

ENROL: the school student enrolment register

User Guide for District Health Board Users



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About This Document

Overview	This User Guide describes how to use the ENROL application and where and how to access further help if required.
Summary Table	A summary of steps on how to use a specific ENROL feature is displayed in a table at the end of every section.
Name References	Please note that any personal/individual names and contact details used in this document are fictional or hidden for privacy reasons.
Icons	You will see a couple of small graphic images at the side of the page (examples below). These are used to highlight additional information, and where to find it, without having to include excessive detail within each section.
	This icon indicates the Enrolment Rules which are included near the end of this document and will provide supporting information, which may be helpful to further explain this subject.
	This icon indicates a quick tip relating to this subject area which is not essential but may be helpful.

Product Concept

What is ENROL?	ENROL is a central register of student enrolments that authorised users update via the web as students enrol, change schools or leave the school system. ENROL is a mandatory system for all schools.
Obligation	Authorised users in a District Health Board must use ENROL, and the information contained within it, only for the purpose of updating the student's enrolment record with hearing and vision test results and related health notes.
Who can use ENROL?	Authorised user logons allow access to data relating specifically to the students identified for a particular hearing and vision test. A DHB user is only able to access and update results for a test and create Hearing and Vision related reports.
Required Data	Any fields that are mandatory are identified with an asterisk (*). These fields must be completed with appropriate data before it is possible to Save.
Data Errors	At the point of saving, ENROL will perform a data validation check. If there are errors, or if required fields are not completed, a message in red will direct you to that field.
Enrolment Rules	The Enrolment Rules, to support the use of ENROL, are included near the end of this User Guide. The rules and definitions have been distributed as Education Circular 2007/12.

Audit History	Records of user activity in ENROL will be maintained by the Ministry of Education to provide supporting information for audits and to assist with the identification and investigation of inappropriate use of the system.
Hearing and Vision Testing	Hearing and vision testing is only available for domestic students.
Launching ENROL	Access to ENROL is via the e-Admin area of LeadSpace. The e-Admin area is password protected and written authorisation for individual users must be given by the Vision and Hearing Manager in their DHB. Only then will the Ministry of Education enable access. The following website address will take you to LeadSpace: www.leadspace.govt.nz
	Creating Favourites/Bookmarks allows you to save a website address so that you don't have to remember it next time. To create a Favourite/Bookmark, so you can access ENROL, refer to the instructions in the <i>'Having Problems'</i> chapter at the end of this guide.

Experienced User

Quick Reference	This is a quick summary of what is required for those of you who are very comfortable with using applications of this kind. You may also find this section useful when you re-visit ENROL in the future.
Help	Help can be obtained through this User Guide or by contacting us. Our contact details are in the <i>'Having Problems'</i> chapter.

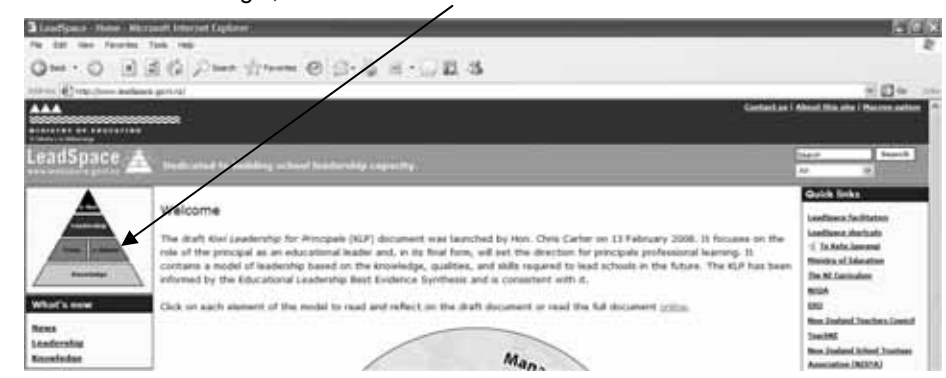
Step	Action
1.	To prepare for a Routine Year 7 or Routine New Entrant test, contact the school and ask them to create the report named <i>DHB Report – Students that have not completed routine tests</i> either for the <i>Routine Year 7</i> or <i>Routine New Entrant</i> test type.
2.	Using an internet browser, go to the LeadSpace website: www.leadspace.govt.nz
3.	Click on the e-Admin link and type in your User ID and Password and then click ENROL.
4.	To enter results for a Routine Year 7 or Routine New Entrant test, enter the <i>Batch Number</i> provided on the Report the school created before the test and enter results for individual students.

