

## Request for User Setup and Access

This form is used to establish your identity and give you access to services available online for users in the education sector.

Use this form if you would like to:

- apply for access to online education sector services
- update your details
- change or update the services you have access to.

Please read *Becoming an ESAA User* 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 Authoriser or 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 *Becoming an ESAA User* for examples of appropriate identification).

\_\_\_\_\_  
Authoriser's or Delegated Authoriser's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authoriser's or Delegated Authoriser's Name (please print in full)

<b>Part 4: Which services do you need access to?</b>		<b>MoE use only</b>
Please see <i>Becoming an ESAA User</i> for information on these services.		
<b>National Student Index (NSI)</b>	<input type="checkbox"/> User <input type="checkbox"/> I need to be able to make changes to NSI	
<b>New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)</b>	<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
<b>Tertiary Education Commission (TEC) Shared Workspaces</b>	<input type="checkbox"/> Approver <input type="checkbox"/> User	
<b>TEC Electronic Receiving System (ERS)</b>	<input type="checkbox"/> User	
<b>Services for Tertiary Education Organisations (STEO)</b>	<input type="checkbox"/> User <input type="checkbox"/> I need to be able to make changes to STEO	
<b>STEO Contact Updates</b>	<input type="checkbox"/> User	
<b>STEO EEL (Export Education Levy)</b>	<input type="checkbox"/> User	
<b>STEO RS20 (Private Training Establishment Annual Return)</b>	<input type="checkbox"/> User	
<b>Tertiary Data Warehouse (TDW)</b>	<input type="checkbox"/> User	
<b>Adult Literacy and Numeracy Assessment Tool</b>	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	

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

<b>Further assistance</b>	<b>Phone:</b> 0800 422 599	<b>Email:</b> <a href="mailto:sector.servicedesk@minedu.govt.nz">sector.servicedesk@minedu.govt.nz</a>
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<b>MoE use only</b>				
<b>Verified by</b>		<b>User ID issued by</b>		<b>Date issued</b>
<b>Notes</b>				

## Becoming an ESAA User

### Introduction

This guide explains how to apply for a unique User Identifier to gain access to online education sector services.

### Applying for a unique User Identifier

To apply for a unique User Identifier you must complete a Request for User Setup and Access form.

Your organisation's Authoriser (CEO or equivalent) or Delegated Authoriser (a person delegated as the Authoriser by the CEO) is responsible for approving your application.

You will need to present to that person two forms of identification that prove who you are (see below).

Once they have authorised your application, fax or post it to the Sector Service Desk (see 'What to do next' on the form).

### Evidence of Identity (EOI)

We require proof of your identity before you can access online education sector services.

Generally you will need to provide proof of who you are (e.g. your birth certificate or passport) and some other document (such as an electricity bill) which provides supporting evidence of your personal details.

Your Authoriser or Delegated Authoriser must confirm they have seen the original documentation of both your identification documents (Part 3 of the form).

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 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.

**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?**

<b>Service</b>	<b>What it provides</b>
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](mailto: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.