

Process to gain access to LNAAT

Teaching staff, managers or administrators responsible for the administration, reporting and monitoring of assessments will need to get 'organisation administrator' access. You will need to:

1. Contact Carol Drysdale, Operations Officer for Learner Pathways, for the "Education Sector Authentication and Authorisation (ESAA) – Request for User Setup and Access" form.
2. Page 1: you will fill in your details. Page 2: is about the services you are requesting. You have two options for Literacy and Numeracy Adult Assessment Tool. You will select:
 - *Organisation Administrator*: if you will be responsible for uploading learners, creating assessment, creating reports and managing the use of the assessment tool.
 - *Educator*: to have access to your learners' assessment results

3. Complete the form, provide 2 forms of identification

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
- Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence/Firearms Dealer's Licence
- NZ Birth Certificate
- NZ Citizenship Certificate
- Certificate of Identity (Immigration Act 1987)

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One document from the following:

- Internation Driving Permit
- NZ Driver Licence
- Teacher's Registration (ie 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 (eg power, phone)

4. These forms will need to be verified by the Operations Office, Carol Drysdale. Scan and email the form and your IDs to Datamanagement@weltec.ac.nz.
5. The Ministry of Education Service Desk will email you once you have been granted access. They will issue you an ESAA login and temporary password. This will be sent to you via your work email address provided on your application form.