Introduction

Logging In to ENROL

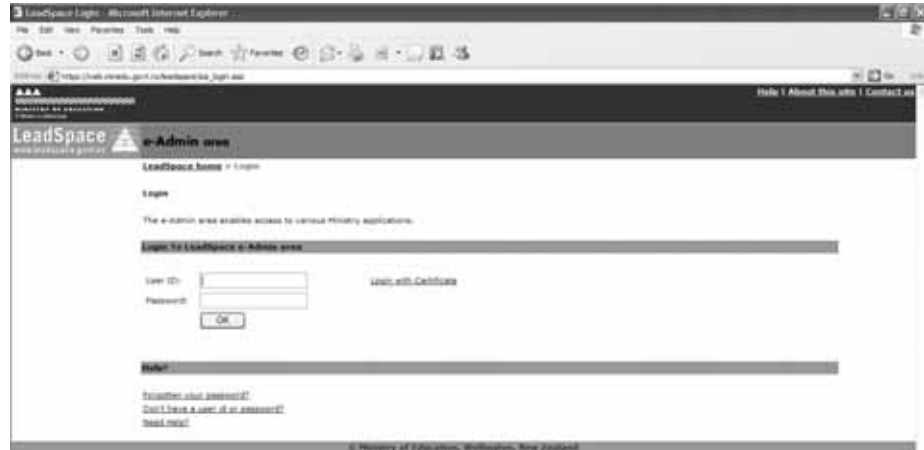
Using an internet browser, go to the LeadSpace website: www.leadspace.govt.nz

From the Menu triangle, click on the e-Admin link.



User ID and Password

Enter your User ID and password, and click OK.



Password Updates

As applications accessed from the e-Admin area of LeadSpace contain student and/or school data, it is imperative that we have the correct levels of security to protect the students and our schools.

One level of this security design is to have a password that must be changed at least every 90 days and it must also be unique over the last 6 months with a minimum number of 8 characters.



Every authorised ENROL user must not share a user logon or password with any other person and must protect the password to prevent unauthorised access to the system.

Password Management

In today's world it is likely that you are challenged with having to remember multiple passwords for security both in your professional and personal lives. Therefore it is helpful to have a system that is not a pattern (that if someone knew one password this would allow them to work out your next password e.g. months of the year), but will assist you in remembering your password.

It may help to have a different subject that your password will always relate to for each application you use. The subjects you choose will be things that you are interested in and therefore are easy to remember. For example, sports, animals, songs, place names, bridges, clothing stores etc. You can see that there is no limit of subjects and therefore no limit in passwords. The subject is the clue you will use to prompt you to what your password might be.

It is recommended that passwords contain a mixture of alpha and numeric characters. It is easy to replace a letter with a number, for example 3 can be e, 6 can be b or 0 can be o.

It is important to vary how you put the numbers in your password. That is, don't always put 1 at the end of your password, or use the same word and increase the number each month. By doing this you are seriously threatening the security of the student and school data.

Below is an example of a strong password:

6iwHyh78 - the letters stand for "i wanna hold your hand" (Beatles song).

Available Applications

A list of applications that you have access to will be displayed. Click on the ENROL link and the Toolbar will be displayed.

Toolbar



The Toolbar is always available at the top of every screen. Click on the appropriate Toolbar button to move to that area of ENROL.

In addition to the Toolbar, there are other action buttons available throughout ENROL. These are generally coloured green and the available buttons depend on where you are within ENROL.

Logging Out

To log out of ENROL, it is recommended you use the *Logout* button on the Toolbar. Alternatively, you can simply close the internet browser window. The next time you access ENROL from the LeadSpace website, you will be prompted to enter your User ID and password again.

How to Login to ENROL

Step	Action
1.	Using an internet browser, go to the LeadSpace website: www.leadspace.govt.nz
2.	From the Menu triangle, click on the e-Admin link.
3.	Enter your User ID and password, and click OK.
4.	A list of applications that you have access to will be displayed. Click on the ENROL link.
5.	You will now be logged into ENROL and the Toolbar will be displayed.

