

NZQA Secondary Schools Extranet Access Request

This form is used to establish your identity and enable you to access the NZQA Secondary Schools Extranet.

Use this form if you would like to:

- apply for access to the NZQA Secondary Schools Extranet
- update your existing ESAA account with access to the NZQA Secondary Schools Extranet

Part 1: Applicant's details

ESAA User ID <i>(if you have one)</i>		Title	
First Name *		Preferred name	
Middle Name		Surname *	
Date of Birth * <i>(dd/mm/yyyy)</i>		Country of Birth*	
Town/City of Birth *			
Gender *	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Work Contact Phone
Work Email Address *			
School Name*			
School/MOE Code			

* A new user must complete any section marked with an asterisk. Your information will be used to identify you if you forget your password.

Part 2: Applicant's declaration

- I declare that all information included in this application and the documentation (shown to the Authoriser or ESAA Delegated Authoriser) is true and correct.
- I understand that my access to these services may be declined or cancelled if I provide incorrect information or fail to meet the conditions of use.

Applicant's Name (print in full)

Applicant's Signature

Date

Part 3: Authoriser's confirmation

This section must be completed by your school's Principal or an ESAA Delegated Authoriser

- I authorise access to the NZQA Secondary Schools Extranet to be granted.
- I confirm that the original Evidence of Identity (EOI) presented is proof of the applicant's identity and that it meets the required standard (please refer to *Becoming an ESAA User* for examples of appropriate identification).

Authoriser Name (print in full)

Authoriser's Signature

Date

What to do next

Post or email this form to NZQA:

Mail:	New Zealand Qualifications Authority PO Box 160 Wellington 6140 Attention: Call Centre	Email: esaa@nzqa.govt.nz	Fax: (04) 463 3374

For further assistance

Please contact the Sector Service Desk for further assistance

Phone:	0800 422 599	Email:	sector.servicedesk@minedu.govt.nz
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