



Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

Part 6: How to view and change your Provider Contact details

Contents

Part	Subject	Page
Part 6.	How to view and change your Provider Contact details	2
6.1	How to view Provider Contact details	2
6.2	How to change Provider Contact details	3

Part Six. How to view and change your provider contact details

6.1 How to view Provider Contact details

To view the current contact details Te Kura has for your provider:

Step 1. On the 'Providers' menu, click on 'View Provider Contact Details'.

Result: The **View Provider Contact Details** screen will display (below).



View Provider Contact Details

Person Number: 84236	
Name: Aimee Lewis	
School: St Catherines College (Kilbirnie)	

Provider/School MOE No	284
Name of School/Provider	St Catherines College (Kilbirnie)
Coordinator Name	Mandy Page
Coordinator Email	mandy.page@stcatherinescollege.school.nz
School Office Email	mhubbard@stcatherinescollege.school.nz
School Telephone Number	04-9398988
Postal Address	PO Box 14076 Kilbirnie Wellington 6241
Street Address	14 Upper Bourke Street Kilbirnie Wellington 6241
Principal	Jane Holloway
Principal's Nominee	Mandy Page
Principal Nominee's Email	mandy.page@stcatherinescollege.school.nz

Part Six. Viewing and changing Provider Contact details continued

6.2 How to change Provider Contact details

You are able to request changes to contact information for the following:

- Coordinator email
- Coordinator details
- School office email
- School postal address
- School physical address
- School telephone numbers
- Principal details
- Principals nominee details

To change contact details:

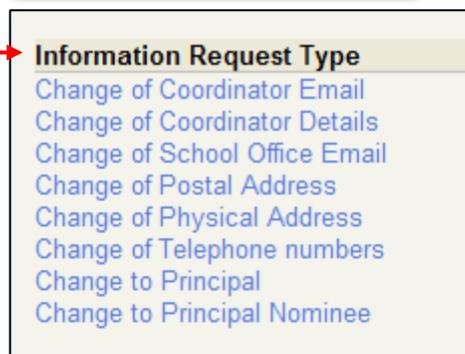
Step 1. Go to the **Providers** menu

Step 2. From the drop down options select 'Request For Information'.

Result: The **Request For Information** screen will display.

Step 3. Select what information you wish to change from the **Information Request Type** list of options.

Step 4. Complete the relevant fields and **Save**.



Note: Please supply the required information to complete the Request for Information. All fields indicated with a * must be completed.

First Name(s)	<input type="text" value="John"/>	*
Last Name	<input type="text" value="Smith"/>	*
Email Address	<input type="text" value="johnsmith@example.co.nz"/>	*
<input type="button" value="Save"/>		

Notes:

- Those fields marked with a * are mandatory.
- These changes are sent to the Enrolment Services enrolment inbox to action.
- If your Te Kura Coordinator name and email address are to be changed please email the details to enrolment@tekura.school.nz and to your regional Relationship Coordinator.