How to Logout of ENROL

Step	Action
1.	To log out of ENROL, click on the <i>Logout</i> button on the Toolbar.
2.	Alternatively, you can simply close the internet browser window.
3.	Next time you access ENROL from the LeadSpace website, you will be prompted to enter your User ID and password again.

Routine Year 7 or Routine New Entrant Test

Routine Year 7 or Routine New Entrant Test

Firstly, you will contact the school to arrange a time to do the Routine Year 7 or Routine New Entrant Test. You also need to request the appropriate report.

The school will create a report from ENROL named *DHB Report – Students that have not completed routine tests* for either the *Routine Year 7* or *Routine New Entrant* test type. They will email the report to you if required and/or give you a printout of the report when you arrive at the school. While conducting the test, record results for each student on the printed report.

Enter Results

After testing has been completed, on return to your office, you will login to ENROL. You will be required to enter the *Batch Number*, located near the top of the report, and click the *Retrieve Batch* button. This will display the list of student's names, with all results defaulting to *Not Recorded*.

Change the result to *Pass* for students who have passed. Change the result to *Fail* for students where you wish to record further details, including when a student has been Absent, requires a Retest or has a result such as Glasses. Click the *Next* button.

A list is displayed indicating which students you have marked as *Fail*. To change your selection, click the *Back* button, or to continue click the *Confirm* button.

After clicking the *Confirm* button, students you have marked as *Fail* will be displayed in a list for you to enter individual details in the Hearing and Vision area of the student's enrolment record. All of the result fields available to you are optional and default to Not Tested, meaning that you only need to record results for the tests you actually conducted.

You can add further details about the results by using the Notes field.



Results for Hearing and Vision must be updated in ENROL within 5 school days of the testing having been completed.




You can retrieve an existing batch at any time to continue entering results for students who you have selected as Failed.

Enter Batch Number from
Report Created by School


The screenshot shows the ENROL system interface. At the top, there is a header with the Ministry of Education logo and the text "ENROL the school student enrolment register". Below the header, there are three buttons: "Batch Processing", "Reports", and "Logout". The "Reports" button is highlighted. In the bottom right corner of the header, it says "Version: 13.0.0 - Logged in as: emstest17". Below the header, there is a section titled "Update student health records". Under this section, there is a search box with the label "Search". Inside the search box, there is a label "Batch Number" and an input field. To the right of the input field is a button labeled "Retrieve Batch".


Identify Students as Pass or Fail




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ENROL
the school student enrolment register

 Batch Processing

 Reports

 Logout

Version: 13.0.0 - Logged in as: emtest17

Update student health records

Search

Batch Number

[Retrieve Batch](#)

Results

12 students found. [Pass All](#)

Surname	First Names	Gender	DoB		Not Recorded	Pass	Fail
Clancy	Jonathon	Male	18/11/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clapper	Joe	Male	3/12/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clark	Job	Male	23/12/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarke	Joey	Male	14/12/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clarkson	Jodie	Female	16/10/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clay	Joanne	Female	17/11/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Claye	Jon	Male	11/10/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clayton	John	Male	25/11/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleary	Jonathan	Male	9/12/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cleveland	Jordan	Female	6/12/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clifton	Jorja	Female	6/11/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Clinton	Jonah	Male	19/12/1996	HV test history	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Next >>](#)



Use the Pass All button to select all students (on all pages) as Pass. You can then select the “Failed” students by exception.

If you are working with a large batch of students, clicking the Next button will display the next page of students. The Confirm button will be displayed on the last page of students.



When entering results, the current student record that you are working on will be highlighted in yellow.

Record Failed Results for Individual Students

ENROL
 the school student enrolment register


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Te Tākahu o te Mātauranga

Batch Processing
 Reports
 Logout

Version: 33.0.0 - Logged in as: enrolment17

Students Failed Test

Last Name	First Name	Gender	DOB	Status	Recorded	Action
Clancy	Jonathon	Male	18/11/1995	Not Tested	No	

Existing Health Check:

School: Himera School

Date: 19/03/2008 **Type:** Routine Year 7

Audiometry: Not Tested **Tympanometry Right Ear:** Not Tested **Tympanometry Left Ear:** Not Tested

