Education Sector Account Forms User Guide

For National Student Index & Early Learning Information (ELI) system access
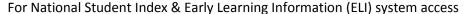
This guide explains your responsibilities when applying for and using an **Education Sector Account** to access the **Ministry of Education Online Education Services**. The education services available to you are:

- **National Student Index** – allows you to search and create National Student Numbers (NSNs) for enrolled children

- **ELI Web online application** – system used to send required child and service data to the Ministry for ECE services that don't use a Student Management System (SMS)

- **ELI Reports online application** – available for all ECE services to access reports on what data has been sent to the Ministry via ELI Web or an SMS

- **RS7 Return Submitter** – access role that allows authorised users to submit the RS7 Return.

Form A: Authoriser/Delegated Authoriser Request for Education Sector account

The **Early Childhood Education (ECE) Service Provider Contact** or **Delegated Authoriser** within your organisation is required to approve access to the **Ministry of Education Online Education Services** for their employees.
IMPORTANT:
- The Service Provider Contact should complete Form A to allow the creation of an **Education Sector Authoriser's account** for their self.
- If the Service Provider Contact wants to delegate their authoriser responsibilities to another user, that person should complete the Form A, and have it signed by the Service Provider Contact.
- Each user **must** have a separate email address in the Education Sector system.

If you'd like to check or update who your ECE Service Provider Contact person is, or whether an email address is already in use please get in touch with the E-admin Contact Centre on 0800 ECE ECE (0800 ECE ECE).

Form A	
Part 1	ECE Service Provider Contact or the Delegated Authoriser within your organisation.
Part 2	ECE Service Provider Contact or the Delegated Authoriser within your organisation.
Part 3	The same person that completed **Part 2** must complete **Part 3**.
Part 4	If the Delegated Authoriser completed **Parts 2 and 3**, then the ECE Service Provider Contact must complete **Part 4**. If the ECE Service Provider Contact completed **Parts 2 and 3**, leave **Part 4** blank.
Part 5	The person who completed **Parts 2 and 3** should provide a complete list of service/license numbers (service IDs) for the ECE services that the Education Sector ECE user requires access to.

Form B: User Request for Education Sector account

You may have as many users per ECE service as you require, however **each user** must complete a Form B and provide a unique email address.

Form B	Who completes it
Part 1	The person that requires access to one or more of the Ministry's online education services/roles.
Part 2	The person that requires access to one or more of the Ministry's online education services/roles.
Part 3	The same person that completed **Part 2** must complete **Part 3**.
Part 4	ECE Service Provider Contact or Delegated Authoriser within your organisation (who completed **Part 2** on **Form A**).
Part 5	The person who completed **Parts 2 and 3** should provide a complete list of service IDs/licence numbers they require access to.

Removing User Access

It is important that access is removed for a staff member who no longer requires access or has left your service. The Education Sector Authoriser will need to contact the Ministry of Education E-admin Contact Centre, either by phone or email.

Contact us on ELI.transition@education.govt.nz or on **0800 ECE ECE (0800 323 323).**

Form A and B: System selection and access rights (Part 1)

This section is used to indicate which system your service uses to send enrolment and attendance data to the Ministry of Education. You need to tick one or more boxes for the access you require.

The table below shows you what access is available to you, based on which system your service uses to send data to Ministry of Education.

	Education Sector access options			
	National Student Index	**ELI Web**	**RS7 Return Submitter**	**ELI Reports**
ELI Web (no SMS)	n/a	Required	Required	Recommended
APT	Required	n/a	Required	Recommended
Other SMS	n/a	n/a	n/a	Recommended

Evidence of Identity (EOI) Information

You are required to present two forms of identification as proof of your identity e.g. Birth Certificate or Passport. This is evidence of the personal details you have provided in Part 1 of the Education Sector forms.

The ECE Service Provider Contact or Delegated Authoriser within your organisation must sight original copies of your identification documents.

Please note that each form has a section confirming the sighting of the original EOI documents that must be signed by the authoriser stated on that part of the form – however the Ministry of Education <u>does not</u> require a copy of identification documents.

A combination of identification documents can be used, for example:

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One document from the following:
- NZ Passport
- Overseas Passport
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer's Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

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One document from the following:
- International Driving Permit
- NZ Driver Licence
- Teacher's Registration (i.e. practising certificate)
- Confirmation of Permit Status
- Community Services Card
- Electoral Roll Record
- Student or employee identity card
- 18+ Card (must be current)
- A current utility bill (e.g. power, phone)

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If the EOI documents sighted by your ECE Service Provider Contact or Delegated Authoriser include a name that you have changed (e.g. by marriage or deed poll), you will need to also include one of the following documents will need to be included as certification of that name change:

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- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Deed Poll

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- New Zealand Divorce Papers
- Certificate of Annulment
- Change of Name by Statutory Declaration

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Education Sector Conditions of Use Information

When you apply for access to these services you agree to the following conditions:

- You will follow the relevant security policies when using each service online.
- You will take reasonable steps to prevent misuse or unauthorised access to the services.
- You will ensure any computer you use to access the service has antivirus software installed.
- 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.
- 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 ask us to correct any errors with your information.
- 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 for an Education Sector account must:

- Have a minimum of 7 characters,
- Contain 3 of the following – lowercase letter, uppercase letter, digit, punctuation, or special character
- Be changed regularly (every 180 days for User accounts)
- Be easily remembered, but difficult to guess (e.g. do not include your given or family names)
- Not include information that is present on your account (e.g. Organisation Name)

Security Questions and Answers

The first time you logon to Education Sector online services you are required to set security questions and answers. These security questions and answers allow you to update your forgotten password by yourself online, without having to contact the MoE Contact Centre.

As an Education Sector account holder you must not:

- Share your Education Sector User name or password with another person.
- Let another person use your Education Sector User account.
- Reveal your Security questions or answers to any other person.

Minors

If you are under 18 you are encouraged to seek advice before accepting these Conditions of Use.

Please do not accept these Conditions of Use if you do not understand any part of them.

In some circumstances the parents, legal guardians or employer of minors (those under 18 years of age) will also be asked to sign the Acceptance of Conditions of Use (Part 2) alongside the person wishing to have access to online services. The parent, legal guardian or employer of the minor, will then also be responsible for ensuring that the conditions of use are adhered to.

Breach of Conditions of Use

Any breach of the Education Sector Conditions of Use will be dealt with by the appropriate Education Agency. Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.