

**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"> a new user to obtain a trusted identity (through the Evidence of Identity (EOI) process) and apply for access to Education Sector online services 	✓	✓	✓
<ul style="list-style-type: none"> an existing user wishing to update current user details will need to undergo the EOI Process 	✓		✓
<ul style="list-style-type: none"> 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) 	✓	✓	✓

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**.

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 *			

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



Step 2 Evidence of Identity – Documentation Details

(Refer to the User Guide 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	Authoriser 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 *			
Provider Code		NZQA Location Code(s) * (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	
Verified by:	
User ID & password issued by:	
Date:	
Notes:	

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	<input type="checkbox"/>	1
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"/>	0
STEO (RS20)	<input type="checkbox"/>	0
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 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 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