Right Eye: Not Tested **Left Eye:** Not Tested **Penlight Test:** Not Tested **Cover Test:** Not Tested **Colour Test:** Not Tested

Notes: Not Recorded

Test type: Routine Year 7 **Date:** 19/03/2008

Hearing:
Audiometry: Tympanometry Right Middle Ear Result: Not Tested Tympanometry Left Middle Ear Result: Not Tested

Vision:
Right Eye Result: Not Tested **Left Eye Result:** Not Tested **Penlight Test:** Not Tested **Cover Test:** Not Tested **Colour Test:** Not Tested

Notes:

[Save](#) [Cancel](#)

Clapper	Joe	Male	03/12/1995	Not Tested	No	Record
Clah	Job	Male	23/12/1995	Not Tested	No	Record
Clare	Joey	Male	14/12/1995	Not Tested	No	Record

Test Results

Hearing Audiometry Results

- Absent
 - Complete
 - Consent Refused
 - Hearing Aid
 - Pass
 - Refer
 - Retest
 - Unable
 - Uncooperative
 - Under Care
-

Hearing Tympanometry Right/ Left Middle Ear Results

- Absent
 - Complete
 - Consent Refused
 - Grommets
 - Pass
 - Refer
 - Retest
 - Unable
 - Uncooperative
 - Under Care
-



When entering results, Grommets indicates that a student has grommets, so will result in a “Pass” for that particular tympanometry test.

Vision Right/ Left Eye Results

- Pass
- 6/9
- 6/12
- 6/18
- 6/24
- 6/36
- 6/60
- Absent
- Complete
- Consent Refused
- Glasses
- Unable
- Uncooperative
- Under Care

Vision Penlight/ Cover/ Colour Results

- Absent
 - Complete
 - Consent Refused
 - Pass
 - Refer
 - Retest
 - Unable
 - Uncooperative
 - Under Care
-

Ad hoc Testing

Requested Test	<p>A hearing or vision test can be requested outside of the routine tests conducted by a District Health Board (e.g. a student may go to an optometrist).</p> <p>The school will need to generate the report from ENROL named <i>DHB Report – Ad hoc Hearing and Vision Test</i>, selecting the appropriate test type. This could be for one or many students. They will email the report to you if required and/or give you a printout of the report when you arrive at the school. While conducting the test, record results for each student on the printed report.</p>
Test Types	<p>The ad hoc test types include:</p> <ul style="list-style-type: none">• GP/Nurse/Audiologist Request• Parent Request• Routine New Entrant• Routine Year 7• School Request

Enter Results

After testing has been completed, on return to your office, you will login to ENROL. You will be required to enter the *Batch Number*, located near the top of the report, and click the *Retrieve Batch* button. This will display the list of student's names, with all results defaulting to *Not Recorded*.

Change the result to *Pass* for students who have passed. Change the result to *Fail* for students where you wish to record further details, including when a student has been Absent, requires a Retest or has a result such as Glasses. Click the *Next* button.

A list is displayed indicating which students you have marked as *Fail*. To change your selection, click the *Back* button, or to continue click the *Confirm* button.

After clicking the *Confirm* button, students you have marked as *Fail* will be displayed in a list for you to enter individual details in the Hearing and Vision area of the student's enrolment record. Check that the test type is set correctly before entering results. All of the result fields available to you are optional and default to Not Tested, meaning that you only need to record results for the tests you actually conducted.

You can add further details about the results by using the Notes field.



Results for Hearing and Vision must be updated in ENROL within 5 school days of the testing having been completed.



Refer to pages 21 and 22 for lists of Test Results.

Enter Failed Result for Each Student

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 the school student enrolment register


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 Batch Processing

 Reports

Logout

Version: 13.0.0 - Logged in as: enrolment17

Students Failed Test

Last Name	First Name	Gender	DOB	Status	Recorded	Action
Clarke	Jody	Male	10/11/1996	Not Tested	No	

Existing Health Check

School: Glenfield Intermediate
 Date: 19/03/2008 Type: Adhoc Parent Request

Audiometry	Not Tested	Tympanometry Right Ear	Not Tested	Tympanometry Left Ear	Not Tested
Right Eye	Not Tested	Left Eye	Not Tested	Penlight Test	Not Tested
Cover Test	Not Tested	Colour Test	Not Tested	Colour Test	Not Tested

