



Te Kura Enrolment System -TES

User Guide for Schools and Dual Providers

Part 1: How to access the TES

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Part One. How to access the online system TES

1.1 Before you login

Each school has an external number. You will use this number each time you login to the Te Kura Enrolment System (TES).

If you do not have an external number, please contact either the Relationship Coordinator in your area, or the Enrolment Services team on 0800 65 99 88 extn 5044.

Prior to logging in it is useful to have the following student information handy:

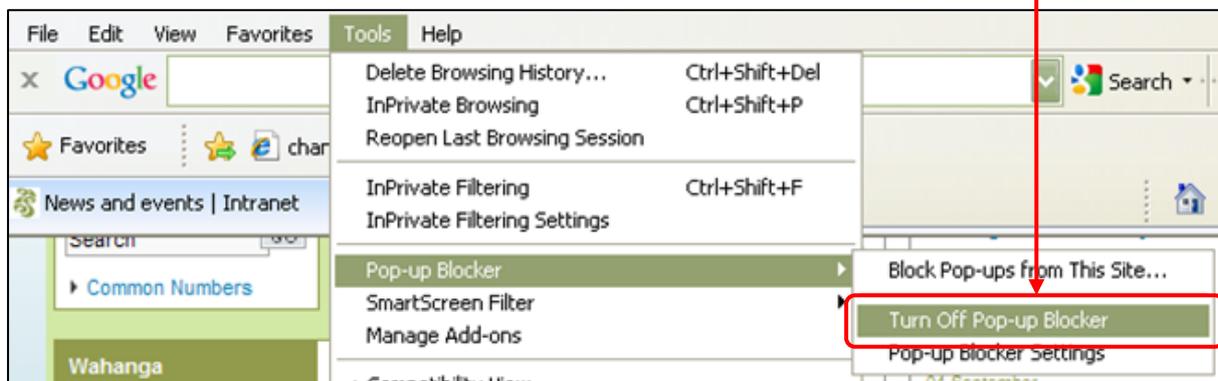
- Te Kura Student ID number
- NSN
- Full name (first, middle and surname)
- Date of birth (format DD – MON – YYYY)

Pop-up Blocker

You will need to **allow** pop-ups for the Te Kura Enrolment System to work. To do this, please use the instructions below:

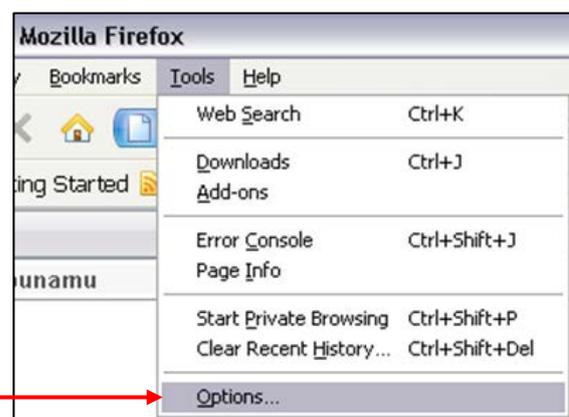
Internet Explorer

Go to 'Tools' in your browser. Go down to 'Pop-up Blocker' and click 'Turn Off Pop-up Blocker'.



Firefox

Go to 'Tools' in your browser. Go down to 'Options'.

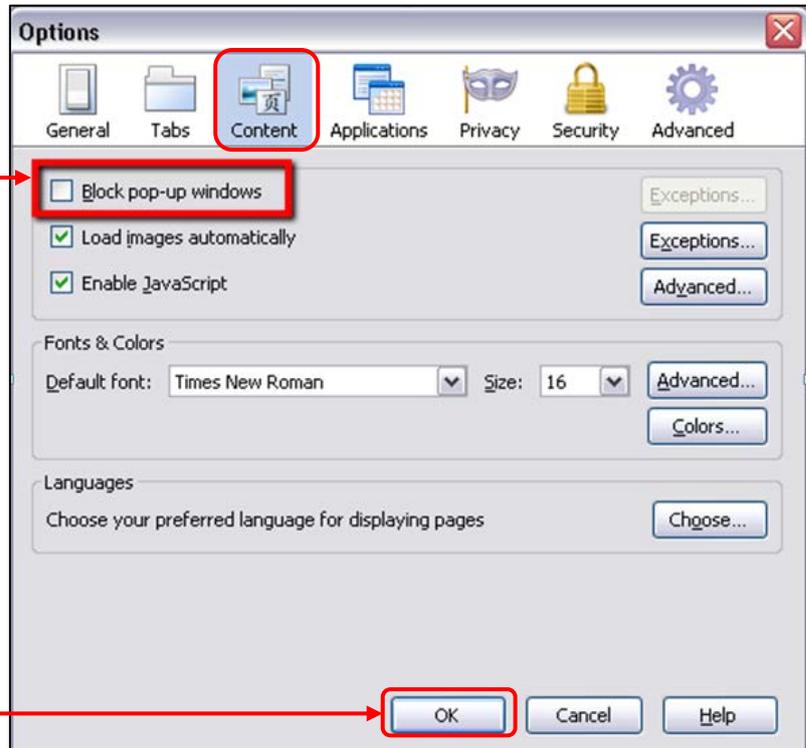


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Part One. How to access the online system - TES continued

1.1 Before you login continued

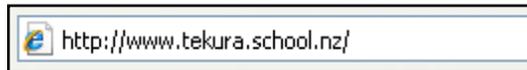
Another box will open. Click on 'Content' and un-tick 'Block pop-up windows'.



