

# Education Sector Authentication and Authorisation User Setup and Access Request Form



## Complete Sections

This form can be used by:

	1	2	3
<ul style="list-style-type: none"> <li>a <b>new user</b> to obtain a trusted identity (through the Evidence of Identity (EOI) process) and apply for access to Education Sector online services</li> </ul>	✓	✓	✓
<ul style="list-style-type: none"> <li>an existing user wishing to update current user details will need to undergo the EOI Process</li> </ul>	✓		✓
<ul style="list-style-type: none"> <li>an existing user wishing to update their access to Education Sector online services will need to undergo the EOI Process if not already done so (for those users with a trusted identity, please fill in your user ID, contact and organisation details and progress to Section 2)</li> </ul>	✓	✓	✓

### IMPORTANT INFORMATION ABOUT THIS FORM

- By undergoing the Evidence of Identity (EOI) process users are obtaining a trusted identity for access to and use of Education Sector online services. Education Sector Authentication and Authorisation (ESAA) is aligning the Education Sector with industry and government security protocols.
- This form should be completed, and sent with supporting documentation either;
  - via fax to the Sector Service Desk **04 463 2868**, or
  - by post to Sector Service Desk, Sector and Business Services, Ministry of Education, PO Box 1666, Wellington.
- Please print clearly in black or blue ink.

For help completing this form please refer to the User Guide available on STEO Downloads or contact the Sector Service Desk on **0800 422 599**.

## Section 1 User details and Evidence of Identity

(to be completed by applicant and verified by the Organisation's Authoriser)

### Step 1 User Personal Details

(Fields denoted with an \* are mandatory)

Digitally Certified User  User ID/Password

#### Digitally Certified User

Before you complete this form:

- You would have applied for, received and installed a digital certificate from Digital Identity Ltd.

You will need to complete this form before you can access the sites requested. For help obtaining a digital certificate please call the Sector Service Desk on **0800 422 599**.

<b>ESAA User ID</b> (if you have one currently)		<b>Title</b>	
<b>First Name *</b>		<b>Middle Name *</b>	
<b>Last Name *</b>		<b>Preferred First Name</b> (if different)	
<b>Preferred Last name</b> (if different)		<b>Date of Birth *</b> (dd/mm/yyyy)	
<b>Place of Birth *</b> (Town/City)		<b>Country of Birth*</b>	
<b>Gender *</b>	Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Contact Phone</b>	(      )
<b>Email Address *</b>			

**Step 2 Evidence of Identity – Documentation Details**

(Refer to the User Guide on STEO Downloads for required Evidence of Identity documentation)

**Copies of your TWO separate forms of EOI documentation are to be attached to this application when submitting to the Sector Service Desk**

Documentation Type e.g. Driver's Licence, Passport	Issuing Country e.g. NZ, Australia	Issuing Authority e.g. NZ Police, Department of Internal Affairs (DIA)	Document Number e.g. Passport/Licence number	Authoriser use only. Originals Sighted? (Tick if yes)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

**Step 3 User Organisation Details**

<b>Tertiary Education Organisation/Agency</b> you work for *			
<b>Provider Code</b>		<b>NZQA Location Code(s) *</b> (mandatory if requesting access to an NZQA application)	

**Applicant's Declaration**

I declare that all information included in this application, and all supplied documentation, is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**MoE use only**

<b>Verified by:</b>	
<b>User ID &amp; password issued by:</b>	
<b>Date:</b>	
<b>Notes:</b>	

**Section 2 Online Service Access Request**  
 (to be completed by the applicant)

**Step 1 Indicate Type and Level of Access**  
 (please tick access required)

Online Services	Add	Required Trust Level
TEC ERS	<input type="checkbox"/>	1
TECQualCheck	<input type="checkbox"/>	1
TEC Shared Workspaces		
Approver	<input type="checkbox"/>	1
User	<input type="checkbox"/>	
NSI (read & write)	<input type="checkbox"/>	1
NSI (read only)	<input type="checkbox"/>	1
STEO (read & write)	<input type="checkbox"/>	1
STEO (read only)	<input type="checkbox"/>	1
STEO (Contacts)	<input type="checkbox"/>	1
STEO (EEL only)	<input type="checkbox"/>	1
STEO (RS20)	<input type="checkbox"/>	1
TDW	<input type="checkbox"/>	1
NZQA Level 1*	<input type="checkbox"/>	1
NZQA Level 2*	<input type="checkbox"/>	1
NZQA Level 3*	<input type="checkbox"/>	1

\*NZQA Select ONE only – refer to User Guide on STEO Downloads for NZQA access levels.  
 Note: Organisation must be NQF accredited.

**Acceptance of Conditions for ESAA**

I certify that for the purpose of my ESAA authentication access to personal and other information held by the Education Sector:

- 1) I will follow lawful and relevant instructions issued by the Ministry;
- 2) I have read and understood the ESAA conditions of use detailed on the STEO website;
- 3) I will not share my User ID or Password with another person;
- 4) I will ensure information, to which I have access, is used in accordance with the Privacy Act 1993 where applicable;
- 5) I understand that my failure to use information in accordance with conditions 1, 2 and 3, or provision of incorrect information may result in my access to Education Sector online services being declined or cancelled.
- 6) I have read and accept conditions 1 to 5.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date

**Section 3 Authoriser Confirmation**  
(to be completed by the Organisation's Authoriser)

An **Authoriser** is the person within an organisation delegated the responsibility of assigning access to Education Sector online services. An Authoriser may also act as a Trusted Referee.  
If your Organisation has no authoriser a delegated person within your organisation should apply for this role. Further details and the application form can be found on STEO Downloads.

**Step 1 Authoriser details**

**ESAA User ID**

If you do not have an ESAA User ID, please complete the following:

**Full Name**

**Step 2 Authorisation of Applicant's Access Request and EOI Documents**  
(to be signed by the Authoriser)

The Authoriser is to verify that the supplied documents and details, noted by the applicant, are correct with a ✓ in the appropriate boxes.

Requirements	Please tick
I am authorising access to the online services requested by the applicant	<input type="checkbox"/>
The applicant has provided sufficient documentation for the trust level required	<input type="checkbox"/>
I confirm the applicants TWO separate forms of EOI documentation has been detailed and sighted (refer to Section 1 Step 2) and copies have been attached to this form	<input type="checkbox"/>

- 1) I confirm that I have identified the person requesting access who has signed the declaration.
- 2) I confirm the applicant has provided appropriate identity documentary evidence for the trust level required.
- 3) I confirm the details presented match with the presented documentation.
- 4) I confirm the EOI objectives have been observed for the trust level required.
- 5) I confirm I have the authority to confirm/validate the applicant's identity.
- 6) I confirm I have returned original documents to the applicant.
- 7) I confirm I will forward copies of the documentation presented with this application to the Sector Service Desk.**
- 8) I confirm my details are valid and correct.

Place Organisation Stamp Here

\_\_\_\_\_  
Authoriser's Signature

\_\_\_\_\_  
Date