Notes: Not Recorded

Test type: Parent Request Date: 19/03/2008

Hearing

Audiometry	Tympanometry Right Middle Ear Result	Tympanometry Left Middle Ear Result
Not Tested	Not Tested	Not Tested

Vision

Right Eye Result	Left Eye Result	Penlight Test	Cover Test	Colour Test
Not Tested	Not Tested	Not Tested	Not Tested	Not Tested

Notes:

[Save](#) [Cancel](#)

Testing and Recording Results for Students

Step	Action
1.	Contact the school to arrange a time to conduct testing and request the <i>DHB Report – Students that have not completed routine tests</i> for either <i>Routine Year 7</i> or <i>Routine New Entrant</i> test type (includes Batch Number).
2.	The school will email the report to you if required and/or give you a printout of the report when you arrive at the school.
3.	Go to the school and conduct the test, recording results for each student on the printed report.
4.	Login to ENROL, enter the <i>Batch Number</i> , and click the <i>Retrieve Batch</i> button to display a list of the students in the report.
5.	Mark students as <i>Pass</i> or <i>Fail</i> as appropriate, and click the <i>Next</i> button.
6.	A list is displayed indicating which students you have marked as <i>Fail</i> . To change your selection, click the <i>Back</i> button, or to continue click the <i>Confirm</i> button.
7.	Click on the <i>Record</i> link per student to enter clinical details about the failed test. Click the <i>Save</i> link to update the student's record. Repeat for all students who have failed tests.

Reports

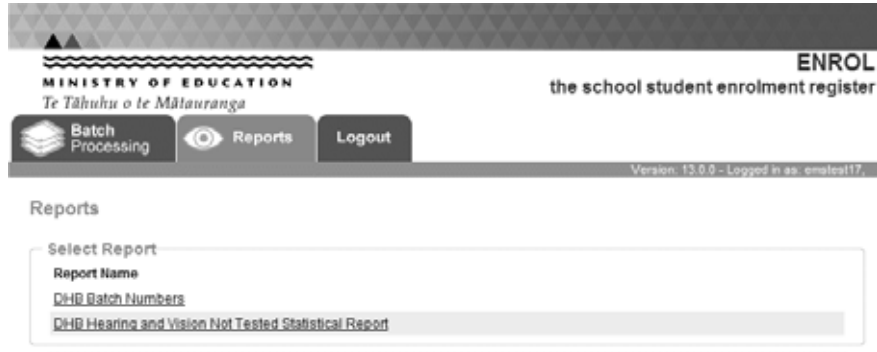
Introduction

As a District Health Board user, you can create the following reports:

- DHB Batch Numbers
- DHB Hearing and Vision Not Tested Statistical Report



Click on the *Reports* Toolbar button.



Click on the name of the Report you would like to create. Select the school you want to see the report display results for, and, if the report type requires it, select the Test Type, then click the *Confirm* button.

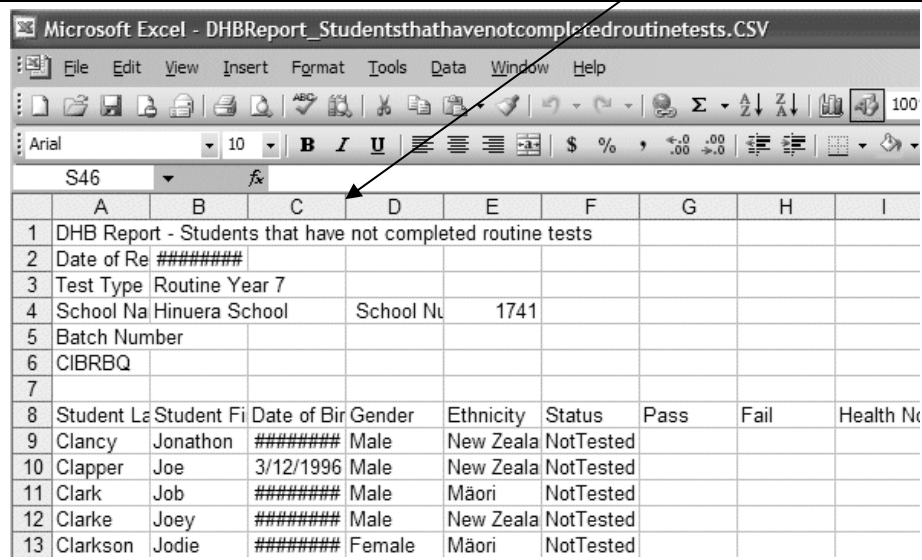
Open or Save

You can choose to open the report on screen, to view it or to save it to your computer. The report is a Comma Separated Value file (.csv) type so you will be able to use Microsoft Excel to edit it.

