

ESL Shared test/Pre-production Test Account Request

This form is used to apply for an Education Sector Shared Test/Pre-production test account to enable your organisation to access the **Compliance environment** of educational services. Use this form if you would like to:

- apply for an individual user test account **and/or**
- apply for a Machine Test Account

The CEO (or equivalent) of your organisation is required to authorise access by completing Part 4.

1: Account owner's details

The account owner for the compliance environment is a member of the organisation (SMS vendor or PTE development team) and is the person responsible for holding and storing the Education Sector Test Account details.

Organisation Name ¹			
SMS Name (if applicable)		SMS Version	
MOE Number ²			
Given Names			
Surname*		Your Title (e.g. Mr, Mrs, Ms)	
Date of Birth* (dd/mm/yyyy)		Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Organisational role			
Work Contact Phone			
Work Email Address*			
Provider Code*			
ESL Environment	<input type="checkbox"/> ESL Shared test <input type="checkbox"/> Pre Production		

* Fields denoted with an asterisk are mandatory

¹ Organisation Name of Provider/SMS Vendor or PTE if SMS is an in-house built application (mandatory) ² Required if in-house built application

2a: Application for an Individual User Test Account

I am: (select one option only)	<input type="checkbox"/> a Tertiary vendor <input type="checkbox"/> an ECE vendor <input type="checkbox"/> a provider with in-house developed SMS
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2b: Application for Machine Test Account

I am: (select one option only)	<input type="checkbox"/> a Tertiary vendor <input type="checkbox"/> an ECE vendor <input type="checkbox"/> a provider with in-house developed SMS
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3: Account owner declaration

This section must be completed by the account owner

- 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 and agree that I will be required to sight Evidence of Identity (EOI) documents, as per the guidance on page 4, for any new user requests that I approve.
- The personal information we are collecting from you now is needed so that we can 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 so that they can 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 2020 to request access to and correction of this information.

Account owner's Signature*

Date*

Account owner's Name (please print full name)*

4: Authoriser's confirmation

This section must be completed by your organisation's Education Sector Authoriser (CEO or equivalent) or your Delegated Authoriser

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

Education Sector Authoriser or Delegated Authoriser's Signature*

Date*

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

5: Which educational services do you need access to?

National Student Index (NSI)	<input type="checkbox"/> Read Only <input type="checkbox"/> I Need to be able to make changes to NSI	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> Basic Learner Record User <input type="checkbox"/> Learner Details Administrator <input type="checkbox"/> Learner Results Administrator	Select only one option from these TEOE Learner Record services
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO Profile View User <input type="checkbox"/> TEO Profile & Application Admin <input type="checkbox"/> TEO Management Representative	Select only one option from these TEOE TEO Profile services

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<p>New Zealand Qualifications Authority (NZQA)</p> <p>Tertiary Education Organisation Extranet (TEOE)</p>	<input type="checkbox"/> TEO View only <input type="checkbox"/> TEO Administration <input type="checkbox"/> TEO Management Authoriser <input type="checkbox"/> TEO Management View Only	<p>Select only one option from these TEOE TEO Moderation services</p>
<p>Early Learning Information (ELI)</p>	<input type="checkbox"/> The SMS needs to send/receive data from NSI compliance. <input type="checkbox"/> The SMS needs to send data to ELI compliance via Infohub. <input type="checkbox"/> The SMS needs to send RS7 funding returns to ELI Compliance via Infohub	
<p>ENROL</p>	<input type="checkbox"/> School Administrator <input type="checkbox"/> Principal Read Only <input type="checkbox"/> RTLB Cluster Manager	
<p>School Data Portal</p>	<input type="checkbox"/> School Administrator	
<p>Services for Tertiary Education Organisations (STEO) This application will be replaced by Tertiary Education Commission DXP Ngā Kete by Early 2025.</p>	<input type="checkbox"/> My organisation submits an SDR <input type="checkbox"/> My organisation submits an RS20 or EEL return	
<p>Tertiary Education Commission DXP Ngā Kete Choose all that should be applied</p>	<input type="checkbox"/> DXP User Settings Admin This role allows the user to view all users for their TEO and set user email preferences (the email notifications a user will receive based on document type). <input type="checkbox"/> DXP General Access User This role allows the user to access and submit or upload Data Submissions and Documents (excluding 'Commercial Documents'). <input type="checkbox"/> DXP Commercial Documents User This role allows the user to access and upload document types classified as Commercial e.g., Funding Outcome, Funding Washup <input type="checkbox"/> DXP Information Products User This role allows the user to access information products. <input type="checkbox"/> DXP Full Access Read Only User This role allows the user to view all Data Submissions and all Documents (including Commercial Documents).	

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<p>Literacy & Numeracy for Adult Assessment Tool (LNAAT)</p>	<p><input type="checkbox"/> Educator Responsible for administering assessments for learners. Able to see and utilise data about learners assigned to them.</p> <p><input type="checkbox"/> Item Administrator A user that can administer the item content bank (i.e. questions presented in a test).</p> <p><input type="checkbox"/> Organisation Administrator Create and maintain data about LNAAT's users within an organisation.</p>	
<p>Other: Please specify</p>	<p>Application: _____</p> <p>Role required: _____</p>	
<p>6: Email the completed form to the Education Service Desk</p>		
<p>Email:</p>	<p>service.desk@education.govt.nz</p>	