

Education Sector Logon
NZQA Secondary Schools Extranet
(SSE)

Use this form to:

- apply for access to the NZQA SSE
- update your access to NZQA SSE with existing Education Sector User account
- remove access to NZQA SSE

Section 1: Education Sector Account owner details

Education Sector User Name (if known)		Title (Mr, Mrs, Ms, etc)	
Given Names *			
Preferred Name (if different)		Family Name *	
Date of Birth * (dd/mm/yyyy)		Gender *	Male <input type="checkbox"/> Female <input type="checkbox"/>
Work Phone		School MoE Code *	
School e-mail *			
School Name*			

* Fields denoted with an asterisk * are mandatory

Section 2: Which NZQA Secondary School Extranet service do you require?

NZQA SSE Services	Description of what user will be able to do with Role	Add Role	Remove Role
General User ¹	For all teaching & administration staff who need basic access. View access to Learner information, record of achievement details, moderation information, reports and statistics.	<input type="checkbox"/>	<input type="checkbox"/>
High Security User ¹	For Principals, Principal Nominees, Data Administrators or other equivalent senior school staff. General user content plus access to school administration, exam centre information and functions.	<input type="checkbox"/>	<input type="checkbox"/>
Note: The three access roles below will be available from 7 September 2015 but you can apply for them early.			
Results Entry*	For staff responsible for entering results. Access to enter provisional & final results for externally assessed, non-examined standards.	<input type="checkbox"/>	<input type="checkbox"/>
Special Assessment Conditions (SAC)*	For person/s responsible for administering SAC. Access to Special Assessment Conditions (SAC) information & functions.	<input type="checkbox"/>	<input type="checkbox"/>
Derived Grade*	For person/s responsible for administering Derived Grades. Access to Derived Grade information & functions.	<input type="checkbox"/>	<input type="checkbox"/>

Section 3: Education Sector Account owner's declaration

- I declare all information included in this application and any Evidence of Identity (EOI) Documents provided are valid and correct.
- I understand access to the requested service may be declined or cancelled if I fail to meet the Education Sector Logon Conditions of Use on page 3.

Account owner's signature* _____ Account owner's name (please print full name) * _____ Date* _____

Section 4: Authoriser's confirmation
This section must be completed by your organisation's Education Sector Authoriser (School Principal or equivalent) or MoE Registered Delegated Authoriser

- I authorise the above user's access to the NZQA SSE online application requested in Section 2 of this form for our school.
- I confirm that the EOI documents sighted are proof of the applicant's identity on the guidance on page 2.

School Principal or Delegated Authoriser's Signature* _____ Date* _____

School Principal or Delegated Authoriser's Name (please print full name)* _____

Section 5: Post or email the completed form to the MoE Service Desk

Post:	Ministry of Education Service Desk PO Box 1666 Wellington 6140	Email:	moe.servicedesk@education.govt.nz
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¹ See over for details on permissions for this role.

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User account role definition

High Security (HSSU)	General Security (GSSU)
All general user content plus access to school administration and exam centre information and functions. This role should only be assigned to Principals, Principal's Nominees, Data Administrators or other equivalent senior school staff.	Gives view access to learner information, record of achievement details, moderation information, and a number of reports and statistics for schools. This role can be assigned to all teaching and administration staff who need basic access.
<i>School's Administration</i>	<i>Key Indicators</i>
<i>Data File Submission</i>	<i>Candidate Search</i>
<i>Billing Report</i>	<i>Standard Search</i>
<i>File Downloads</i>	<i>Reports</i>
<i>ESAA Ids Upload</i>	<i>Statistics</i>
<i>Financial Assistance</i>	<i>ROA</i>
<i>Candidate Results from Other Providers</i>	<i>Moderation Plan</i>
<i>Exam Centre Timetable</i>	<i>Search Exam Material 3rd Party Copyright</i>
<i>ECM Recruitment</i>	<i>Moderation Results</i>
<i>Web Entries</i>	
<i>Add Results</i>	

Evidence of Identity (EOI) Information

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: Education Sector 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

Minors

If the applicant is less than 18 years of age, the parents, legal guardians or employer of minors will also be asked to sign the Acceptance of Conditions of Use alongside the person wishing to have access to online services. The signatory will then also be responsible for ensuring that the conditions of use are adhered to.

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.

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 MoE 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 Ministry of Education Service Desk:
0800 422 599 or moe.servicedesk@education.govt.nz**