

Hapori Matatū | Online Community User Guide



**Teaching
Council of
Aotearoa
New Zealand**

Matatū. Tū Mataora.
Stand tall. Shape the future.

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Introduction

Welcome to Hapori Matatū | Online Community

Hapori Matatū is a safe, secure and professional space for teachers and professional leaders. This ‘digital front-door’ allows teachers to access Teaching Council services online.

Communicating on Hapori Matatū gives teachers real-time information about interactions you have with the Teaching Council.

What you can do

1. Apply and pay for practising certificate renewal.
2. Track the progress of your application in real time.
3. Access and update your profile.
4. Submit a conduct and competence report.
5. Start or join a discussion group
6. Contact us to ask for information or help.

The screenshot shows the Hapori Matatū | Online Community website. At the top, there is a navigation bar with the Teaching Council of Aotearoa New Zealand logo and menu items: Home, Conversations, Groups, Registration & Certification, Professional Responsibility, and Extension Request. A search bar is located in the top right corner. Below the navigation bar is a teal header with the text 'Hapori Matatū | Online Community' and a search bar. The main content area is divided into two columns. The left column is titled 'Certification' and contains a list of discussions. The right column is titled 'Workshops and Events' and features a photograph of two women standing in front of a whiteboard. The whiteboard has a calendar for the month of February and a diagram with the word 'Horahake' in the center, connected to 'Rite' and 'Pakere'.

Certification
Under the 'Registration & Certification' tab you'll be able to apply for, and renew your practising certificate and track your application.

Conversations
View, create or join a conversation. This is a great way of having discussions with the broader education community, or sharing ideas or views.

Sort by:
Most Recent Activity

What does "Ready for Processing" mean on a registration application and how long will it take for a registration to be processed once it is at this...
Beginning Teachers | Ngā Kaiako Tīmata - Ingrid Priscilla Norman - 12 February 2021 at 1:45 PM

Ideas for my reliever kete?
Beginning Teachers | Ngā Kaiako Tīmata - Poppy Amelia Anne Shelton - 20 January 2021 at 5:07 PM

What's been most useful to your development as a beginning teacher that you can share with peers in other settings? He aha nga āhuatanga tino whai...
Beginning Teachers | Ngā Kaiako Tīmata - Teaching Council - 3 May 2020 at 9:27 AM

How do we search the register as a potential employer to identify if a teacher has a current certification.
Develop Leadership Capability | Poipoi Pūmanawa Hautū - Victoria Dorothy Erikera Pupeuke Kenrick - 21 January 2021 at 9:38 AM

Workshops and Events
Find out more, or register for workshops, events and professional learning opportunities.

The photograph shows two women standing in front of a whiteboard. The whiteboard has a calendar for the month of February with the title 'Tuahuru'. The calendar shows dates from 1 to 28. There are some handwritten notes on the calendar. To the right of the calendar is a diagram with the word 'Horahake' in the center, connected to 'Rite' and 'Pakere'.

Getting set up on Hapori Matatū

Use the guide below to help you connect your ESL account with the Teaching Council.

For any queries, please contact our Communications and Advice team by live chat via our chatbot Miromiro, by emailing enquiries@teachingcouncil.nz or by clicking the Contact Us link at the bottom of the Hapori Matatū log in screen.

Quick overview of the ESL and Hapori Matatū process

Process for registered teachers who are or are not currently teaching	Process for new teachers or overseas trained teachers
<ul style="list-style-type: none"> • Go to Hapori Matatū. • Select the 'Registered and Currently Teaching' tile. • Enter in your ESL username and passphrase. If you do not have an ESL account, please see 'Get an Education Sector Logon (ESL)' on the next page. • You are now logged in. If this is your first time logging in, you need to link your ESL account with Hapori Matatū by entering your registration number and date of birth. • Click on the 'Registration & Certification' tab to view your applications. If you are your learning centre's professional leader, you will also see approval requests and LAT approvals. • Click on the 'Apply Now' button to start the online application process. • You will be asked to pay for your application prior to completion, using internet banking POLi or credit card. • Once your application is completed and approved, you will be issued with a practising certificate and your listing on the Register of New Zealand Registered Teachers will be updated. • View, download or print your digital practising certificate which is located under 'My Details' in your Hapori Matatū profile. 	<ul style="list-style-type: none"> • Go to Hapori Matatū. • Select the 'Entering Teaching in New Zealand' tile. • Create an ESL account by selecting the 'Create new account' button. You will be taken through the Ministry of Education self-registration process. • Log in to Hapori Matatū using the dark purple 'Log in' button (located at the top right of the screen). • Enter your ESL username and passphrase. • Select the 'First time registration/apply for Practising Certificate' button to start the online application process. • You will be asked to pay for your application prior to completion, using internet banking POLi or credit card. • Once completed and approved, you will be issued with a practising certificate and registration number which will be listed on the Register of New Zealand Registered Teachers. • You now have full access to Hapori Matatū. • View, download or print your digital practising certificate which is located under 'My Details' in your Hapori Matatū profile.

Not sure if you are registered or have previously registered?

Registered teachers are listed on the [Register of New Zealand Registered Teachers](#); just enter your name and search. However, if you have not renewed your practising certificate since 1 July 2015 and you do not show on the register, please contact us. You can ask our chatbot Miromiro for a live chat with us, you can email enquiries@teachingcouncil.nz, or you can click the Contact Us link at the bottom of the Hapori Matatū log in screen. You will need to confirm your full name, registration number, date of birth and email address. We will also need to confirm that we have verified your identity before we invite you to create an ESL account.

Get an Education Sector Logon (ESL)

ESL is the Education Sector Logon account that provides a secure login to Hapori Matatū, and other applications used within the Aotearoa | New Zealand education sector. The ESL system is managed by the Ministry of Education Service Desk who can be contacted on 0800 422 599.

Limited Authority to Teach (LAT)

Limited Authority to Teach (LAT) enables people without a teaching qualification to teach in positions where there are needs for a specialist skill or a skill in short supply. All individuals who hold a LAT can be found on the online [Limited Authority to Teach list](#). You can search by first name, surname or authorisation number.

LAT applications are submitted through Hapori Matatū. Before you start the application process, please talk to the Delegated Authoriser (DA) of the school or kura you work at or are applying to work at. If you are unsure who the DA is, please contact the principal. The DA will send you an ESL invitation email with the Hapori Matatū LAT role which you will need before you login. Once you have submitted your application, the principal is then required to endorse the LAT application and verify your identity through Hapori Matatū.

If you are a LAT holder who is wanting to move to registration and certification after completing a teaching qualification, please ask the DA at your kura or school to change the Hapori Matatū role in your ESL account from LAT to teacher. You will also need to [contact us](#) so we can reset your Hapori Matatū profile before you log in with your new role.

For more information on the Limited Authority to Teach, please see the Teaching Council [website](#).

Early Childhood Education

If you are registered and currently teaching in ECE and need help with your ESL, please talk to the Delegated Authoriser (DA) at your centre. You can contact the [Ministry of Education Service Desk](#) if further help is required.

Kura or school

If you are registered and currently teaching in a kura or school and need help with your ESL, ask the Delegated Authoriser (DA) at your kura or school. They can send you an ESL invitation email or update your existing ESL account to include the Hapori Matatū teacher role.

Tertiary and approved settings

If you are registered and currently teaching in ITE and need help with your ESL, talk to the Delegated Authoriser (DA) at your ITE provider or approved setting, or fill in the [ESL120 form on the Ministry of Education website](#). You can contact the [Ministry of Education Service Desk](#) if further help is required.

If you also need to access the ITE Portal, contact ITEadmin@teachingcouncil.nz.

Not currently teaching

If you are currently or previously registered and not currently teaching and need help with your ESL, the Teaching Council is your point of contact. You can ask our chatbot Miromiro for a live chat with us, you can email enquiries@teachingcouncil.nz, or you can click the Contact Us link at the bottom of the Hapori Matatū log in screen. You will need to confirm your full name, registration number, date of birth and email address. We will also need to confirm that we have verified your identity before we invite you to create an ESL account. [Proof of Identity forms](#) can be found on the Teaching Council website.

How to set up a Hapori Matatū account using your ESL

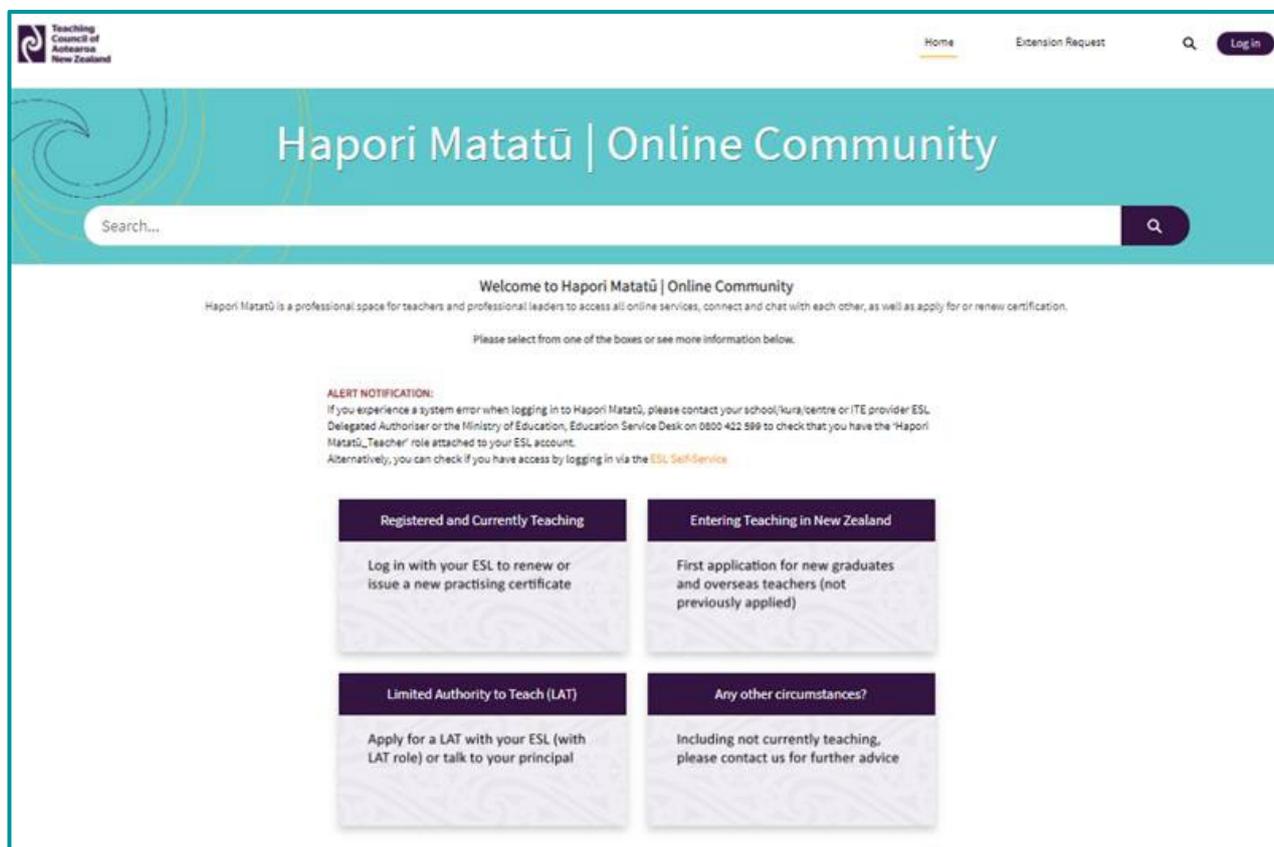
Note 1. You only need to connect your ESL account the first time you log in to Hapori Matatū. Following this, you log in using your ESL Username and Passphrase.

