

User Access Request

This form is used to apply for an Education Sector User account to enable you to access educational services online for your organisation.

- A separate form must be completed and signed by each user
- Email the completed form to the **Education Service Desk** team: Service.Desk@education.govt.nz
You will then be contacted via email from Training Services to book your training session online.
- Please retain one completed, signed copy for your DHB H&V department's own file.
- Access to ENROL will be provided by the **Education Service Desk** once an online training session with Training Services is completed.

Part 1: Account owner's details

| | | | |
|--|--|--------------------------------|---|
| Education Sector User name (if known) | | Title (Mr, Mrs, Ms etc) | |
| Given Names* | | | |
| Preferred Name | | Family Name* | |
| Date of Birth* (dd/mm/yyyy) | | Gender* | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Work Contact Phone | | | |
| Work Email Address* | | | |
| DHB Name* | | | |

* Fields denoted with an asterisk are mandatory

Part 2: Account owner's declaration

- 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.
- I agree that I will only use my access to ENROL to facilitate and monitor the accurate and efficient recording of H&V data for schools.
- I have read and understood the legal requirements applying to all authorised users which are set out in the Rules for Student Enrolment Records (refer to Circular 2013/21).
- I agree that I will not share my user ID and password with another person, or allow another person to log on to Enrol using <https://enrol.education.govt.nz> using my user ID and password.

Account owner's signature*

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

Date*

User Access Request

Part 3: Authoriser's confirmation

This section must be completed by your organisation's Education Sector Authoriser (District Health Board Hearing and Vision Manager) or MoE Registered Delegated Authoriser

- I authorise access to the online services requested in Part 4 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)*

Part 4: Which educational services do you need access to?

MoE use

Please see the Education Sector User Account Guide for more information about these services

ENROL

ENROL DHB USER

Part 5: email the completed form to the Education Service Desk

Email: service.desk@education.govt.nz

Education Sector

User Account Guide

This Education Sector User Account Guide explains your responsibilities when applying for and using an Education Sector User Account to access education sector services online for an organisation.

Education Sector Delegated Authoriser Request

Your organisation's Hearing and Vision Manager is required to approve access to Educational Services online for their employees. Please complete the Delegated Authoriser request if the CEO or equivalent wants to delegate this responsibility to you at your organisation.

Education Sector User Access Request

If you need to apply for an Education Sector User account to access any of the educational services included in Part 4 of the form for your organisation.

If you need to update your existing Education Sector User account details or your access to educational online services for your organisation.

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

Education Sector

User Account Guide

Education Sector Conditions of Use Information

When you apply for access to these services you agree to the following conditions:

You will follow the relevant security policies when using each service online.

You will take reasonable steps to prevent misuse or unauthorised access to the services.

You will ensure any computer you use to access the service has antivirus software installed.

You agree to the collection of information about how you use the services and will provide further information if requested. All information you provide will be correct and complete.

You have an important role to play in the secure use of online services. You are responsible for your own behaviour when accessing online services. The following outlines rules and recommendations for online service use, password construction and management and challenge response guidelines.

General Use

You have the right to see information that we have about you and ask us to correct any errors with your information.

Any information we hold will be kept secure. It will not be disclosed to any person or organisation without your authority, unless we are required or authorised to do so by law.

You must not send frivolous, obscene or defamatory messages.

You must not look at, change, delete or tamper with files or programmes that you are not authorised to access.

You must only access, change or delete files or records that you are authorised to access for direct business purposes. Accessing files or records not related to your organisation is considered a breach of this conditions of use.

Passwords

A password for an Education Sector User Account must:

- Have a minimum of 7 characters,
- Contain 3 of the following – Lowercase, Uppercase, Digits, Punctuation, or Special character,
- Be changed regularly,
- Be easily remembered, but difficult to guess (e.g. do not include your given or family names).

Security Questions and Answers

The first time you logon to Education Sector online services you are required to set security questions and answers. These security questions and answers allow you to update your forgotten password for your Education Sector Account by yourself online, without having to contact the Education Service Desk.

An Education Sector account owner must not:

Share your Education Sector User name or password with another person.

Let another person use your Education Sector User account.

Reveal your Security questions or answers to any other person.

Minors

If you are under 18 you are encouraged to seek advice before accepting these conditions of use. Please do not accept these conditions of use if you do not understand any part of them.

In some circumstances the parents, legal guardians or employer of minors (those under 18 years of age) will also be asked to sign the Acceptance of Conditions of Use alongside the person wishing to have access to online services. The parent, legal guardian or employer of the minor, will then also be responsible for ensuring that the conditions of use are adhered to.

Breach of Conditions of Use

Any breach of the Education Sector conditions of use will be dealt with by the appropriate Education Agency. Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.

**For any further assistance contact the Education Service Desk:
0800 422 599 or service.desk@education.govt.nz**