Click 'OK'.

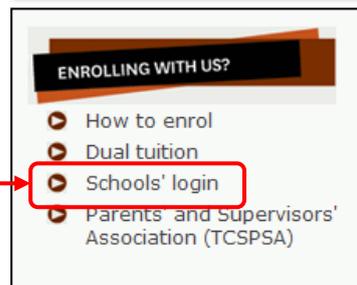
1.2 Logging In

Step 1. To login to TES go to our website home page by typing www.tekura.school.nz into the URL on your web browser.



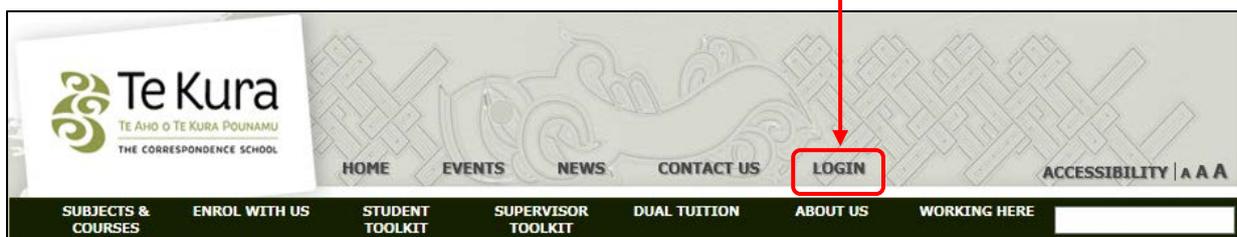
Step 2. Under the heading "ENROLLING WITH US?" click on 'Schools' login'.

OR



Step 3. Click on the 'LOGIN' link at the top of the homepage.

Result: A new page will open.



Continued on next page

Part One. How to access the online system - TES continued

1.2 Logging In continued

Step 4. Scroll down the page to 'Te Kura Enrolment System for Schools' and click the link.

Te Kura Enrolment System for schools

Te Kura Enrolment System for schools.

Step 5. The **Registered Users** screen appears (below).

Registered Users

Please use the login screen below if you already have the appropriate login information. If not, please contact your system administrator.

Student
 Personnel
 Other

External Number

Pin (5 numeric digits. Do not start with a 0.)

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1.3 Logging In for existing users of TES

Registered Users

Please use the login screen below if you already have the appropriate login information. If not, please contact your system administrator.

Student
 Personnel
 Other

External Number

Pin (5 numeric digits. Do not start with a 0.)

Step 1. In the Registered Users screen enter your 'External Number' and 'Pin'.

Student
 Personnel
 Other

External Number

Pin

Step 2. Click **Login**.

1.4 Logging In for first time users of TES

Step 1. If you are a first time user of the Online Enrolment System, please enter your 'External Number' and then click 'Request A PIN'.