Note 2. Your name in your ESL account needs to match the full name shown on the [online register of New Zealand Registered Teachers](#).

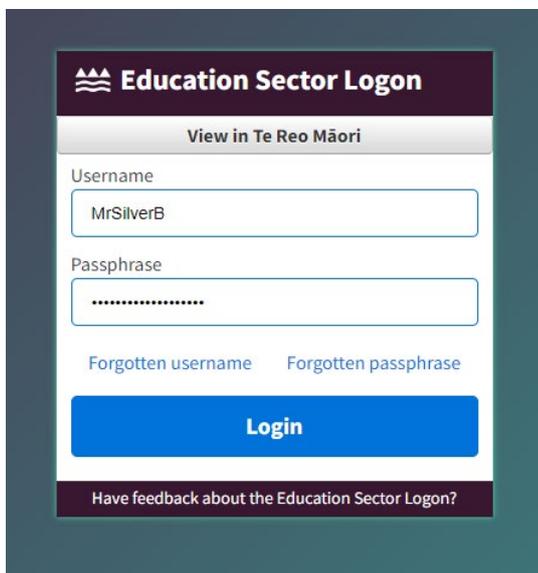
Registered or previously registered teachers

Please follow the steps below if you are, or have previously been, registered as a teacher in Aotearoa | New Zealand.

Go to Hapori Matatū: <https://haporimatatu.teachingcouncil.nz/s/> and click either the 'Entering Teaching in New Zealand' tile, or the 'Log in' button in the top right corner of the page.



Please enter your **ESL Username** and **Passphrase** into the Education Sector Logon panel. Then click **Login**.



The screenshot shows the 'Education Sector Logon' interface. At the top, there is a dark header with the text 'Education Sector Logon' and a 'View in Te Reo Māori' link. Below this, there are two input fields: 'Username' with the value 'MrSilverB' and 'Passphrase' with a masked password. There are also links for 'Forgotten username' and 'Forgotten passphrase'. A prominent blue 'Login' button is centered below the fields. At the bottom, there is a link: 'Have feedback about the Education Sector Logon?'.

Setting up your Hapori Matatū account.

This screen is so we can link your Hapori Matatū account to your Teaching Council record.



The screenshot shows the 'Teaching Council of Aotearoa New Zealand' account setup page. The header includes the council's logo and name, along with the user's email '352225zane.doran@teachingcouncil.nz' and a 'Log Out' link. The main heading is 'Setting up your Hapori Matatū account'. Below this, a message states: 'To complete your Hapori Matatū account set up please provide your Registration Number and Date of Birth.' The form contains several fields: 'Name' (with sub-fields for 'First Name' containing 'Test Donald' and 'Last Name' containing 'Beta'), 'Email' (containing 'zane.doran@teachingcouncil.nz'), '* Registration Number' (with an information icon), and '* Date of Birth' (with a calendar icon). A blue 'Next' button is located at the bottom right of the form.

Enter your **Registration Number** in the box provided.

Teaching Council of Aotearoa New Zealand

352225zane.doran@teachingcouncil.nz Log Out

Setting up your Hapori Matatū account

To complete your Hapori Matatū account set up please provide your Registration Number and Date of Birth.

Name

First Name
Test Donald

Last Name
Beta

Email
zane.doran@teachingcouncil.nz

*Registration Number ⓘ

*Date of Birth

Next



*Registration Number ⓘ

636363

Enter your **Date of Birth**. Click on the calendar icon and use the arrows to select in this order the correct year, month, and day. If you click on the year, you will see a drop-down box of the years in chronological order to select your date of birth. Then click **Next**.

Teaching Council of Aotearoa New Zealand

181884zane.doran@teachingcouncil.nz Log Out

Setting up your Hapori Matatū account

To complete your Hapori Matatū account set up please provide your Registration Number and Date of Birth.

Name

First Name
Test Donald

Last Name
Beta

Email
zane.doran@teachingcouncil.nz

*Registration Number ⓘ

*Date of Birth

Next



Teaching Council of Aotearoa New Zealand

181884zane.doran@teachingcouncil.nz Log Out

Setting up your Hapori Matatū account

To complete your Registration Number and Date of Birth

September 2021

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First Name	29	30	31	1	2	3	4
Test Donald	5	6	7	8	9	10	11
Last Name	12	13	14	15	16	17	18
Beta	19	20	21	22	23	24	25
Email	26	27	28	29	30	1	2
zane.doran@tea	3	4	5	6	7	8	9

*Registration Number

*Date of Birth

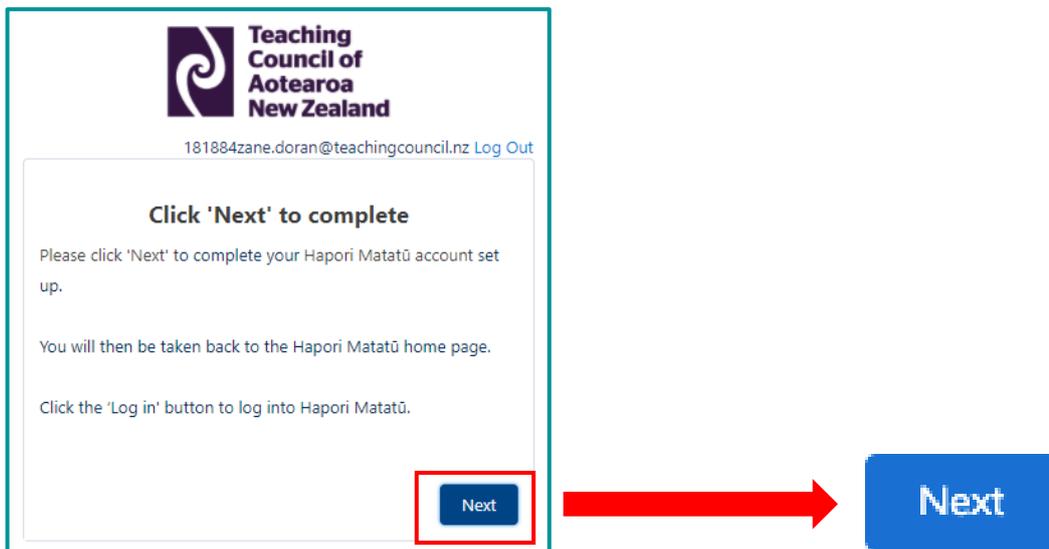
Today

Complete this field.

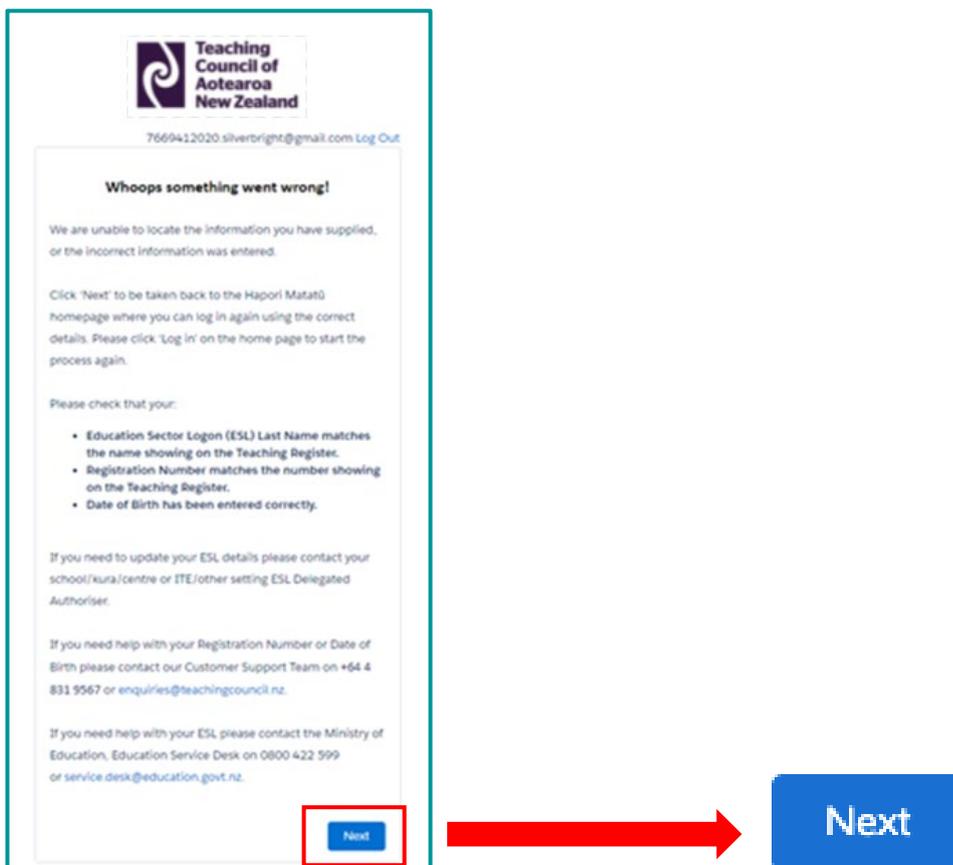
Next

If you have provided the **correct** Registration Number and Date of Birth and your ESL surname matches the surname on the [online register of New Zealand Registered Teachers](#), you will be taken to the following screen.

Click **Next** to complete your Hapori Matatū account set up.

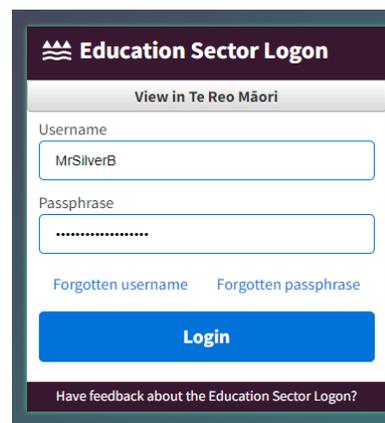


If an **incorrect** Registration Number or Date of Birth is entered or your surname does not match, you will be taken to this screen.

