

Process to gain access to LNAAT

1. Tutorial staff/administrators to complete the **ESL-02 form** from the Ministry of Education: <https://applications.education.govt.nz/education-sector-logon-esl/how-get-education-sector-logon>

NB Download Tertiary staff access request.

2. The first page staff are to complete Part 1 – all questions with an asterix* - the Provider Code – for Whitireia this is 6014 and for WelTec this is 6008. Part 2 to be signed by the staff member. Part 3 is to be signed by the Team Leader Enrolments (**Julie Falk 2022**).
3. The second page Part 4 under National Student Index (NSI) Tick Read Only then go to Literacy and Numeracy Adult Assessment Tool and tick Organisation Administrator or Educator (tutorial staff).
4. If staff/administrators already have an Education Sector Logon but require access to either WelTec or Whitireia then they will just need to fill in their Education Sector Logon Username, fill in the Provider Code for either Whitireia or WelTec – and tick the second page.
5. Two forms of ID will be required – refer to Page 5 of the ESL-02 form.
 - 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:

- International Driving Permit
- NZ Driver Licence
- Teacher's Registration (ie practicing certificate)
- Confirmation of Permit Status
- Community Services card
- Electoral Roll Record

- Student Identity Card
 - Employee identity Card
 - A current utility bill (eg power, phone)
 - 18+ Card (must be current)
6. 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.
 7. Once completed these forms can be scanned with their two forms of ID to the Team Leader, Enrolments (**Julie Falk 2022**).