

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

For National Student Index & Early Learning Information (ELI) system access

The Service Provider Contact should complete this form to allow the creation of (or update to) an **Education Sector Authoriser's account** either for themselves or a delegate whom they wish to carry out authoriser responsibilities on their behalf.

Please read the **Education Sector Account Forms User Guide** for more information about completing this form.

Part 1: System selection and access rights

Please indicate which system your service uses to send enrolment and attendance data to the Ministry of Education. Tick one or more boxes for the access you require:

My service uses ELI Web:	My service uses a Student Management System:
	Please write the name of your Student Management System: _____
<input type="checkbox"/> I require ELI Web access	<input type="checkbox"/> I require National Student Index access
<input type="checkbox"/> I require ELI Reports access	<input type="checkbox"/> I require ELI Reports access
<input type="checkbox"/> I require RS7 Return Submitter access	<input type="checkbox"/> I require RS7 Return Submitter access
<p>IMPORTANT: If you use ELI Web or APT, the RS7 Return Submitter role MUST be selected for at least one person within your service as authorised by the Service Provider Contact or Delegated Authoriser. Without this access, your service will not be able to claim funding.</p> <p>The RS7 Return Submitter(s) has the final oversight of your service's electronic RS7 Return (funding claim) and sends it to the Ministry via ELI Web or your APT system.</p>	

Part 2: Authoriser or delegate details (Education Sector account owner)

The ECE Service Provider Contact or Delegated Authoriser within your organisation should complete this section.

* Fields denoted with an asterisk are mandatory.

Education Sector User ID <i>(if you have an existing account)</i>		Your Title <i>(Mr, Mrs, Ms etc)</i>	
Your First Name(s)*			
Your Preferred Name		Your Family Name*	
Your Date of Birth* <i>(dd/mm/yyyy)</i>		Your Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/>
Your Work Contact Phone		Your Service ID*	
Your Email Address* <i>(Must be unique in our system)</i>			
Your Service Name*			

Note: If you are unsure if your email address is already in use in the Education Sector system (for generic or shared emails) or do not know your service ID, please call us on **0800 ECE ECE (0800 323 323)**.

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



For National Student Index & Early Learning Information (ELI) system access

Part 3: Account or delegate declaration (Education Sector account owner)

The person who completed Part 2 should complete this section.

- I declare that all information included in this access request form and any Evidence of Identity (EOI) documents presented are valid and correct.
- I understand that access to these Education Sector online services may be declined or cancelled if I fail to meet the Education Sector Conditions of Use.

Account owner's signature

Account owner's name (please print full name)

Date

Part 4: ECE Service Provider Contact confirmation

If the Delegated Authoriser within your organisation completed Parts 2 and 3, then the ECE Service Provider Contact must complete Part 4.

Or if the ECE Service Provider Contact has completed Parts 2 and 3, leave Part 4 blank.

- I confirm that the EOI documents presented are proof of the Delegated Authoriser's identity.
Note: Please refer to the **Education Sector Account Forms User Guide** for a list of appropriate EOI documents.

Signature

Name (please print full name)

Date

Part 5: Early Childhood Education services list

- Please list the ECE services that you require access to the National Student Index and/or ELI system for.
- Ensure you provide the service ID number as well as the service's official name.
- Attach a list with this information if the table below is not big enough (for example a Word Document or Excel spreadsheet).

Service ID	Service Name	Service ID	Service Name

Part 6: Further assistance and where to send completed form

Once this form has been completed, please post, fax or scan and email to the E-admin Contact Centre, or contact us for further assistance.

Phone:	0800 ECE ECE (0800 323 323)	Post:	Ministry of Education, E-admin Contact Centre PO Box 1666, Wellington 6141
Email:	ELI.transition@education.govt.nz	Fax:	(04) 463 8374