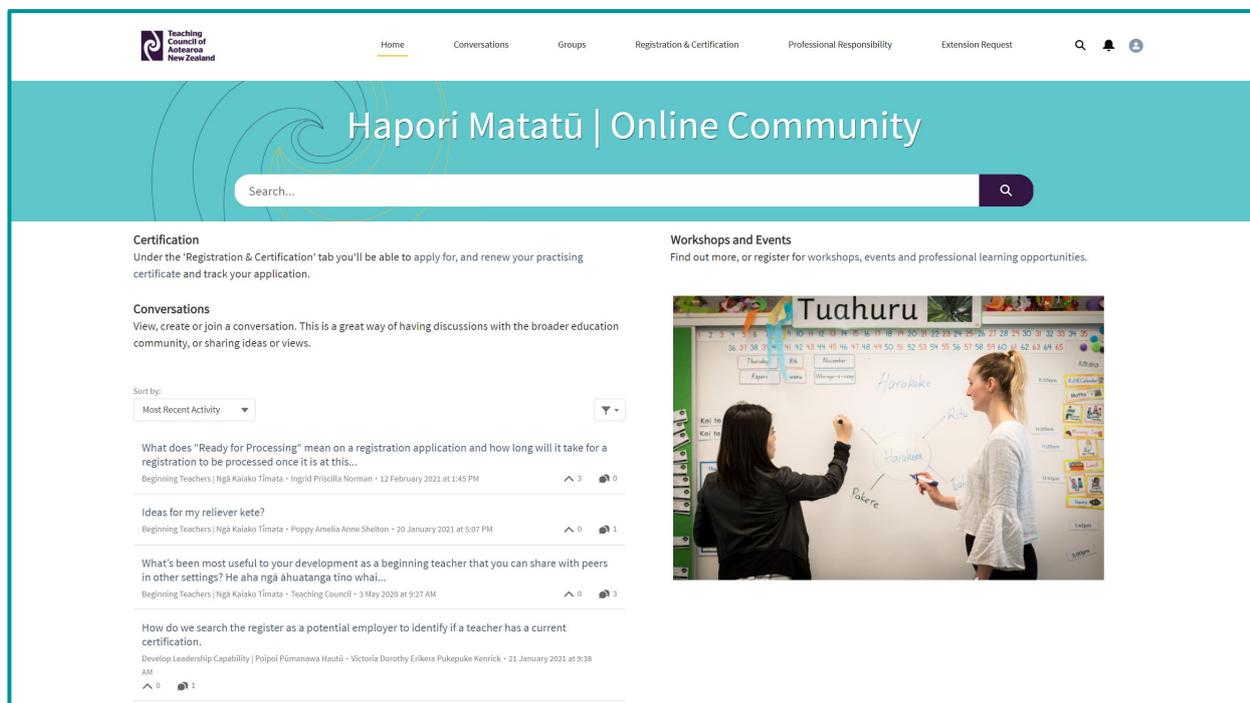


Click **'Next'** to be taken back to the Hapori Matatū homepage to repeat the Log in process. If you continue to receive the 'Whoops something went wrong' error message, please contact the Teaching Council so we can help troubleshoot the issue. You can contact us by asking our chatbot Miromiro for a live chat, by emailing enquiries@teachingcouncil.nz, or by clicking the Contact Us link at the bottom of the Hapori Matatū log in screen.

Once the account set up has been completed, you will be returned to the Hapori Matatū log in screen. Click the dark purple **'Log in'** button located at the top right of the screen and log in using your **ESL Username** and **Passphrase**.



7. You are now logged in to Hapori Matatū.



First-time registration applicants

Please follow the steps below if you are a New Zealand Initial Teacher Education (ITE) graduate or an overseas-trained teacher applying to register in Aotearoa | New Zealand for the first time.

Note: First-time applicants will need to follow this process even if you are already employed in a learning centre in Aotearoa | New Zealand.

Go to Hapori Matatū: <https://haporimatatu.teachingcouncil.nz/s/>

The screenshot shows the Hapori Matatū | Online Community login page. At the top left is the Teaching Council of Aotearoa New Zealand logo. The top right has navigation links for Home, Extension Request, and a Log In button. The main header is teal with the text 'Hapori Matatū | Online Community' and a search bar. Below the header, a welcome message states: 'Welcome to Hapori Matatū | Online Community. Hapori Matatū is a professional space for teachers and professional leaders to access all online services, connect and chat with each other, as well as apply for or renew certification. Please select from one of the boxes or see more information below.' An 'ALERT NOTIFICATION' section follows, providing instructions for system errors and a link to 'ESL Self-Service'. Below this are four selection boxes: 'Registered and Currently Teaching' (Log in with your ESL to renew or issue a new practising certificate), 'Entering Teaching in New Zealand' (First application for new graduates and overseas teachers (not previously applied)), 'Limited Authority to Teach (LAT)' (Apply for a LAT with your ESL (with LAT role) or talk to your principal), and 'Any other circumstances?' (Including not currently teaching, please contact us for further advice).

Click the 'Entering Teaching in New Zealand' tile on the Hapori Matatū log in screen.

This is a close-up of the 'Entering Teaching in New Zealand' tile. It has a dark purple header with the text 'Entering Teaching in New Zealand' in white. The main body of the tile is light grey with a subtle pattern and contains the text: 'First application for new graduates and overseas teachers (not previously applied)'.

Click the 'Create New Account' button on the ESL screen.

The screenshot shows two side-by-side panels. The left panel, titled 'Education Sector Logon', has a sub-header 'View in Te Reo Māori'. It contains a 'Username' input field, a 'Passphrase' input field, and two links: 'Forgotten username' and 'Forgotten passphrase'. A blue 'Login' button is at the bottom. A footer link says 'Have feedback about the Education Sector Logon?'. The right panel, titled 'Create an ESL account', contains text explaining the need for an account and instructions for existing users. A blue 'Create new account' button is at the bottom.

You will be taken through the Ministry of Education's self-registration process. If you need help with this, please contact the [Ministry of Education Service Desk](#).

Once you have completed the self-registration process, please return to the Hapori Matatū log in screen and click the dark purple 'Log in' button in the top right of the screen.

The screenshot shows the 'Hapori Matatū | Online Community' login page. At the top left is the Teaching Council of Aotearoa New Zealand logo. The top right has navigation links for 'Home', 'Extension Request', a search icon, and a 'Log In' button. Below the header is a search bar. The main content area has a 'Welcome to Hapori Matatū | Online Community' heading and a paragraph explaining the platform. Below this is an 'ALERT NOTIFICATION' section with instructions for login issues. At the bottom, there are four buttons for different user scenarios: 'Registered and Currently Teaching', 'Entering Teaching in New Zealand', 'Limited Authority to Teach (LAT)', and 'Any other circumstances?'. Each button has a brief description of the user's situation.

Log in using your **ESL Username** and **Passphrase**.

Education Sector Logon

View in Te Reo Māori

Username
MrSilverB

Passphrase
.....

[Forgotten username](#) [Forgotten passphrase](#)

Login

Have feedback about the Education Sector Logon?

You are now logged in to Hapori Matatū.

Teaching Council of Aotearoa New Zealand

Home Registration & Certification

Hapori Matatū | Online Community

Search...

Application
You can apply to for registration or certification using Hapori Matatū | Online Community. See your application status, saved, completed and previous applications.

[First time registration/apply for Practising Certificate](#)

Welcome to Hapori Matatū | Online Community

Hapori Matatū is a safe, secure and professional space for registered teachers and professional leaders. Once you have successfully completed your application you will then be able to access the full Hapori Matatū website:

- Submit practising certificate applications online
- Track the status of online applications-
- Make payments (e.g. certification fees) online either using credit card or internet banking (via POLI)
- Submit self-reporting and complaint forms
- Manage and update profile Information
- Find out about, and book into, upcoming workshops and professional learning opportunities
- Join online discussions with other teachers and professional leaders
- Create and join online groups
- Share resources, literature and research to support professional learning and development (through conversation or chat groups).

[Contact us](#)
[Teaching Council](#)
[Terms and Conditions](#)

Limited Authority to Teach (LAT) Applicants

Please follow the steps below if you are applying for a Limited Authority to Teach.

Go to Hapori Matatū: <https://haporimatatu.teachingcouncil.nz/s/>

Teaching Council of Aotearoa New Zealand

Home Extension Request Log In

Hapori Matatū | Online Community

Search...

Welcome to Hapori Matatū | Online Community

Hapori Matatū is a professional space for teachers and professional leaders to access all online services, connect and chat with each other, as well as apply for or renew certification.

Please select from one of the boxes or see more information below.

ALERT NOTIFICATION:
If you experience a system error when logging in to Hapori Matatū, please contact your school/kura/centre or ITE provider, ESL Delegated Authoriser or the Ministry of Education, Education Service Desk on 0800 422 599 to check that you have the 'Hapori Matatū_Teacher' role attached to your ESL account.
Alternatively, you can check if you have access by logging in via the [ESL Self-Service](#).

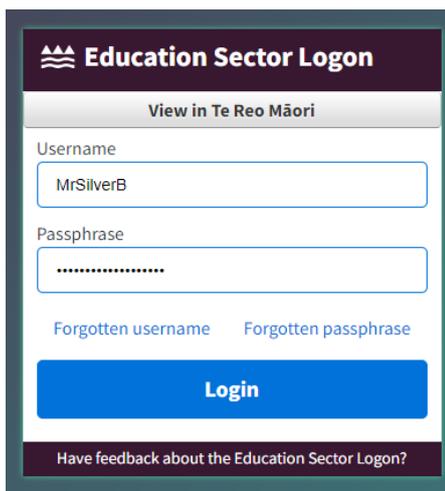
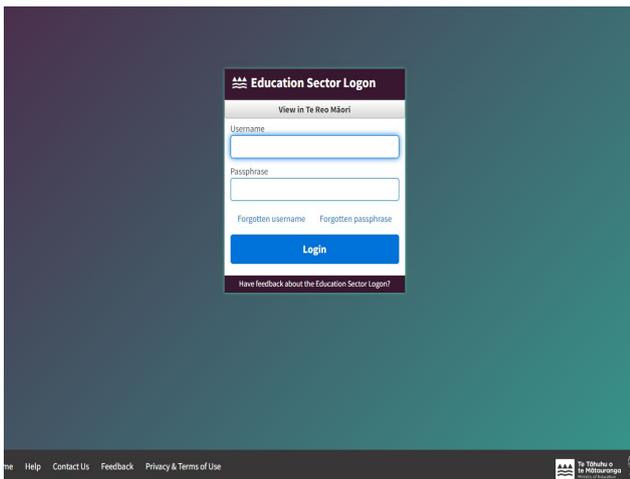
Registered and Currently Teaching Log in with your ESL to renew or issue a new practising certificate	Entering Teaching in New Zealand First application for new graduates and overseas teachers (not previously applied)
Limited Authority to Teach (LAT) Apply for a LAT with your ESL (with LAT role) or talk to your principal	Any other circumstances? Including not currently teaching, please contact us for further advice

Click the 'Limited Authority to Teach (LAT)' tile on the Hapori Matatū log in screen.

