

**e-asTTle External Coordinator Request**

This form is used to create an Educator Sector Logon Account and give you access to e-asTTle as an External Coordinator. Use this form if you would like to:

- apply for access to enable you to use the e-asTTle online service as an External Coordinator
- update your Education Sector Logon user account details for e-asTTle online service

**Section 1 Applicant Details**

<b>Education Sector Logon Username</b> <i>(if known)</i>		<b>Title</b> <i>(Mr, Mrs, Ms, etc)</i>	
<b>Given Names</b> *			
<b>Preferred Name</b> <i>(if different)</i>		<b>Surname</b> *	
<b>Date of Birth</b> * <i>(dd/mm/yyyy)</i>		<b>Gender</b> *	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
<b>Work Phone</b> *		<b>Role/Position</b> *	
<b>Work e-mail</b> *			
<b>Organisation Name</b> *			

\* Fields denoted with an asterisk \* are mandatory

**Section 2 e-asTTle Usage Details**

<b>What is your role that requires you to have this access?</b> *	<input type="checkbox"/> Professional Development provider <input type="checkbox"/> Kāhui Ako Within/Across Lead or Cluster representative <input type="checkbox"/> Researcher <i>(please complete Section 3 * details on Pg 2)</i> <input type="checkbox"/> Other <i>(please specify):</i> _____		
<b>What will you use e-asTTle for?</b> *			
<b>Have you received e-asTTle training?</b> *	No <input type="checkbox"/> Yes <input type="checkbox"/> Date: _____ Provided by: _____		
<b>How long is this access required?</b> *	3 months <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/>		
<b>List of the School Name(s) you will be using e-asTTle service</b> *	<b>School Name(s)*</b>		<b>School MoE Code</b>

### Section 3: Research information

If you selected the Researcher Role (Section 2) provide us with some more information about your research project.

### Section 4: Account owner declaration

- I declare that all information included in this application and any EOI Documents provided are valid and correct.
- 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.

Applicant's Signature

Applicant's Name (please print in full)

Date

### Section 5: Authoriser's confirmation

This section to be completed by your organisation's Authoriser (Kāhui Ako Lead Principal, Manager, CEO or equivalent).

- I authorise access to e-asTTle for the applicant as an External Coordinator
- I confirm that the Evidence of Identity (EOI) documents presented is proof of the applicant's identity
- Please refer to Education Sector Logon User Account Guide for appropriate EOI documents.
- I confirm my details provided below are valid and correct

Authoriser's Signature

Authoriser's Name (please print in full)

Date

Role/Position: \*

Organisation: \*

Work e-mail: \*

Work Phone: \*

### Section 6: Post or email the completed form to the Education Service Desk

Post:

Education Service Desk  
PO Box 1666  
Wellington 6140

Email:

service.desk@education.govt.nz

#### Ministry of Education use only

Schooling Approval

Schooling Approval Date

MoE Verification

MoE Form Processed Date

Notes

## User Account Guide

### Evidence of Identity (EOI) Information

#### EOI Requirements for an Education Sector Logon User

Two types of Evidence of Identification documentation as outlined below;

- One EOI document to be provided from the Primary Identification Documents listed below
- One EOI document to be provided from the Supporting Identification Documents listed below

#### Please Note

- Users requesting a change to their given or family name (e.g. by marriage or deed poll) should provide a third document from the Name Change Requirements section below as certification of the name change.
- All EOI documentation should be current (not expired).

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

##### Primary Identification documents

One document from the following:

- NZ Passport
- Overseas Passport
- Emergency Travel Document (ETD)
- NZ Refugee Travel Document (RTD)
- NZ Certificate of Identity (issued to non-NZ citizens who cannot obtain a passport from their country of origin)
- NZ Certificate of Identity (issued to people who have refugee status)
- NZ Firearms Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

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##### Secondary Identification documents

One document from the following:

- Community Services Card
- NZ Driver Licence\*
- SuperGold Card
- Veteran Super Gold Card
- IR Number
- Electoral Roll Record
- Confirmation of Permit Status
- International Driving Permit\*
- Student identity card\*
- Employee identity card\*
- 18+ Card\*
- A current utility bill (e.g. power, phone)
- Steps to Freedom Form
- Qualifications and professional registration

\*Document/record contains a photograph of the holder.

If the Evidence of Identity documents provided by the user indicates a name change (e.g. by marriage or deed poll) the applicant should also be advised to provide one of the following documents as certification of that name change:

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

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

### Education Sector Conditions of Use Information

For terms of user go to <https://applications.education.govt.nz/education-sector-logon-esl/esl-application-privacy>