

Education Sector Authentication and Authorisation

Authoriser Setup Form



This form can be used by:

- a **new user** to obtain a trusted identity and apply for the role of the Organisation’s Authoriser **or**
- an **existing user** wishing to update their status to become the Organisation’s Authoriser (will need to undergo the Evidence of Identity (EOI) process to the appropriate trust level)

An **Authoriser** is the person within an organisation that has been delegated the responsibility of assigning access to Education Sector online services. Only a CEO with an ESAA trusted identity or the Sector Service Desk Administrator may authorise the delegation of this role. An Authoriser may also act as a Trusted Referee.

IMPORTANT INFORMATION ABOUT THIS FORM

- By undergoing the 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 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 Organisations CEO/Trusted Referee)

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**.

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

Step 2 Evidence of Identity – Documentation Details

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

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	Trusted Referee use only. Originals Sighted? (Tick if yes)
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Step 3 User Organisation Details

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

Section 2 Role Request

(to be completed by the applicant)

In applying to become an Authoriser for your Organisation, you would have completed Section 1 for the EOI process. If you also require access to the online services, you should complete Section 2 of the ESAA User Setup and Access Request form.

Role Authoriser for....	Add	Required Trust Level
NSI	<input type="checkbox"/>	2
* NZQA - TEOE	<input type="checkbox"/>	2
STEO	<input type="checkbox"/>	2
TEC ERS	<input type="checkbox"/>	2
TECQualCheck	<input type="checkbox"/>	2
TEC Shared Workspaces	<input type="checkbox"/>	2

*For access to the NZQA Extranet, Organisation's 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 agree to follow all standards as defined by ESAA.
- 7) I have read and accept conditions 1 to 6.

Applicant's Signature

Date

Section 3 Trusted Referee* Confirmation
 (to be completed by the Organisation's CEO or a Trusted Referee)

*The Trusted Referee for this process must be either:

- the Organisation's CEO **or**
- external to an Organisation i.e. registered accountant, Justice of the Peace, Doctor, Lawyer, Board of Trustees Chairperson, School Principal, Minister of Religion, Kaumatua.

Step 1 Trusted Referee Details

Full Name	
Organisation or Agency you work for	
Position	
Address	
Additional Notes	

Step 2 Confirmation of Applicant's Identity (and role request if applicable)
 (to be signed by the CEO/Trusted Referee)

The CEO/Trusted Referee 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 confirming the applicant's request to become an Authoriser for the Organisation (Only an ESAA Identity may authorise the delegation of this role)	<input type="checkbox"/>
-----OR----- The role applied for requires authorisation from the Sector Service Desk Administrator	<input type="checkbox"/>
The applicant has provided sufficient documentation for the trust level required	<input type="checkbox"/>
I confirm the applicant's EOI documentation has been detailed and sighted (refer to Section 1 Step 2)	<input type="checkbox"/>

1. I confirm that I have identified the person requesting access who has signed the Acceptance of Conditions.
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 my details are valid and correct.

Place Organisation
Stamp Here

Trusted Referee's Signature _____ Date _____

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Authoriser Setup Form



MoE use only	
Verified by:	
Role Authorised by:	
User ID & password issued by:	
Date:	
Notes:	