Limited Authority to Teach (LAT)

Apply for a LAT with your ESL (with LAT role) or talk to your principal

Enter your **ESL Username** and **Passphrase** into the Education Sector Logon panel. Then click **Login**.



You will be taken to the Hapori Matatū account set up screen for LAT holders. You will need to answer 'Yes' or 'No' to whether you already have an existing **Registration Number**.



731246issupport@teachingcouncil.nz [Log Out](#)

Setting up your Hapori Matatū account

* Do you have an existing registration number?

Yes

No

[Next](#)

Note: if you have previously held a LAT but are unsure of your Registration Number, you can search for your name in the [online Limited Authority to Teach list](#). Alternatively, you can contact us for assistance by asking our chatbot Miromiro for a live chat with us, you can email enquiries@teachingcouncil.nz, or you can click the Contact Us link at the bottom of the Hapori Matatū log in screen.

If you have a **Registration Number**, please enter this now, along with your **Date of Birth**. If you answered 'No' to the above question, this step will be skipped.



731246issupport@teachingcouncil.nz [Log Out](#)

Setting up your Hapori Matatū account

To complete your Hapori Matatū account set up please provide your Registration Number and Date of Birth.

Name

First Name

Last Name

Email

* Registration Number 

* Date of Birth

[Next](#)

Click 'Next' to complete your Hapori Matatū account set up.



731246issupport@teachingcouncil.nz [Log Out](#)

Click 'Next' to complete

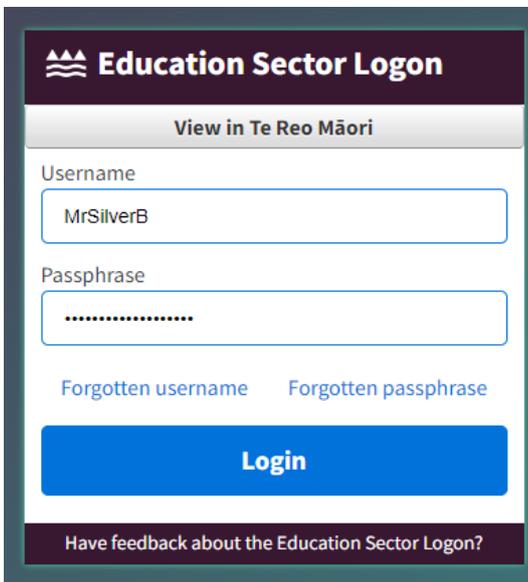
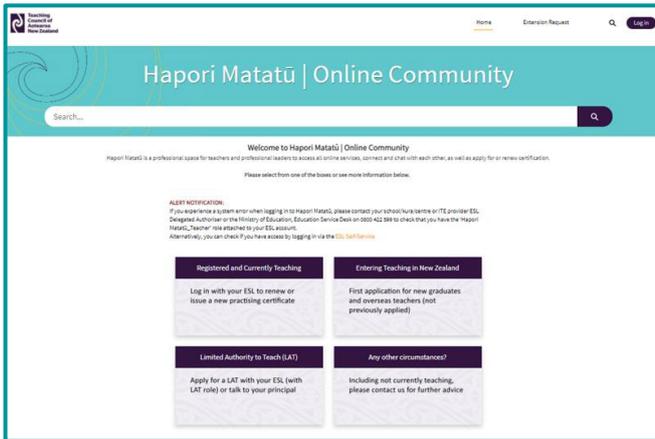
Please click 'Next' to complete your Hapori Matatū account set up.

You will then be taken back to the Hapori Matatū home page.

Click the 'Log in' button to log into Hapori Matatū.

[Next](#)

Once the account set up has been completed, you will be returned to the Hapori Matatū log in screen. Click the dark purple **'Log in'** button located at the top right of the screen and log in using your **ESL Username** and **Passphrase**.



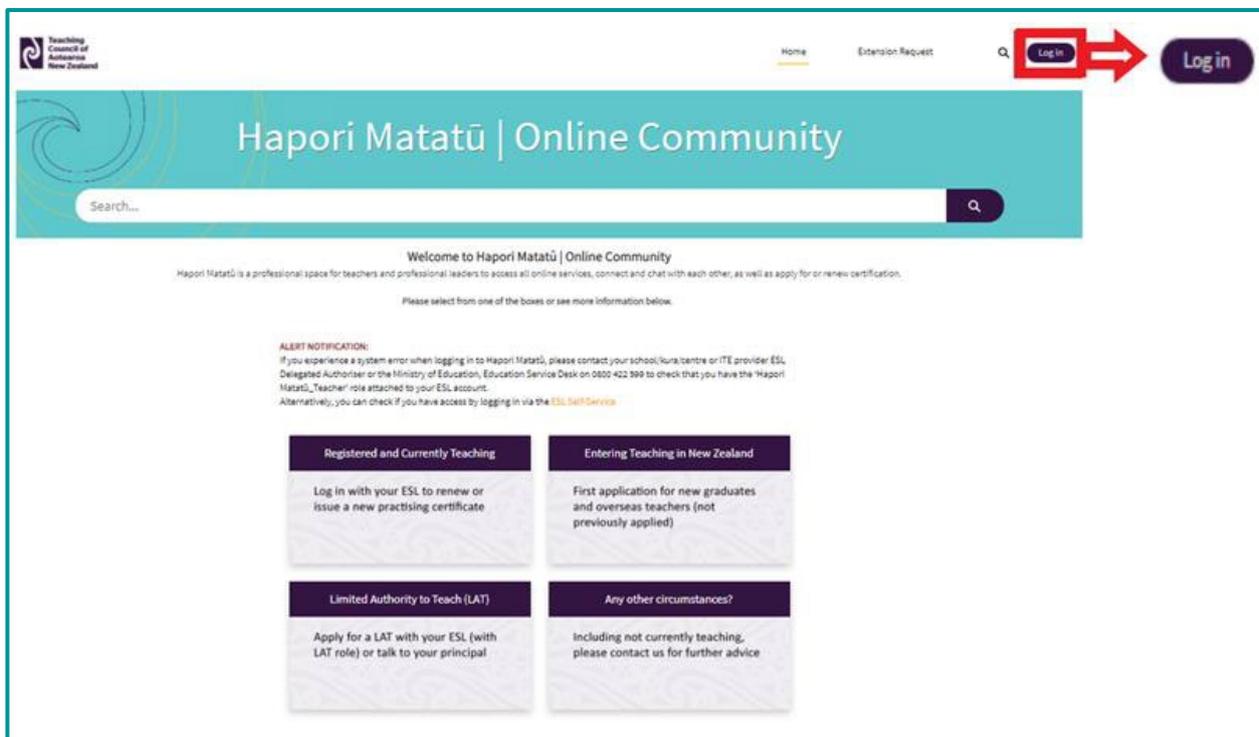
You are now logged in to Hapori Matatū



Logging in to Hapori Matatū

Once you have connected your ESL, you will log in from the [Hapori Matatū](#) homepage each time.

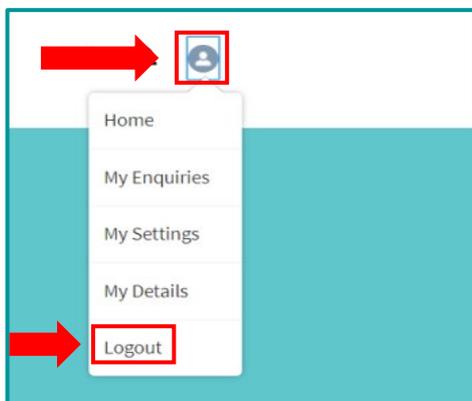
Click **Log in** and enter your **ESL Username** and **Passphrase**.



Logging out of Hapori Matatū



Click your **Profile** icon.



Click **Logout**.

My details

View and update your details

Details that you can update on Hapori Matatū include:

- Personal details
- Contact details
- Update address

Please note that to update your name or date of birth, you will need to contact the Teaching Council so we can verify these details. You can do this by asking our chatbot Miromiro for a live chat, by emailing enquiries@teachingcouncil.nz or by clicking the Contact Us link at the bottom of the Hapori Matatū log in screen.

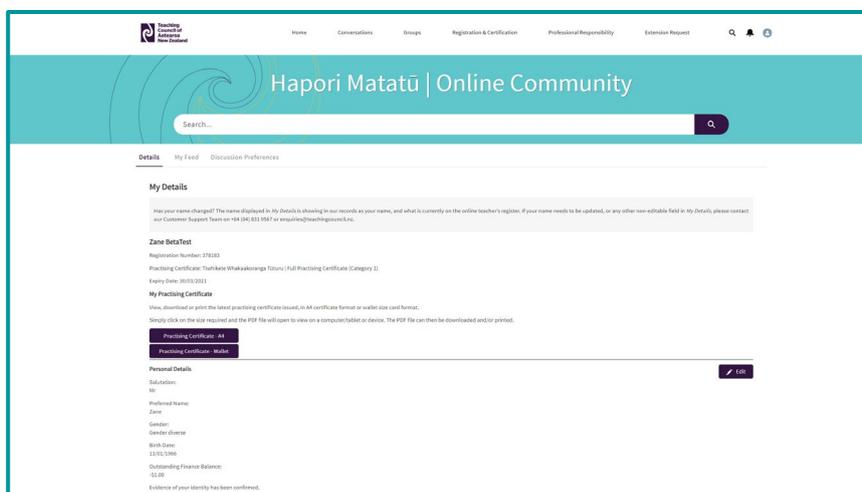
Click the profile icon in the top right of the screen.



Select 'My Details'.



Click 'Edit' on the section you wish to update.



Update any of the fields and click 'Save'.

The screenshot shows the 'My Details' page of the Teaching Council of Aotearoa New Zealand's online community. The page is titled 'Hapori Matatū | Online Community' and includes a search bar. The user's name is 'Zane BetaTest'. The page is divided into several sections: 'Zane BetaTest' (Registration Number: 371213, Practising Certificate: Tokohete Whakakorenga Tokou, Full Practising Certificate (Category 1), Expiry Date: 30/03/2021), 'My Practising Certificate' (with download and print buttons), 'Personal Details' (with a 'Save' button), and 'Editing Contact Details' (with 'Save' button). The 'Personal Details' section includes fields for Surname, First Name, Gender, Birth Date, and Qualifying Finance Balance. The 'Editing Contact Details' section includes fields for Home Phone, Mobile, Email, and Alternative Email.

