

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

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

* Fields denoted with an asterisk * are mandatory

Section 2 e-asTTle Usage Details

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

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 1993 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 (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
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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

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 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 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