver role is usually held by a manager or principal.)
User	Has limited access to shared workspace.

Access to Adult Literacy and Numeracy Assessment Tool

You can apply to be an Organisation Administrator or an Educator for the Adult Literacy and Numeracy Assessment Tool.

Level	Role
Organisation Administrator	'Super user'; able to create and maintain data about an organisation's users, and to review aggregate data at an organisational level. Also has the rights of an Educator.
Educator	Responsible for administering assessments for learners; able to see and utilise data about learners assigned to them.

Conditions of use

When you apply for access to these services you agree to the following conditions:

1. You will follow the relevant security policies when using each service.
2. You will:
 - take reasonable steps to prevent misuse or unauthorised access to the services
 - ensure any computer you use to access the service has antivirus software installed.
3. You agree to the collection of information about how you use the services and will provide further information if requested. All information you provide will be correct and complete.
4. You agree that your calls to the Sector Service Desk will be monitored to improve the delivery of our services.

Please note:

- You have the right to see information that we have about you and to ask us to correct any errors.
- Any information we hold will be kept secure. It will not be disclosed to any person or organisation without your authority, unless we are required or authorised to do so by law.
- You must not send frivolous, obscene or defamatory messages.
- You must not look at, change, delete or tamper with files or programmes that you are not authorised to access.