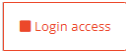


## Pou Whakarite issuing Te Pou logins

### Initial login email

1. **Add or update kaimahi details**
  - a. **Select role type**
  - b. **Enter details** - name, information and email details
2. **Click login access** 
3. **Email sent “Welcome to Te Kura”**
  - a. To the email address entered
  - b. Contains a unique URL link, please do NOT share
  - c. Valid for 24 hours. If a new login email is required, it will re-direct you to request another link
  - d. Please check junk or spam mail.

### Error login sent to the wrong email address

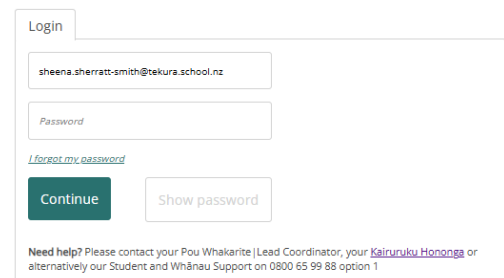
1. **Remove** incorrect email address
2. **Add** correct email address
3. **Save all contacts**
4. **Click login access** again for that kaimahi
5. **Save all contacts**

### Password self-reset

- Only works once the initial login details email has been sent
- Log in [www.tekura.school.nz](http://www.tekura.school.nz) using menu
- Click “I forgot my password”

#### Requires

- One number
- One lowercase character
- One uppercase character
- Minimum 8 characters



The screenshot shows a login form with the following elements:

- A tab labeled "Login" at the top left.
- An email input field containing "sheena.sherratt-smith@tekura.school.nz".
- A password input field labeled "Password".
- A link below the password field that says "I forgot my password".
- A green "Continue" button.
- A "Show password" button.
- At the bottom, a line of text: "Need help? Please contact your Pou Whakarite | Lead Coordinator, your [Kairuruku Hononga](#) or alternatively our Student and Whānau Support on 0800 65 99 88 option 1".

Information or queries contact your Kairuruku Hononga or Sheena Sherratt-Smith  
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