Form B: User Request for Education Sector account

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

This form is used to apply for, or update an existing **Education Sector user account.**

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: _____
☐ I require **ELI Web** access	☐ I require **National Student Index** access
☐ I require **ELI Reports** access	☐ I require **ELI Reports** access
☐ I require **RS7 Return Submitter** access	☐ I require **RS7 Return Submitter** access

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.

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.

Part 2: Education Sector account user's details (ECE service)

The person who requires access as indicated above should complete this section.

* Fields denoted with an asterisk are mandatory.			
Education Sector User ID *(if you have an existing account)*		**Your Title** *(Mr, Mrs, Ms etc)*	
Your First Name(s)*			
Your Preferred Name		**Your Family Name***	
Your Date of Birth* *(dd/mm/yyyy)*		**Your Gender***	Male ☐ Female ☐
Your Work Contact Phone		**Your Service ID***	
Your Email Address* *(Must be unique in our system)*			
Your Service Name*			

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

Part 3: Education Sector account user's declaration

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.

_____
Education Sector account user's signature   Education Sector account user's name (please print full name)   Date

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Part 4: Authoriser or Delegate's confirmation

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

- I authorise access to the National Student Index and/or ELI system for the named Education Sector account user.

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

Authoriser's Full Name:	
Authoriser's Signature:	
Authoriser's Role Title:	
Work Email Address:	
Work Contact Phone:	**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