



New User

Use this form if you require training and access to ENROL for the first time

- A separate form must be completed and signed by each user.
- Obtain the signature of the principal before returning the form to the:
e-Admin Training Co-ordinator - fax to: (04) 463 0939
- Please retain one completed, signed copy of this form for your school's own file.
- Access to ENROL will be provided once training is completed, you will be contacted regarding training on receipt of this form

Personal details: (all details must be completed)

e-Admin user ID (if existing user)	
First name(s):	
Surname:	
Position:	
Date of birth: (dd/mm/yy) (required to enable the Ministry to confirm your identity)	
MoE employee number: (if applicable)	
School number:	
School name:	
School type: (e.g. primary, secondary, special school etc.)	
Your individual email address:	
Phone number:	
What will you use ENROL for mainly?	<input type="checkbox"/> Enrolments/withdrawals <input type="checkbox"/> Stand-downs/suspensions

Conditions:

- I have read and understood the legal requirements applying to all authorised users which are set out in the Rules for Student Enrolment Records (refer to Circular 2007/12).
- I agree that I will not share my user ID and password with another person, or allow another person to log on to the LeadSpace web portal in e-Admin on www.educationalleaders.govt.nz using my user ID and password.

Ministry of Education's Privacy Act statement:

- We (the Ministry) are collecting this information from you for the purpose of enabling you to use ENROL and the e-Admin area of the LeadSpace web portal on www.educationalleaders.govt.nz.
- We will use the information only for this purpose and will not disclose it to any other person or agency.
- We will hold the information in the e-Admin Contact Centre, Ministry of Education, P O Box 1666, Wellington.
- If you do not supply all of the information requested your application might not be accepted.
- You have the right to access any personal information that the Ministry of Education holds about you and you may request correction of the information.

Authorisation:

		/ /
User's full name (print clearly)	Signature	Date
		/ /
Principal's full name (print clearly)	Signature	Date