

ESL Delegated Authoriser set up for Attendance Service Providers

Who is this for?

This guidance is for new Attendance Service Provider (ASP) organisations that are setting up their ESL Delegated Authoriser (DA) for the first time, or existing ASPs who need to add additional DAs.

The ESL DA is a role assigned to a person within your organisation that is authorised to:

- View and maintain Education Sector Logon (ESL) accounts.
- Manage staff access to Education Sector applications, including the Attendance Service Case Management System (AS-CMS).

Each organisation must have **at least one DA**

Steps for the DA to follow to get set up:

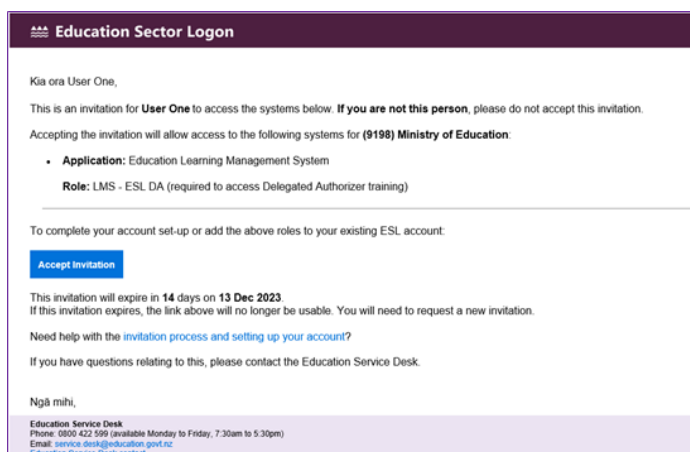
1. Complete the ESL DA Application form:

- Fill in the [ESL Delegated Authoriser Application Form](#)
- Scan and email it to service.desk@education.govt.nz.
- Note it asks for an MoE organisation code. You can find your Org Code by selecting your catchment on the published [Attendance Service Catchment Map](#).

2. Accept your ESL invitation:

- After your form is processed, you'll receive an ESL email invitation (see example below).
- Accept the invitation even if you already have an ESL account (accepting it links your account to your organisation)
- You will then be asked to either confirm your existing ESL details or create a new ESL

AS School guidance: DA ESL role set up and accessing the Attendance Service CRM



3. Complete mandatory DA Training

- After accepting your ESL invitation, you'll receive an email with a link to the Education Learning Management System. Click on **My Learning** from the top menu to find your two compulsory e-learning modules:
 - **ESL Delegated Authoriser Training Module**
 - **ESL Security Awareness and Privacy Best Practice Guidance**
- Follow the instructions in the email to complete these modules.
- See below for an example of what the email will look like



Learning Path Confirmation

Kia ora

You have been booked onto the learning path provided by the Ministry of Education - Te Tāhuhu o te Mātauranga, and this has now been processed with the information below. Please check the details shown.

Name: Chris Blogs

Learning Path: ESL for Delegated Authorisers Learning Path

The Ministry of Education's Training Services team have received your request for ESL for Delegated Authorisers.

To log in to ESL as a Delegated Authoriser, you must first complete the following training:

1. ESL Delegated Authoriser Training Module
2. ESL Security Awareness and Privacy Best Practice Guide

Accessing Education Learning Management System

1. Log into [Education Learning Management System](#)
2. Select Login with Education Sector Logon (ESL)
3. Click My learning from the top-menu to find your training

Support

Email: training.services@education.govt.nz

Phone: (04) 463 0928

Ngā mihi,

Training Services

4. Start Managing Access

Once you have completed the Learning Modules it may take up to two working days for your access to be finalised, so keep checking. Once you are able to log into the [ESL self-service portal](#) you will be able to send ESL invitations to your staff and give them access to the Attendance Service Case Management System. See Guidance Doc on ESL role set up and accessing the Attendance Service CMS for more detail.

FAQs about the DA set up process

Who in my organisation should hold the DA role?

The DA role must be assigned to someone approved by your contract signatory. Typically, the DA is a person with operational management responsibilities who can oversee user access and account management.

How do we change our DA?

To change your DA:

- Email the Education Service Desk at **service.desk@education.govt.nz**.
- Include the name of the DA you want to remove.
- Attach a completed [ESL Delegated Authoriser Application Form](#) for any new DA you want to add.

Can we have more than one DA?

Yes, you can have up to 3 DAs, and we recommend having more than one for business continuity. You will need to complete a separate [ESL Delegated Authoriser Application Form](#) for each DA.

Who do we contact if we have questions about the Delegated Authoriser process?

Contact the Education Service Desk:

- **Freephone:** 0800 422 599 (NZ only)
- **Email:** service.desk@education.govt.nz

Or see self-service guidance documents on being a DA [here](#)