

Helios Portal & 10YPP User Access Request

This form is used to apply for or update an Education Sector Logon account to enable you to access the Helios portal and/or the 10 Year Property Planner (10YPP)

Part 1: Account owner's details			
Education Sector Logon Username <i>(If known)</i>		Your Title <i>(Mr, Mrs, Ms etc)</i>	
First Name(s)*			
Preferred Name		Family Name*	
Your Date of Birth* <i>(dd/mm/yyyy)</i>		Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Work Phone			
Email Address*			
Your Company Name*			
* Fields denoted with an asterisk are mandatory.			
Part 2: Account owner's declaration			
<ul style="list-style-type: none"> I declare that all information included in this application and any EOI Documents provided are valid and correct. I understand that access to this service may be declined or cancelled if I fail to meet the Education Sector Conditions of Use. 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 1993 to request access to and correction of this information 			
_____ Account owner's signature*		_____ Account owner's name (please print full name)*	
_____ Date*			
Part 3: Authoriser's confirmation			
This section must be completed by a MoE registered Delegated Authoriser			
<ul style="list-style-type: none"> I confirm that the Evidence of Identity (EOI) documents presented are 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)*			
Contact the Education Service Desk for further assistance			
If you require any assistance completing this form please contact the Education Service Desk			
Phone:	0800 422 599	Email:	service.desk@education.govt.nz

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User Account Guide

Evidence of Identity (EOI) Information

Generally you will need to provide two forms of identification as proof of who you are (e.g. your Birth Certificate or Passport) and some other document (such as Drivers Licence or Teachers Registration) which provides supporting evidence of your personal details (Part 1: Account owner details, Education Sector Request forms).

Your Education Sector Organisation Authoriser or Delegated Authoriser must confirm they have seen the original of both your identification documents by signing your Education Sector Request form (Authorisers Confirmation, Education Sector Request forms).

You can use a combination of identification documents, for example:

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 identity card
- Employee identity card
- 18+ Card (must be current)
- A current utility bill (e.g. power, phone)

If the Evidence of Identity documents you show your Organisation Authoriser or Delegated Authoriser includes a name that you have changed (e.g. by marriage or deed poll) you will need to also include one of the following documents as certification of that name change:

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

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