Applications

You can start an application and as you progress you can save it, make edits, and submit it once you are ready.

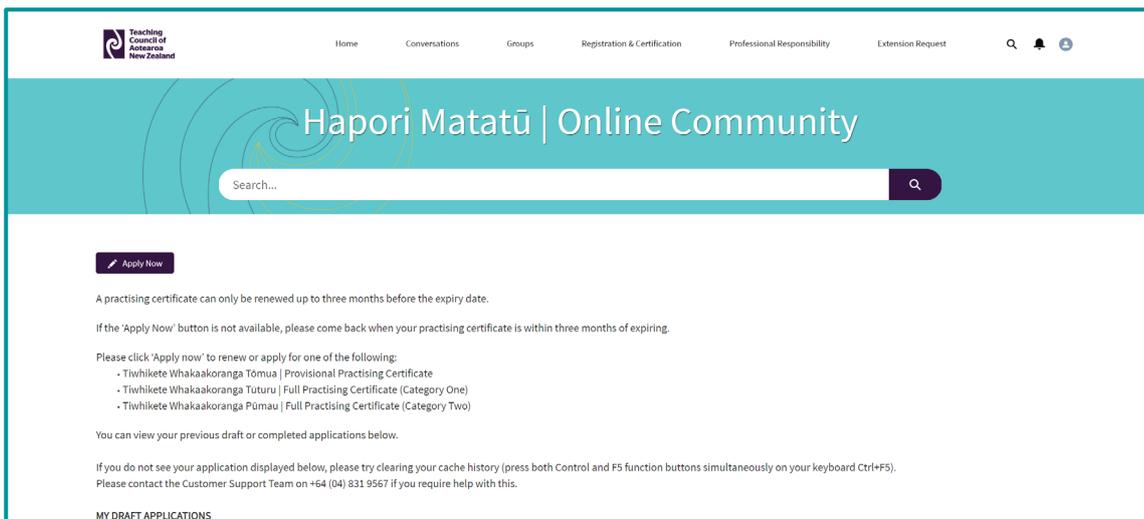
Any application you begin will be saved as a draft that you can return to at a later stage. Drafts are cleared from your account after three weeks.

Completing your application to renew a practising certificate

Click the **'apply for and renew your practising certificate'** link on the homepage.



Or click on the **'Registration & Certification'** tab and then click on **'Apply Now'**.



Click on 'Start application'.



- Introduction
- Personal details
- Time spent overseas
- Employment
- Declarations and consent
- Endorsement
- Practising certificate
- Payment

Getting started

Complete this application if you need to renew your teaching practising certificate.

It should take you about 10 minutes.

Your application will be saved every time you click on 'Next and save' at the bottom of each page.

Before you start

Read the following information carefully to make sure you have everything you need before you begin your application.

You need the following:

- > Your personal details
- > Endorsement
- > Your teaching experience details
- > A credit/debit card or internet banking details to pay the fee

You may also need:

- > Overseas travel records
- > Trans-Tasman Mutual Recognition Act (TTMRA) registration
- > Evidence you have met the induction and mentoring programme requirements
- > Uploading supporting documents

How this application works

You will need to select an application type i.e. practising certificate or authorisation. The fee and levy payment is required at the end of the process before submitting your application.

- > What is the fee and levy?

When your application is approved, you can view, download or print your practising certificate from 'My Details' in your profile.

Check out the [Teaching Council Teacher Registration, Practising Certificates and Limited Authority to Teach policy](#).

Current status

Name:
Ai Foa'i

Registration number:
401909

Practising certificate type:
Tūturu/Full 1

Practising certificate expiry date:
30 April 2023

Start application

Completing your application for registration and your first practising certificate

Click on 'First time registration/apply for practising certificate'.



Application
You can apply to for registration or certification using Hapori Matatū | Online Community. See your application status, saved, completed and previous applications.

[First time registration/apply for Practising Certificate](#)

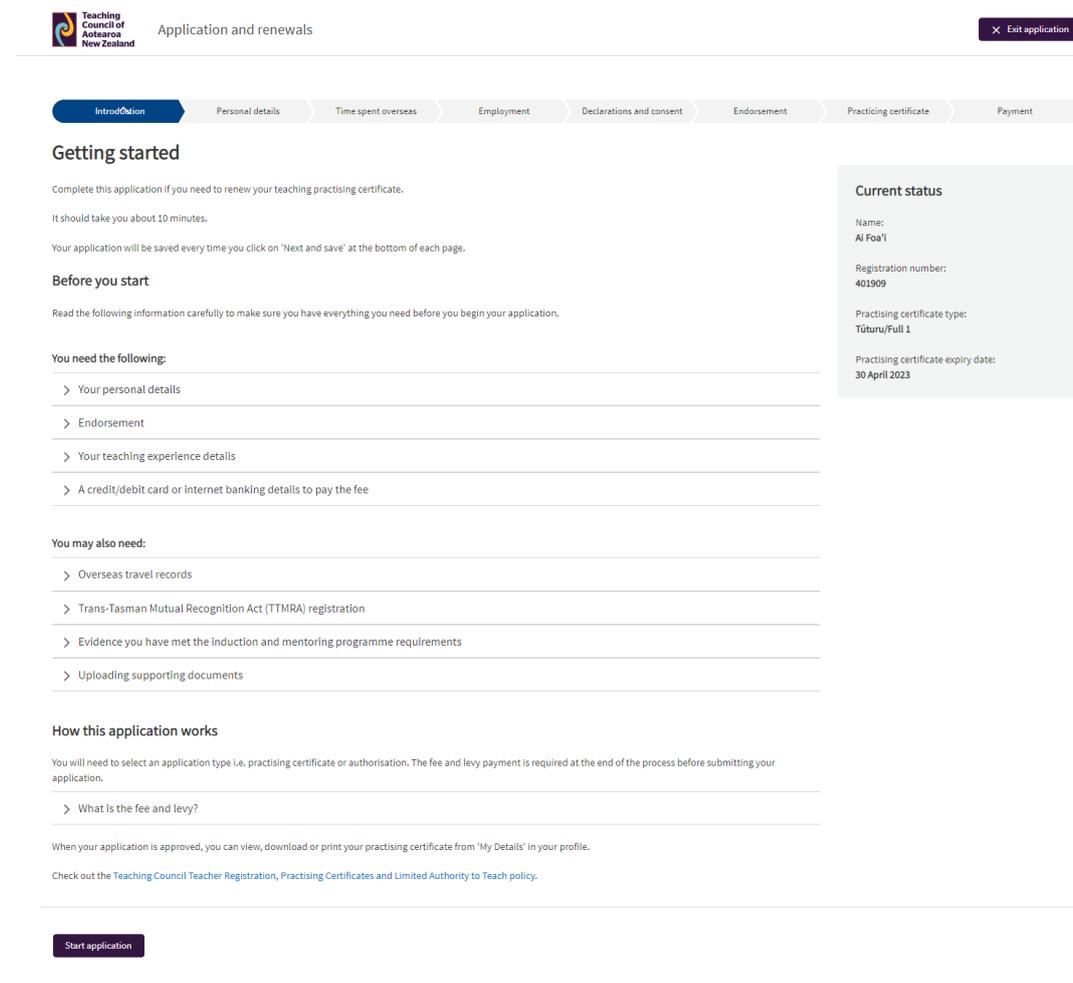
Welcome to Hapori Matatū | Online Community

Hapori Matatū is a safe, secure and professional space for registered teachers and professional leaders. Once you have successfully completed your application you will then be able to access the full Hapori Matatū website:

- Submit practising certificate applications online
- Track the status of online applications
- Make payments (e.g. certification fees) online either using credit card or internet banking (via POLi)
- Submit self-reporting and complaint forms
- Manage and update profile information
- Find out about, and book into, upcoming workshops and professional learning opportunities
- Join online discussions with other teachers and professional leaders
- Create and join online groups
- Share resources, literature and research to support professional learning and development (through conversation or chat groups).

[Contact us](#)
[Teaching Council](#)
[Terms and Conditions](#)

Click on 'Start application'.



Application and renewals [Exit application](#)

Introduction Personal details Time spent overseas Employment Declarations and consent Endorsement **Practising certificate** Payment

Getting started

Complete this application if you need to renew your teaching practising certificate.

It should take you about 10 minutes.

Your application will be saved every time you click on 'Next and save' at the bottom of each page.

Before you start

Read the following information carefully to make sure you have everything you need before you begin your application.

You need the following:

- > Your personal details
- > Endorsement
- > Your teaching experience details
- > A credit/debit card or internet banking details to pay the fee

You may also need:

- > Overseas travel records
- > Trans-Tasman Mutual Recognition Act (TTMRA) registration
- > Evidence you have met the induction and mentoring programme requirements
- > Uploading supporting documents

How this application works

You will need to select an application type i.e. practising certificate or authorisation. The fee and levy payment is required at the end of the process before submitting your application.

- > What is the fee and levy?

When your application is approved, you can view, download or print your practising certificate from 'My Details' in your profile.

Check out the [Teaching Council Teacher Registration, Practising Certificates and Limited Authority to Teach policy](#).

[Start application](#)

Current status

Name:
Al Foa'i

Registration number:
401909

Practising certificate type:
Tūturu/Full 1

Practising certificate expiry date:
30 April 2023

Completing your application for a Limited Authority to Teach (LAT)

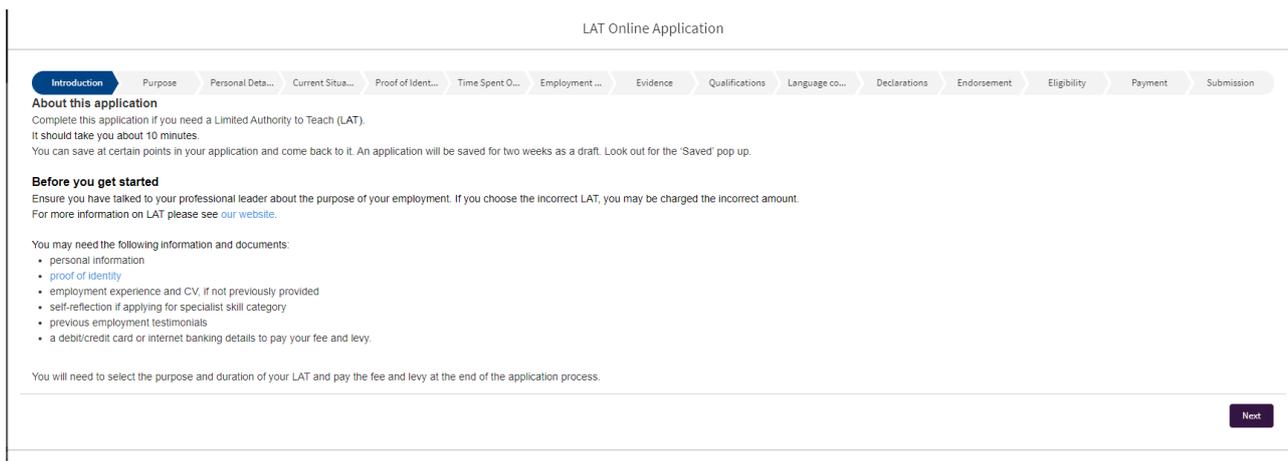
Click on 'apply for your Tūranga Whakaako Whai-herenga | Limited Authority to Teach' link.



