

## How to transfer a schools' DNS registration to SchoolDNS

SchoolDNS is the Ministry of Education's free DNS service, operated by Liverton Security. For more information, see [School DNS – domain name registration service](#)

The term 'DNS admin' refers to the person who has responsibility for managing the school's domain name.

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### 1. Send a request to Liverton Security

The School's DNS admin emails [livedns@livertonsecurity.com](mailto:livedns@livertonsecurity.com) saying the school wishes to transfer its DNS registration to Liverton Security.

### 2. Liverton Security send a request for information

Liverton Security will reply with an email requesting information, including:

- a statement that the person requesting has authority to do so
- the contact details of the staff member who will be the first DNS admin for the SchoolDNS portal (others can be added once the transfer is complete)
- contact details to enter on the Domain Name Commission (DNC) website – see Table 2
- the authorisation code/EPP number/UDAI
- the school's zone records/files or name servers (depending on whether the school is also transferring their hosting).

### 3. Decide which staff member will be the first DNS admin

Decide which staff member will have DNS admin access to the SchoolDNS portal – they need:

- to understand how DNS works and the implications of making changes
- a Microsoft or Google authentication app so they can sign into the Liverton Security portal once the school domain is registered.

Note: One DNS admin who is a staff member will be set up during the transfer process, we recommend that at least one more DNS admin is set up after the transfer is completed.

#### 4. Access information from the current registrar and host

The current DNS admin:

1. Logs into their school's account with their current registrar.
2. Requests the authorisation code/EPP number/UDAI (it will either be visible to record or emailed to the registrant's email address) for any domain(s) that are to be transferred.
3. Unlocks the domain (this allows the transfer to take place).
4. If you are moving hosting to SchoolDNS – requests and records the zone files/records (these are requested from your current host, indicated by the Name Servers).

If you are not moving hosting to SchoolDNS – records the name servers (NS) listed by the registration provider.

Table 1 lists links and/or instructions for the most common school.nz registrars, for other registrars contact your registrar or IT management service directly.

**Table 1: Instructions for the most common registrars**

Registrar	Links or instructions
1st Domains	<a href="#">Get authorisation code</a> <a href="#">Change domain name details</a> Unlock domain: Login>account manager>Manage Domains and Service, then unlock domain(s) Export zone files: Login>account manager>Manage Domains and Service, then manually copy zone files/records
Cloudflare	<a href="#">Unlock and get authorisation code</a> <a href="#">Change domain name contacts</a> <a href="#">Export zone files</a>
Freeparking	<a href="#">Get authorisation code</a> Unlock domain: Occurs automatically when authorisation code is requested <a href="#">Change domain name contacts</a> Export zone files: Contact Freeparking support
TPP wholesale	Contact your account manager/your IT management service

## 5. Decide the contacts for the Domain Name Commission (DNC) website

### Table 2: DNC contacts

We recommend providing generic or role-based contact details for the DNC (e.g., [DNSadmin@example.school](mailto:DNSadmin@example.school)), rather than an individual's personal contact details, as the DNC information is publicly available.

Contact details for...	School without IT management service	School with IT management service
Registrar	The Ministry / Te Tāhuhu	
Registrant	School	School
Admin	School	IT management service
Tech	School	IT management service

## 6. Send the required information

The DNS Admin:

5. Sends the school's completed response to [livedns@livertonsecurity.com](mailto:livedns@livertonsecurity.com).

## 7. Next steps

Liverton Security will:

6. Get in contact if they need further information.
7. Set up an account for the school's DNS admin.
8. Let you know when the transfer is completed.

The school's DNS admin will:

9. Add at least one more DNS admin for the SchoolDNS portal.

## Liverton Security contact details

If you have any questions, contact Liverton Security:

[livedns@livertonsecurity.com](mailto:livedns@livertonsecurity.com)

0800 LDNS999 (0800 536 7999)

## 8. Example responses for Liverton Security's email to the school

I, Sam Teacher, have the authority to request Liverton Security take over the registration of Example School's domain names listed below.

### School Domain Names

*If there are more than two domain names, the first two listed will be paid for by The Ministry | Te Tāhuhu*

Domain name	Auth Code (EPP/UDAI)	Transferring hosting?	If you are transferring your hosting - list the zone files/zone records	If you are not transferring hosting - list the Name servers
example.school.nz	8dsfsalkj5u	yes	<b>A records:</b> Name: example.school.nz, TTL: 3600 IP destination: 162:XXX.123.456 <b>MX records:</b> Domain: example.school.nz, TTL: 14400, Priority 10, mx: mail1.example.school.nz Domain: example.school.nz, TTL: 14400, Priority 20 mx: mail2.example.school.nz	
Domain name	Auth Code (EPP/UDAI)	Transferring hosting?	If you are transferring your hosting - list the zone files/zone records	If you are not transferring hosting - list the Name servers
exampleIT.school.nz	45435gsd	no		NS records: ExampleIT.school.nz, TTL 86400, value: ns1.company.com ExampleIT.school.nz, TTL 86400, value: ns2.company.com

## The Ministry portal's DNS admin contact details

Contact details for the portal DNS admin must be for individual (not shared or generic), and they must have access to a Microsoft or Google authentication app.

Additional DNS admins can be set up by the school by the first admin after the transfer is completed.

Name	Email	Phone number
Sam Teacher	sam.teacher@example.school.nz	02X 123 4567

## Details for the Domain Name Commission (DNC) website

- The name, email address and number for DNC website need to be organisation-based as they are publicly available. For example, [sam.teacher@example.school.nz](mailto:sam.teacher@example.school.nz) and school's main phone number.
- If the school's DNS will be managed by an IT management service, the school is the Registrant, and the IT management service provides the other contacts .
- If the school will manage its DNS, the school provides all contacts (you can use the same details for all types of contact).

	Registrant (school)	Admin	Technical
Name	Example School	Managed IT Company	Managed IT Company
Address	PO box 9X99	PO box 5X55	PO box 5X55
City	Main Hub	Another Hub	Another Hub
Postal code	11X1	78X9	78X9
Country	New Zealand	New Zealand	New Zealand
Phone	02X 123 4567	02X 123 4567	02X 123 4567
Email	ITadmin@example.school.nz	<a href="mailto:schools@managedITprovider.net.nz">schools@managedITprovider.net.nz</a>	<a href="mailto:schools@managedITprovider.net.nz">schools@managedITprovider.net.nz</a>