

Online access for new providers and course owners

Follow these steps to submit an online application for:

- provider registration
- course owner recognition

Set up an account

You need to set up an account before submitting your application online.

- 1 Select the **LOGIN** button on the top right of the page
- 2 Under **Provider Registration** or **Course Owner Recognition** select **Register now**
- 3 Enter details and click **Next**
- 4 Confirm the details you have supplied are correct and click **Submit**.
You will receive an auto generated thank you note, which will advise you that an email has been sent to the address you supplied.
- 5 Login to your email and click the link supplied.
Note: if you have not received an email from NZQA within 24 hours, please phone the call centre on 0800 697 296.
- 6 Enter your User Name / ID, password and then confirm your password. You are now registered and will be returned to the NZQA login page.

Submit an online application

- 1 Select the **LOGIN** button on the top right of the page
- 2 Under **Provider Registration** or **Course Owner Recognition** select **Apply**
- 3 Enter your user name / ID and password.
- 4 Select the link Provider Registration or Course Owner Recognition
- 5 You are now ready to complete the online application form.

TEO online self-service

Once you become a registered provider, you can apply for access to [TEO Self Service](#). TEO Self Service is an online facility specifically for registered providers to submit applications online, manage organisation and contact details, and upload compliance paperwork.