Education On-line services access for Early Childhood

Using Education Sector Logon (ESL)

This form is used to apply for access to on-line educational services for ECEs.

Use this Education Sector User Access Request form to:
- Apply for an ESL account if you don't already have one
- Request access to on-line educational services using your ESL account
    1. For access to applications / services that on-line DAs cannot allocate
    2. Where an on-line DA is not available to your organisation

Instructions:
1. Complete parts 1 and 2
2. The Education Sector Authoriser or Delegated Authoriser for your organisation should complete part 3.
3. Complete Part 4 if you don't have an ESL on-line Delegated Authoriser
4. Submit the completed form

I have an ESL account	☐	Provide enough information in part 1 to find your existing ESL account.
I don't have an ESL Account	☐	Evidence of Identity (EOI) needs to be sighted by your organisation's Education Sector Authoriser or Delegated Authoriser.

Part 1: Account owner's details

Education Sector Logon Username *(if known)*		Title (Mr, Mrs, Ms etc)	
Given Names*[1]			
Preferred Name		Surname *[1]	
Date of Birth* *(dd/mm/yyyy)*		Gender*	Male ☐ Female ☐ Other ☐
Work Email Address*			
Organisation Name*			
MoE Organisation Code*		Work Contact Phone	

* Fields denoted with an asterisk are mandatory.
[1] Given and Surnames must match EOI documents. Add a Preferred Name when a non-legal name is preferred.

Part 2: Account owner's declaration

- I declare that all information included in this application and any EOI Documents provided are valid and correct.
- The personal information collected is used to establish your identity and provide you with an ESL account. The information will be used for these purposes and may be shared with other agencies to operate education sector applications. Your information will not be used or disclosed for any other purposes unless permitted or required by law. You do not have to provide this information, but we may not be able to provide you with an ESL logon if you don't. The information collected will be held by the Ministry of Education and you have the right under the Privacy Act 1993 to request access to and

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correction of this information. I acknowledge that I have read and agree to provide my personal information for ESL use.

_____

Account owner's signature*   **Account owner's name (please print full name)***   **Date***

Part 3: Authoriser's confirmation
This section must be completed by your organisation's Education Sector Authoriser or Delegated Authoriser

- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant's identity. (Please refer to Education Sector User Account Guide for appropriate EOI documents).
- I authorise access to the online services requested in Part 4 and 5 of this form for our organisation.

_____

Education Sector Authoriser signature*   **Date***

_____

Education Sector Authoriser's Name (please print full name)*

_____

Position in Organisation*

Post or email the completed form to the Education Service Desk

Post	Education Service Desk PO Box 1666 Wellington, 6140	Email	service.desk@education.govt.nz
		Phone	0800-422-599

Part 4: Your Organisation's online Delegated Authoriser (DA) can give access to the following Education Sector Systems. (You can find your organisation's DA with your ESL account in ESL self service)

Application	Access Roles
Distance Learning Packs	☐ **ELSA DL Ordering** Allows School or ECE users to request distance learning resources (hard packs).
Curriculum Tool	☐ **Curriculum Tool member** This role is required for accessing the Curriculum Tool. The user will also have to be invited to a specific Community of Learning by the Community leader

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Application	Access Roles
ERS Education Resourcing System	☐ **Administrator** This role can create new requests in ERS. New requests created by this role must be approved and submitted by someone with the ERS - Approver role. This role can also view all requests in ERS. ☐ **Approver** This role can create, approve and submit new requests in ERS. This role can also view all requests in ERS.
Hapori Matatū	☐ **Teacher** Hapori Matatu access for Registered Teachers only. For new graduates and overseas trained teachers, please follow the Teaching Council self-registration process. Must have a Teacher Registration number. ☐ **Professional Leader** The Professional Leader role provides access to endorse sections of teachers' application for registration, certification & renewal of practising certificates; & to report conduct & competence concerns (via Teaching Council Hapori Matatū/Online Community).
LMS MoE's Learning Management System	☐ **LMS Administrator** Assign this role to user who provides student administration functions on behalf of a school | kura or early learning centre, such as recording and maintaining student enrolments. ☐ **LMS Centre Manager** Assign this role to user who is the early learning centre manager. ☐ **LMS Learning Support / Kai mahi** Assign this role to user who works in the school | kura or early learning centre as a Learning Support Worker or RTLB. ☐ **LMS Other** Assign this role to user who has been engaged to support the work within a school | kura or early learning centre, for example staff within another education agency. ☐ **LMS Senior Leader / Tātariki** Assign this role to user who holds a leadership role within the school | kura or early learning centre. ☐ **LMS Teacher** Assign this role to user who holds a teaching position within the school | kura or early learning centre.
Te Rito	☐ **Learning Support Coordinator (LSC)** Learning Support Coordinator role for access to Te Rito. The new user roles displayed have been made available for kura/schools currently accessing the Te Rito platform. Please only choose these roles if your kura/school is using Te Rito. ☐ **Special Education Needs Coordinator (SENCO)** Special Education Needs Coordinator role for access to Te Rito. The new user roles displayed have been made available for kura/schools currently accessing the Te Rito platform. Please only choose these roles if your kura/school is using Te Rito.
Whiria: Te Ahu o te Reo Māori	☐ **TAOTRM Applicant** Allows Sector Workforce to be able to login and register for a Te Ahu o te reo Māori course in their region

More about education sector applications and on-line services at https://applications.education.govt.nz/