Size Columns

If a column is not wide enough to display the data when you review the report, Excel will fill the column with ##### until you widen the column.

To automatically set the column to show all data, double click on the black vertical line separating the column heading, for example, to increase the size of column C, double click on the black vertical line between the column headings C and D.



Microsoft Excel - DHBReport_Studentsthat havenot completed routine tests.CSV

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

S46

	A	B	C	D	E	F	G	H	I
1	DHB Report - Students that have not completed routine tests								
2	Date of Re	#####							
3	Test Type	Routine Year 7							
4	School Na	Hinuera School		School Nu	1741				
5	Batch Number								
6	CIBRBQ								
7									
8	Student La	Student Fi	Date of Bir	Gender	Ethnicity	Status	Pass	Fail	Health No
9	Clancy	Jonathon	#####	Male	New Zeala	NotTested			
10	Clapper	Joe	3/12/1996	Male	New Zeala	NotTested			
11	Clark	Job	#####	Male	Māori	NotTested			
12	Clarke	Joey	#####	Male	New Zeala	NotTested			
13	Clarkson	Jodie	#####	Female	Māori	NotTested			

Sorting Columns

You can sort the report by any column name. To do this, click in the column you would like the table sorted by e.g. Ethnicity.

Sort Ascending



If you would like the list sorted in alphabetical order, click the Sort Ascending button on the standard Toolbar.

Sort Descending



If you would like the list sorted in reverse order, click the Sort Descending button on the standard Toolbar.



If a report does not fit on the page properly when printed, you may need to change the print settings, e.g. File menu, Page Setup, Margins.



If reports aren't opening on your computer, you may need to update your File Types setting to ensure .csv files open in Microsoft Excel. For assistance, please call the e-Admin Contact Centre – refer to the '*Having Problems*' chapter for details.

How to Create Reports

Step	Action
1.	Click on the <i>Reports</i> Toolbar button.
2.	Click on the name of the Report you would like to create.
3.	If the report type requires it, set the report criteria the report will display results for and click the <i>Confirm</i> button; otherwise just click the <i>Confirm</i> button.
4.	Click <i>Open</i> to view the report on screen or <i>Save</i> to save a copy of it to your computer.

Enrolment Rules

Rules for Student Enrolments using ENROL: the school student enrolment register

Definitions

In these rules, unless the context otherwise requires, -

"Authorised user" means a person who has completed a user authorisation form and who has been provided with access to ENROL by the Ministry.

"ENROL" means the enrolment management system established by the Ministry to provide a central enrolment record for all school students. The system is accessed at www.leadspace.govt.nz

"Ministry" means the Ministry of Education.

"Parent" means a person who is a student's mother, father, or guardian.

"Principal" means the principal of a registered school.

"Student" means a person enrolled in a registered school as a student, whether as a domestic student or an international student.

"Task" means an action, which has been initiated by ENROL, that a school must complete.

Rule 1 – Enrolling a Student

When enrolling a student, every principal must ensure that:

- a. ENROL is checked to confirm whether an enrolment record already exists for the student when a student, whether domestic or international, enrolls in a school (**Rule 2** explains when a new record will be required);
- b. ENROL is updated within 5 school days of the student being confirmed as attending the school. A student is not officially enrolled at the school unless indicated as such within ENROL;
- c. where a student, who is not a New Zealand citizen, Australian citizen or New Zealand resident, transfers to another school, ENROL is updated with:
 - the criteria used to confirm the student's eligibility status, e.g. New Zealand citizen, New Zealand resident, dependant of a person holding a valid work permit;
 - the type of verification document used to verify the eligibility status and the serial number; and
 - the student's country of citizenship;
- d. a student's eligibility status in ENROL is updated where the student's domestic eligibility status has changed (please refer to *Circular 2007/1 Updated - Eligibility for enrolment in New Zealand schools*);
- e. where a student wishes to be enrolled under an alternative name, that name must be entered in the *Aliases* field on the same enrolment record as the student's legal name;
- f. he or she liaises with the principal of the other school where there is a conflict over the enrolment of a student, i.e. when one school is enrolling a student who has been confirmed as still enrolled at and attending another school; and
- g. he or she confirms with the parent that, if the '*Keep Information Private*' check-box is activated, this requirement should continue (**Rule 5(i)** explains when this check-box should be used). If the principal clears this check-box then he or she must be satisfied that appropriate authorisation has been given to remove the check-box.

