

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"/>	Work Contact Phone
Work Email Address *			
Organisation Name*			
Provider Code/ Institution Number		NZQA Location Codes <i>(for NZQA services)</i>	

* 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 the documentation (shown to the Authoriser or ESAA Delegated Authoriser) 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 (CEO or equivalent) or ESAA Delegated Authoriser

- I authorise access to the online services requested in Part 4 of this form.
- I confirm that the original Evidence of Identity (EOI) presented is proof of the applicant's identity and that it meets the required standard. (Please refer to *Becoming an ESAA User* for examples of appropriate identification).

Authoriser's or ESAA Delegated Authoriser's Signature

Date

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

Part 4: Which services do you need access to?		MoE use only
Please see the <i>Becoming an ESAA User</i> for more information about these services		
National Student Index (NSI) (Recommended for tertiary users of TEC ERS)	<input type="checkbox"/> Read only <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 Profile and Application Administrator <input type="checkbox"/> TEO Management Representative	Select one option only
Tertiary Education Commission (TEC) Shared Workspaces	<input type="checkbox"/> Approver <input type="checkbox"/> User	
TEC Electronic Receipting System (ERS)	<input type="checkbox"/> User	
Services for Tertiary Education Organisations (STEO)	<input type="checkbox"/> Read only <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	
STEO TDW (Tertiary Data Warehouse)	<input type="checkbox"/> User	
Literacy and Numeracy Adult Assessment Tool	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	
Te Kete Ipurangi (TKI)	All ESAA users are provisioned with TKI access	

What to do next or for further assistance					
Fax, post or email pages 1 and 2 to the Sector Service Desk or contact us for further assistance					
Fax:	04 463 2868	Mail:	Sector Service Desk Ministry of Education PO Box 1666 Wellington 6140	Email:	sector.servicedesk@minedu.govt.nz

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

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 need to:

1. complete the Request for User Setup and Access form
2. obtain approval from your organisation's Authoriser (CEO or equivalent) or ESAA Delegated Authoriser (a person delegated as the ESAA Authoriser by the CEO)
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 gain access to online education sector services you will need to show 2 forms of identification to your Authoriser or ESAA Delegated Authoriser (you do not need to send copies of these to the Sector Service Desk).

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 ESAA 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
- 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 location codes when they have more than one site/location. NZQA will assign these codes. If your organisation has only one site please use the code '01'.

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. (We recommend that ERS users also apply for NSI access. Schools with ENROL access will not need to access NSI)
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. Schools with ENROL access will not need to access NSI)
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. This access is for tertiary providers only. (See the NZQA access section below for more information).
Literacy and Numeracy Adult Assessment Tool	Assistance to help educators identify learners' literacy and numeracy skills.
Te Kete Ipurangi (TKI)	TKI is a bilingual portal and web community which provides quality-assured educational material for New Zealand teachers, school managers, and the wider education community. All users with an ESAA logon will be able to access TKI. (We recommend users who only require access to the TKI service complete the self registration section on the TKI site. For more information please go to http://www.tki.org.nz)

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 Tertiary Education Organisation Extranet

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 and/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 Literacy and Numeracy Adult Assessment Tool

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

Access to Te Kete Ipurangi (TKI)

Accessing TKI via an ESAA logon allows you to personalise your experience, participate in discussions and share resources. Using your ESAA logon will allow you single sign on, which means once you log into either ESAA or TKI you will not have to log in again as you navigate through your personal set-up within TKI.

We recommend users who only require access to the TKI service complete the self registration section on the TKI site. For more information please go to <http://www.tki.org.nz>. For a list of the other online education services available via ESAA please refer to page 2 of this guide.

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.

Your Responsibilities:

You have an important role to play in the secure use of online services. You are responsible for your own behaviour when accessing online services. The following outlines rules and recommendations for online service use, password construction and management and challenge response guidelines.

General Use

- 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.

Passwords

- A password within ESAA must:
 - Have a minimum of 7 characters,
 - Contain 3 of the following – Lowercase, Uppercase, Digits, Punctuation, and Special character,
 - Be changed regularly, and
 - Be easily remembered, but difficult to guess.

You must not:

- Write passwords on sticky notes, desk pads, calendars, or store online.
- Share your User ID and password with another person.

Challenge Responses

The first time you logon to Education Sector online services you are required to set challenge response questions and answers. Challenge responses allow you to uniquely identify yourself and change your own password online should you forget it.

You must not:

- Reveal your password or challenge response answers to any other person.

You will never be asked for your password or challenge response answers by a legitimate ESAA administrator.

Breach of Conditions of Use

Any breach of the conditions of use, which you signed to on registration, will be dealt with appropriate to the seriousness of the breach.

Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.