Or click on the 'Applications' tab and then click on 'Apply for LAT'.



Click on 'Next'.



Continuing a draft application

The system will automatically save the information you have entered at certain points, then your draft application can be reopened and completed later. Drafts are cleared from your account after three weeks of inactivity.

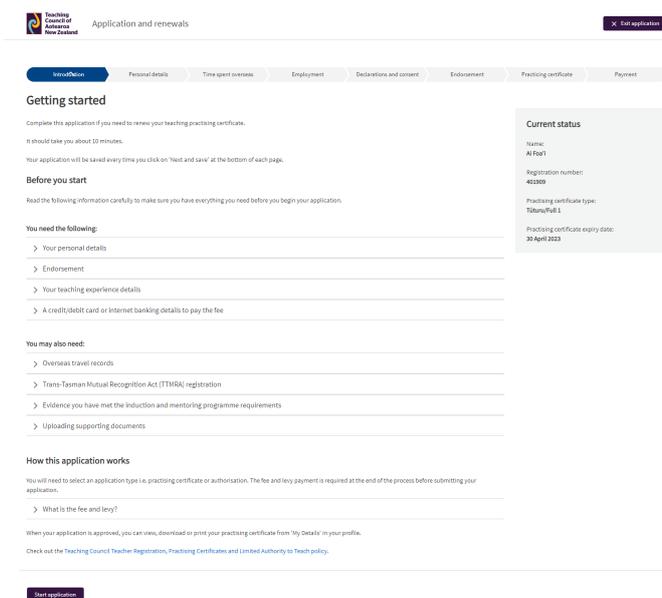
Click on the draft application 'APP-xxxx' to open it.



Click on the 'Edit Application' button.



Note: Although you may have already completed some sections of the application, you will be taken back to the start of the application so you can check the information you have entered. Simply click the 'Next' button to navigate through the screens and complete your application.



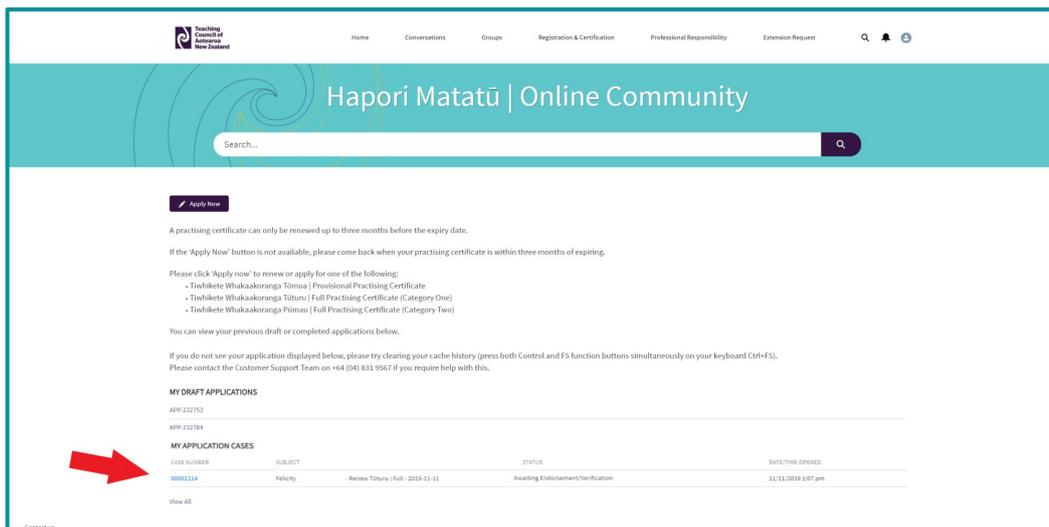
How to change the professional leader that will endorse your application or verify your identity

Note: For guidance on who can endorse a practicing certificate, please refer to the [Endorser Guidelines](#).

A teacher can change a selected endorser after they have submitted an application, provided the application status is 'Awaiting Endorsement/Verification'. Log back into Hapori Matatū and follow these quick steps.

Go to the **'Registration & Certification'** tab, located at the top of the page.

Select the **case number** under *My Application Cases*.

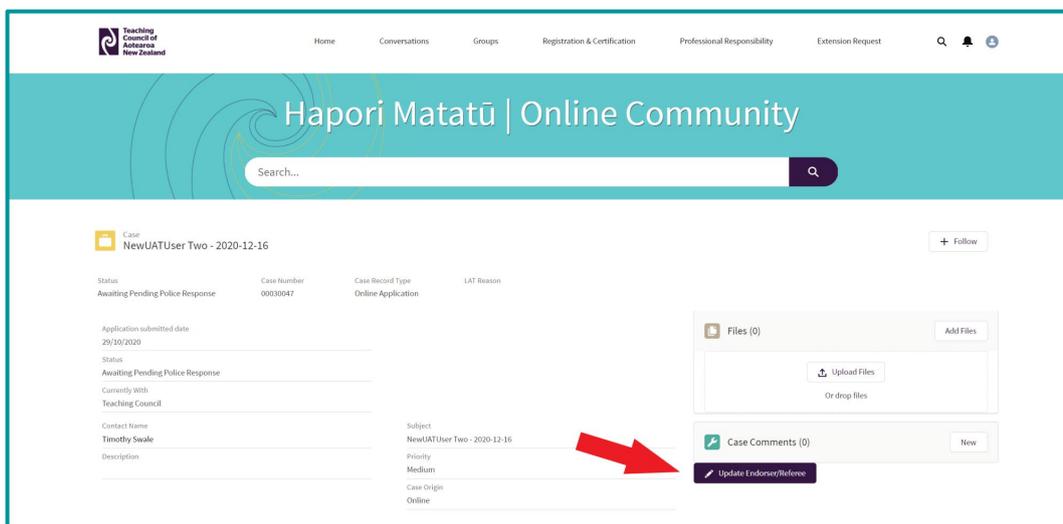


The screenshot shows the 'Hapori Matatū | Online Community' dashboard. Under the 'MY APPLICATION CASES' section, there is a table with the following data:

CASE NUMBER	SUBJECT	STATUS	DATE/TIME OPENED
00002154	Felicity - Renew Tōturu / Full - 2019-11-11	Awaiting Endorsement/Verification	11/11/2019 1:07 pm

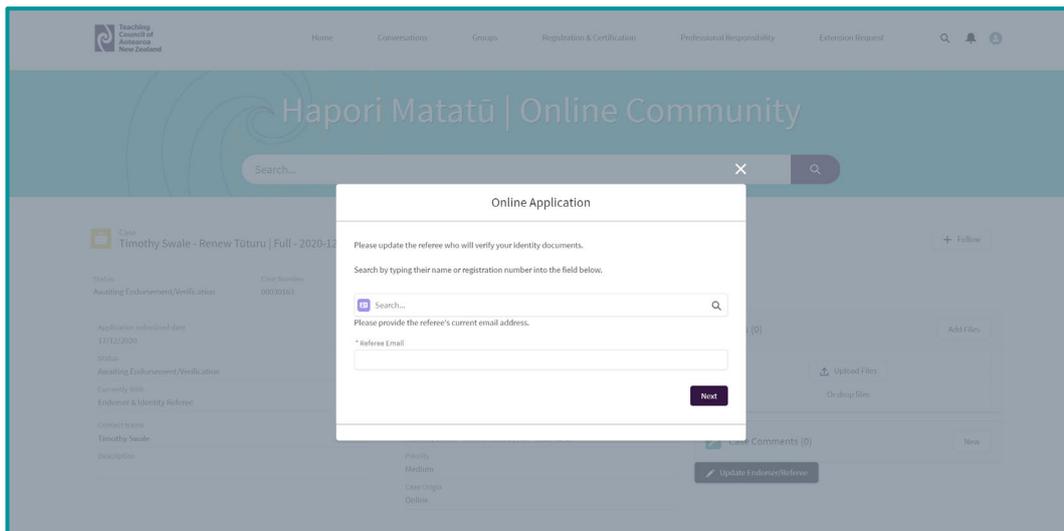
A red arrow points to the case number '00002154'.

Click on the **'Update Endorse/Referee'** button.

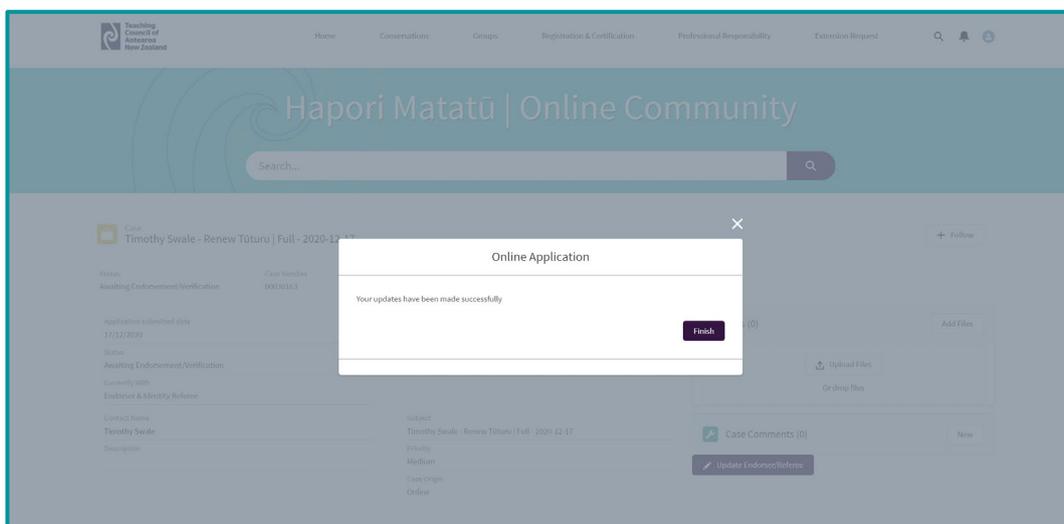


The screenshot shows the details for a case titled 'NewUATUser Two - 2020-12-16'. The status is 'Awaiting Pending Police Response'. The case number is 00030047. The subject is 'NewUATUser Two - 2020-12-16'. At the bottom right, there is a button labeled 'Update Endorser/Referee' with a red arrow pointing to it.