Rule 2 – Creating Records in ENROL

Schools must only create new ENROL records for:

- new entrants;
- international students entering a New Zealand school for the first time; and
- students who are returning to the New Zealand school system from overseas who have not previously attended a New Zealand school since ENROL has been in use;

When creating a record in ENROL, every principal must ensure that:

- a. the student does not have an existing record by searching using the "Find a Student" function, remembering to set the "Not at my school" option (if unsure please call the Ministry's Contact Centre); and
- b. all the mandatory fields in the new record are completed.

Rule 3 – Withdrawing Students

Every principal must ensure that:

- a. a student's record in ENROL is updated within **5 school days** of their last day of attendance with the student's departure information;
- b. ENROL is updated with the appropriate leaving reason(s), teaching and learning note(s) where necessary, and the correct last day of attendance when:
 - the school has been advised that the student is no longer attending the school;
 - the student has been absent for 20 school days without the principal being informed that the absence is only temporary; or
 - the student has been absent for less than 20 days but the principal has reason to believe they will not return to school;

Updating the ENROL record with the student's intended school and the student's reason for leaving will help the Ministry find the student promptly if they do not enrol in another school.

- c. supporting information has been kept on the student's file in the school when teaching and learning notes are included on a student's ENROL record;
- d. students that have an exclusion remain on the school roll as per section 17c of the Education Act 1989 until another school enrolls the student or they receive an appropriate exemption. A student should also remain on the school roll if the principal has an expectation that he or she will return to regular attendance (for example, where there is a truancy related court proceeding underway); and
- e. students that have applied for either an early leaving exemption or homeschooling exemption, remain attending school (and enrolled in ENROL) until the exemption is approved by the Ministry. The Ministry will then update the students record in ENROL to reflect the last day of attendance at the school.

Rule 4 – Non-Enrolment Notifications

Every principal must ensure that:

- a. the non-enrolment notification form is completed and emailed to the Ministry as soon as possible but within **5 school days** when a non-enrolment notification task is sent to a school from ENROL. These tasks cannot be cancelled and need to be completed for all students. Users may submit an immediate non-enrolment notification for a student when withdrawing him or her in ENROL by ticking the check-box to send a non-enrolment notification immediately; and
- b. all contact details for the student held by the school, and any additional information (e.g. involvement with other agencies) that will assist with locating the student, are entered on the form. Comments should also include appropriate information about what the school has done to resolve the student's non-attendance before the student withdrew from school.

If you receive a non-enrolment notification and you are aware the student is attending another school please notify that school and ask them to complete the enrolment process.

Rule 5 – School and Other User Responsibilities

Schools' obligations as set out in the National Administration Guidelines and National Education Guidelines extend to all students on the school's roll, including those who are attending at offsite centres.

Every principal must ensure that:

- a. ENROL is updated for all the school's students, which includes those students who are attending offsite centres such as: Kura Teina satellites; special education satellite classes; Teen Parent Units; Activity Centres; Alternative Education; and, Regional Health Schools;
- b. every student enrolled at the school is recorded in ENROL in accordance with these rules;
- c. the data in ENROL relating to the students currently enrolled in the school is maintained accurately and promptly by the school's authorised users;
- d. enrolment changes are updated in ENROL within **5 school days**;
- e. tasks generated by ENROL, which relate to a student enrolled or previously enrolled in the school, are completed as soon as possible, but within **5 school days**;
- f. the Ministry of Education is advised immediately when an authorised user no longer requires access to ENROL;
- g. all reasonable steps are taken to ensure that school employees are aware of their obligations in respect of the appropriate use and protection of personal information in ENROL;

- h. the school provides parents and students with the information sheet provided by the Ministry when the student enrolls. The information sheet will explain:
- the purpose of ENROL;
 - who the authorised users of ENROL are and their obligations and responsibilities in respect of their use of ENROL;
 - that information related to the student's enrolment will be available to the next school;
 - that parents and students are entitled to request access to and/or correction of, their personal information held in ENROL from the current school of enrolment or the Ministry; and
 - students' entitlements and parents' obligations in respect of enrolment.