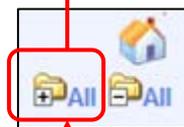
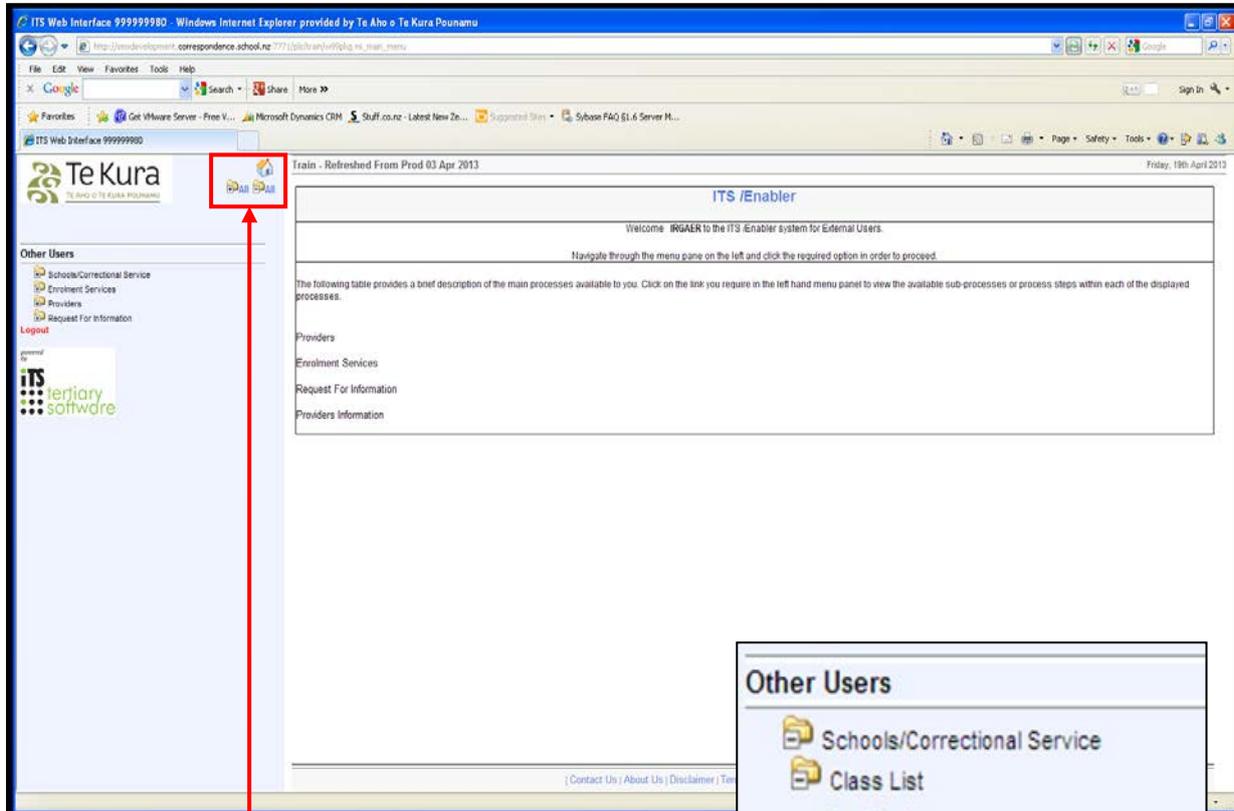
A pin will be sent to you immediately in an email.

Note: If you have not received an email with your pin within 30 minutes, please check the 'Junk or Spam' folder in your email. If it is not there, please contact Enrolment Services on 0800 65 99 88 extn 5044. Also do this if you receive an 'illegal login' message and your password needs to be reset.

Part One. How to access the online system - TES continued

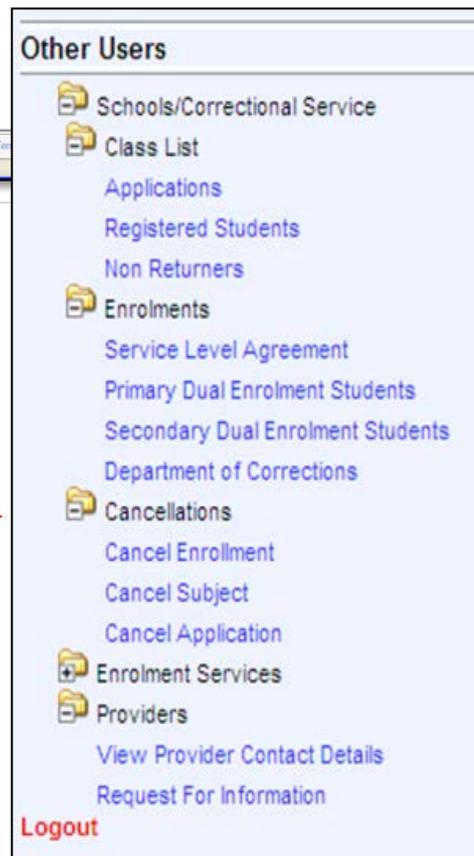
1.5 The Welcome Page

Once you are logged in, the Welcome Page will display (below).



To expand the menu on the left – click ‘+All’ to the right of our Te Kura logo.

Your menu options will then look like this:



Part One. How to access the online system - TES continued

1.6 Service Level Agreement

You will need to accept the **Service Level Agreement (SLA)** online prior to submitting any applications for the new school/current year. The SLA outlines the responsibilities of Te Kura and of the dual student's school of enrolment. To read or download a copy go to www.tekura.school.nz then the 'Dual Tuition' page.

Please note:

- Before making the first enrolment application for the new school year click on/open '**Service Level Agreement**'. A summary of the agreement will display, giving a tick box beside each section.
- When you/your school Principal have read the agreement agree to the shortened, online agreement by ticking each box. Then click "**Agree**" on behalf of your school/provider.

1.7 Check List

If you have logged in for the first time, and have accepted the **Service Level Agreement**, please check the following:

- **Under 'Enrolments'**

Please ensure that you have access to the correct enrolment types on your menu:

- **Primary schools only** – you are able to access the '**Primary Dual Enrolment Students**' link.
- **Secondary schools only** - you are able to access the '**Secondary Dual Enrolment Students**' link.
- **Composite school (including Y7-10)** – You should be able to access both of the above links.
- **Department of Corrections**

Note: If you are unable to see the correct enrolment link(s), please contact Enrolment Services immediately.

- **Under 'View Provider Contact Details'**

1. Check that your school's contact details are up to date.
2. If they are not up to date please request to change them through '**Request for Information**'.