Enter the **new endorser's name or registration number** and click on their name in the dropdown box.



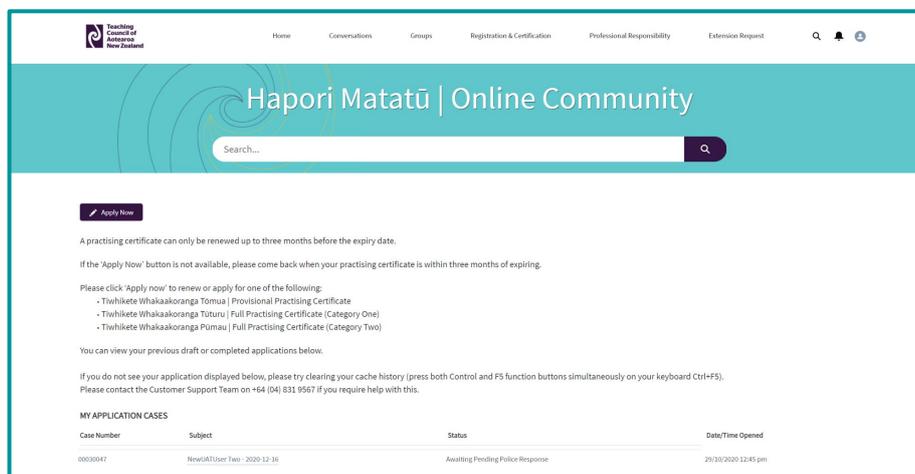
Click on **'Finish'** to complete the update.



Checking on the progress of a submitted application

Once you have submitted your application, you can check where it is up to at any time.

Click on **'Registration & Certification'** and find your application under **'My Application Cases'**. The status can be seen here.



Alternatively, you can ask our friendly chatbot, Miromiro, by clicking the 'What is my application status' button. Miromiro is located on our website www.teachingcouncil.nz.

Application Status Types

Below is an explanation of the different application types:

Awaiting Endorsement/Verification - the professional leader needs to complete the endorsement or identity verification.

Awaiting Pending Police Response - the Teaching Council has applied for a New Zealand Police vet and we are waiting for this to be sent to us.

Ready for Processing - the application is now with the Registration team. A Registration Officer will acquire your application and begin working on your case.

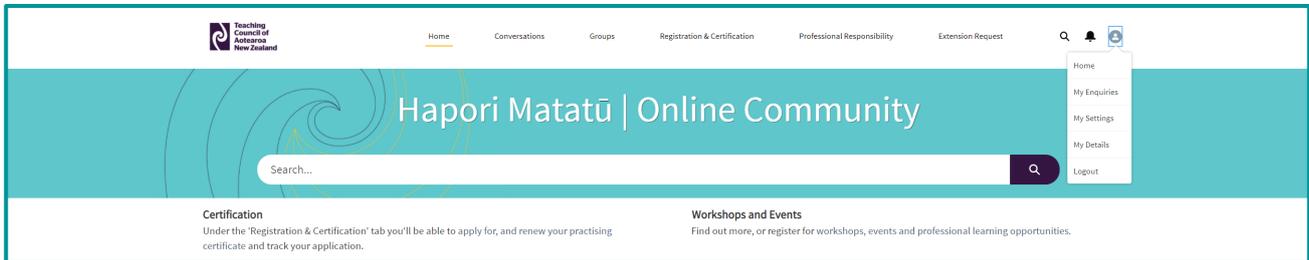
Pending - a Registration Officer has contacted you and is waiting on information from you before the application can progress. Please check your junk mail folders if the email has not arrived in your inbox.

Complete - the application is approved an approval email has been sent. You can now download your new online practising certificate from the *My Details* tab.

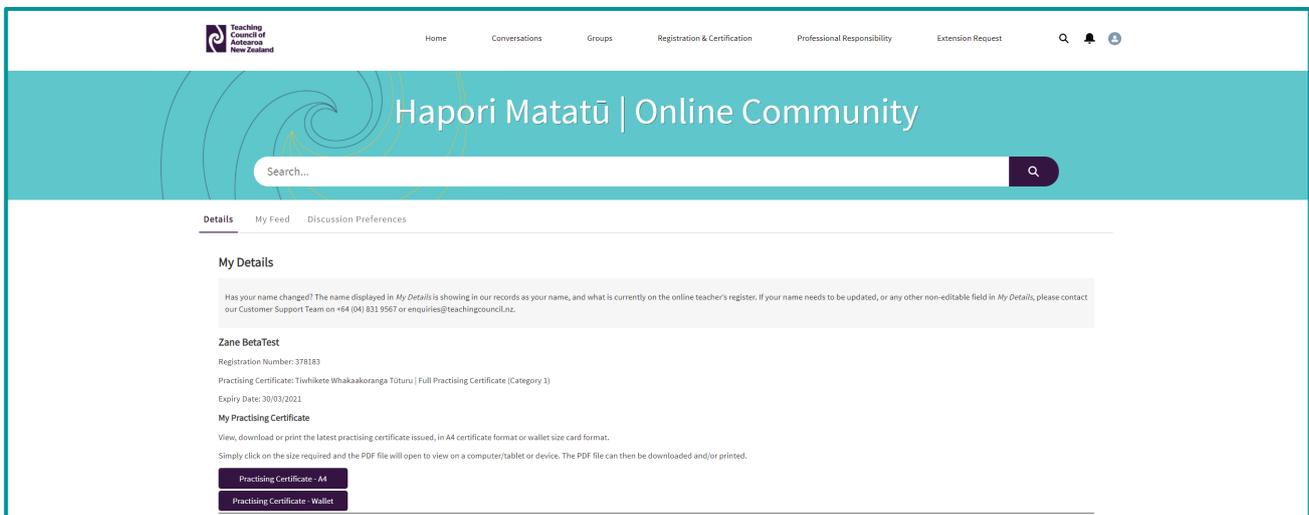
View, download or print your digital practising certificate

You can view, download, or print your current or newly approved practising certificate.

Click on the **profile icon** and select **'My Details'**.



Click on the **'Practising Certificate – A4'** button or the **'Practising Certificate – Wallet'** button.



When your practising certificate is presented, you can choose to download or print it. You can do this from your phone, tablet, or computer.

Practising Certificate – A4



Practising Certificate

Issued to

Z BetaTest

Registration number

378183

Category of certification

Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category 1)

Expiry date

30 March 2021

Lesley Hoskin, Chief Executive
Teaching Council of Aotearoa New Zealand



Practising Certificate - Wallet



Practising Certificate

Issued to

Z BetaTest

Registration number

378183

Category of certification

Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category 1)

Expiry date

30 March 2021

Endorsement

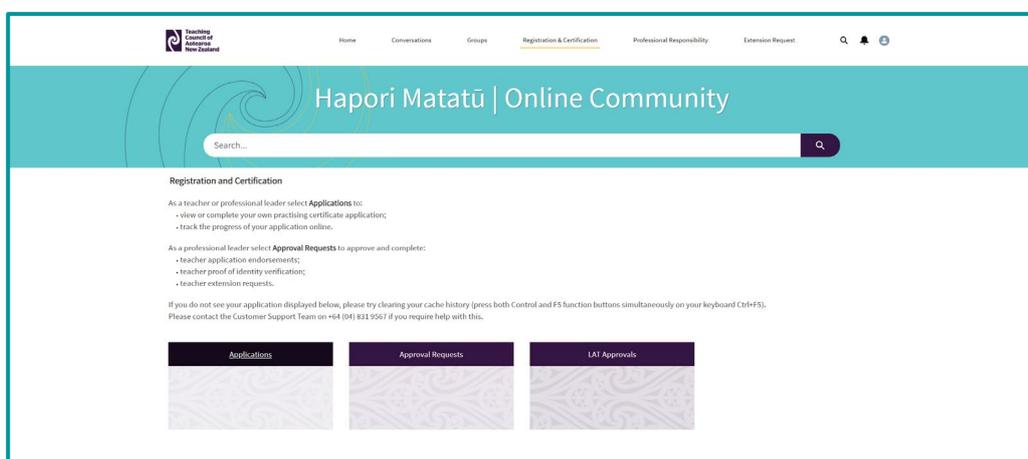
Endorsing teacher applications

If you are a professional leader and have been selected to endorse a teacher's application, you will receive an email notification. If you are a registered teacher, you can log in to Hapori Matatū to complete the endorsement. If you are an unregistered ECE centre manager, you will need to complete a [paper-based endorsement form](#).

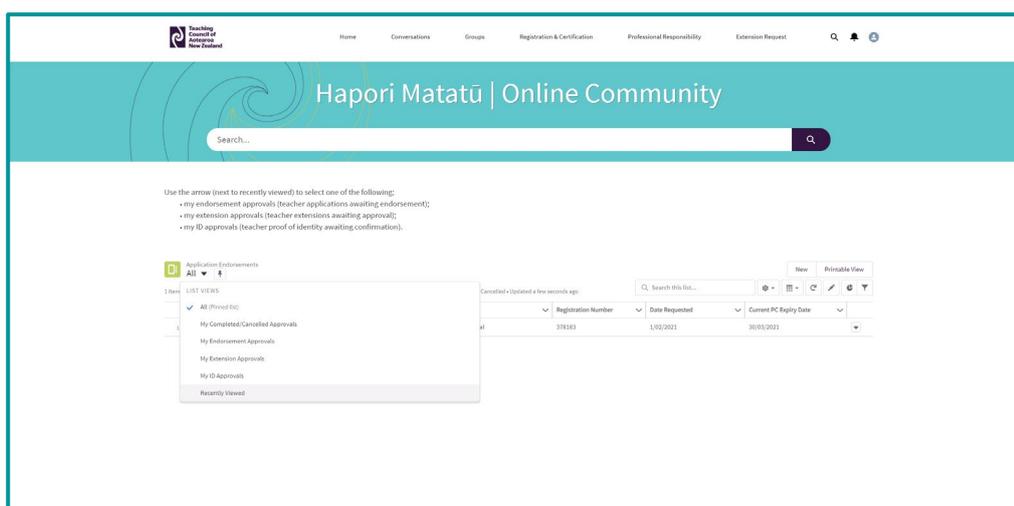
Note: to complete endorsements and identity verifications in Hapori Matatū, your ESL account will need to have the Hapori Matatū Professional Leader role. Please talk to your learning centre's Delegated Authoriser or to the [Ministry of Education Service Desk](#) to have this role added.

Note: For guidance on who can endorse a practicing certificate, please refer to the [Endorser Guidelines](#).