The "ENROL Information Sheet for Parents" is available for download from www.minedu.govt.nz/goto/enrol in both English and Māori.

- i. the 'Keep Information Private' check-box is activated on the student's ENROL record in the following circumstances:
- the principal is notified that one of the following exist: a protection order under the Domestic Violence Act 1995, a restraining order under the Harassment Act 1997, or where the student or a family member is under a witness protection programme under the Evidence Act 1958, or
 - where the principal has reasonable cause to believe the student is likely to be at significant risk if the check-box is not activated;
- j. he or she complies with all relevant legislation when responding to requests for information from a student or parent;
- k. the school's own enrolment record is completed and signed by the parent(s) and/or student;

- l. a copy of the school's enrolment form for the student is retained for seven years after the student has left the school; and
- m. E19/22A forms for students who were enrolled under the previous paper system are retained for the period of seven years after the students have left the school.

Every authorised ENROL user must:

- n. use ENROL only for the purpose of facilitating and monitoring the accurate and efficient enrolment of students; and
- o. not share a user logon or password with any other person and must protect the password to prevent unauthorised access to the system.

Every authorised ENROL user in a District Health Board must:

- p. use ENROL only for the purpose of updating a student's enrolment record with hearing and vision test results.

Rule 6 – Schools Exempt from Using ENROL

- a. These rules apply to all schools apart from those that have received a written exemption letter from the Ministry of Education.
- b. The Ministry of Education may set conditions for any exemption.

Having Problems?

Before You Call the e-Admin Contact Centre

When you call the technical Help Desk, in order to help you effectively, it is often necessary for them to understand clearly what you wish to do, what technology you are using and some detail about the problem that you are having. So in order to make the process as easy as possible here is some information that you might want to note down before calling.

Type of Hardware

What type of computer are you using: PC or Apple Mac?

Browser Software

Which browser software are you using to access the internet: Internet Explorer, Safari or Mozilla Firefox or another product and what version number are you using?



To find out your browser name and version select the Help Menu from within the Browser and click the *About* command.

Not sure of the above?

If you are unsure of any of the above, please do not let this put you off giving us a call as we are here to help. It is helpful to you if we have warned you about the kind of information that we might ask for.

Error Messages

If you are calling about an error message that has appeared on your screen note down what it says and where you were in the application when it appeared on your screen, e.g. I clicked on the Reports button on the Toolbar.

It would be most helpful if you could take a screen capture of the error and email it to the e-Admin Contact Centre using the email address shown below.



To take a screen capture, press the Print Screen (PrtScr) button on your keyboard (it will appear as nothing has happened in the same way when you copy text). Open up Microsoft Word and paste the image into the document.

**General ENROL Queries
or can't Login to
LeadSpace**

If you are having problems accessing the LeadSpace website or e-Admin area, or you have general ENROL queries, please call the e-Admin Contact Centre.

Contact Us

e-Admin Contact Centre:

Email: e.admin@minedu.govt.nz

Phone: 04 463 8383

Fax: 04 463 8374

Postal: Ministry of Education, P O Box 1666, Wellington

Ministry Website: www.minedu.govt.nz

Please do not hesitate to get in touch with us for further assistance.

The e-Admin Contact Centre has been set up for this purpose.

Training Needs

If you require training, please contact our Training Co-ordinator.

Contact Us

e-Admin Training:

Email: eadmin.training@minedu.govt.nz

Phone: 04 463 0928

Fax: 04 463 0939

Postal: Ministry of Education, P O Box 1666, Wellington

Ministry Website: www.minedu.govt.nz

**Using Favourites/
Bookmarks**

You can save a list of websites you visit regularly by using Favourites. To create a favourite link, navigate to a website on your screen that you would like to add to Favourites and then click on the Favourites Menu and choose *Add to Favourites*.

Next time you want to go to this website, click on the Favourites Menu to display the list and then click on the name of the website.

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