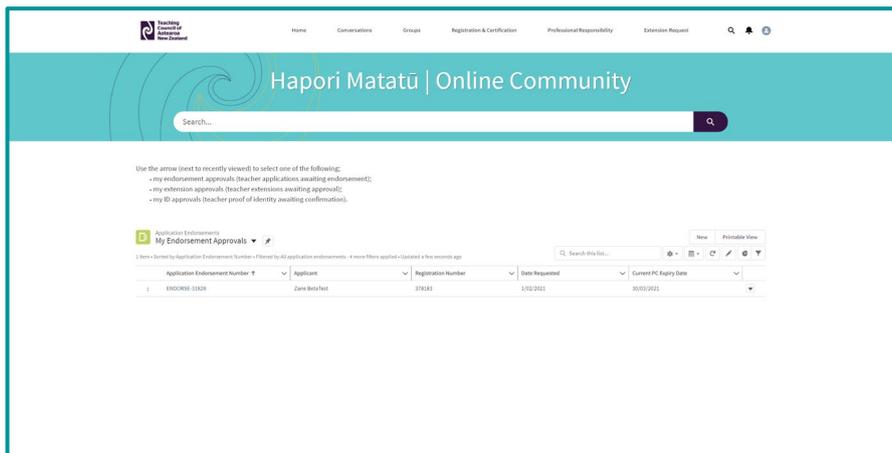
Go to the **'Registration & Certification'** tab where you should see three tiles. Select **'Approval Requests'** for teacher endorsements and for all identity verifications. Select **'LAT Approvals'** for LAT endorsements.



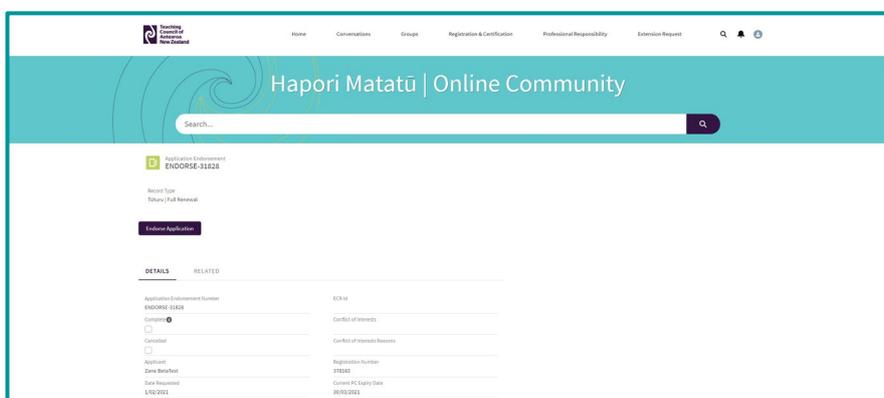
Click on the down arrow to change the list view to **'My Endorsement Approvals'**.



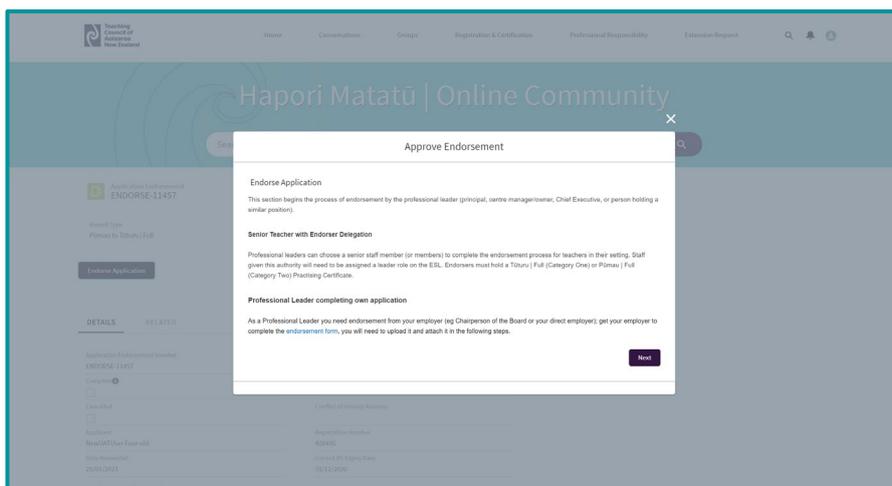
Select the endorsement number **ENDORSE-xxxx** to view the endorsement details.



Click the 'Endorse Application' button.



Click the 'Next' button to go to the next screen.



The fields in this section should be pre-populated from your information in 'My Details'.

Select **yes** if you have a perceived **conflict of interest**.

The screenshot shows a web interface for 'Approve Endorsement'. The main heading is 'Endorse Application'. Below it, the 'Name of Teacher' is 'NewUATUser Four old'. A dropdown menu for 'What is your role at your education organisation?' is set to 'Principal'. Another dropdown for 'What education organisation do you work for?' is set to 'Banks Avenue School'. A third dropdown for 'Is there a perceived conflict of interest with NewUATUser Four old?' is set to 'No'. There are 'Previous' and 'Next' buttons at the bottom right of the form.

If you selected yes to a perceived conflict of interest, write a short explanation of this, then download and complete the [Conflict of Interest](#) form. Scan and upload the form to the endorsement.

This screenshot shows the 'Approve Endorsement' form with 'Is there a perceived conflict of interest with NewUATUser Four old?' set to 'Yes'. Below this question is a text area with the prompt: '*Please provide a brief explanation about your Conflict of Interest'. Below the text area, there is a message: 'If you have a conflict of interest or perceived conflict of interest with the teacher, please upload the completed Conflict of Interest form. You can download a copy of the form here. Please upload the completed Conflict of Interest and Secondary endorser forms below.' This is followed by a file upload section with a 'Files (0)' indicator, an 'Attach a new File' button, and 'Upload Files' and 'Or drop files' options. At the bottom right, there are 'Previous' and 'Next' buttons.

Complete the endorsement form by **selecting yes or no for each statement**. If you answer no, please add any comments and/or upload supporting documents.

Note: there are different endorsement questions for each different type of application. This is an example of endorsement questions to renew a Tūturu | Full (Category One) Practising Certificate.

You can also click **'I want to discuss the endorsement'** if you would like to be contacted about endorsing this teacher.

Click **'Submit Endorsement'** to complete the endorsement process.

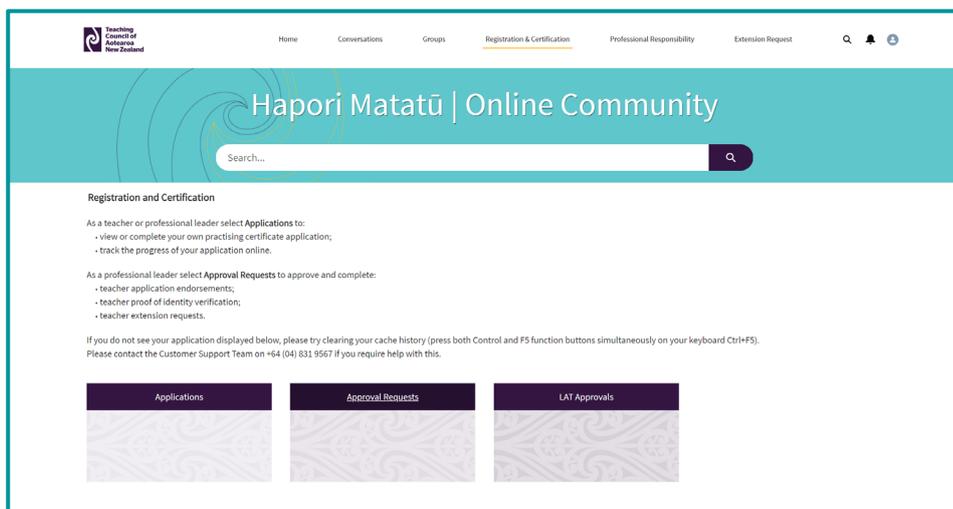
The screenshot shows a web interface for approving an endorsement. The title is "Approve Endorsement". It contains two main sections: "Teacher endorsement:" and "Professional leader (your own) endorsement:". The "Teacher endorsement:" section includes a note that comments are required if 'No' is selected. The "Professional leader (your own) endorsement:" section includes a note that a completed endorsement form signed by the employer must be uploaded. There are four sets of radio button questions: 1) "My judgement is based upon professional conversations I have had with the teacher and other relevant people where appropriate." (Yes/No). 2) "The teacher has successfully completed at least one year of mentored teaching and I recommend Tiwhikete Whakaakoranga Tūturu | Full Category One" (Yes/No). 3) "The teacher has continued to develop and practise te reo me ngā tikanga Māori while practising as a teacher." (Yes/No). 4) "The teacher meets the standards as required for this practising certificate application:" (Yes/No). Below these is a radio button option "I want to discuss this endorsement". A file upload section titled "You may upload documents" shows "Files (0)" and buttons for "Upload Files" and "Or drop files". At the bottom, there are "Previous" and "Submit Endorsement" buttons. A date "31/12/2020" is visible at the bottom left of the form area.

Identity verification

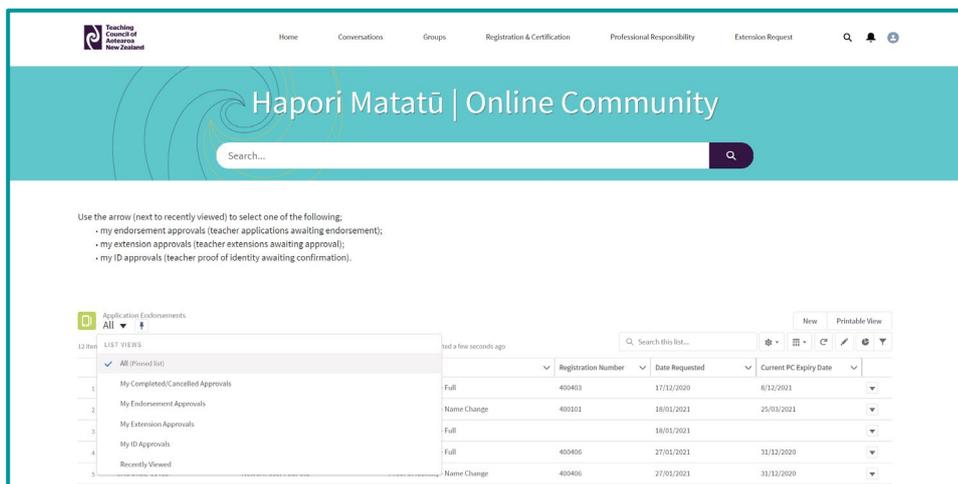
If you are a professional leader and have been selected to verify a teacher’s identity, you will receive an email notification. You must log in to Hapori Matatū to complete the identity verification.

Note: to complete endorsements and identity verifications in Hapori Matatū, your ESL account will need to have the Hapori Matatū Professional Leader role. Please talk to your learning centre’s Delegated Authoriser or to the Ministry of Education Service Desk to have this role added.

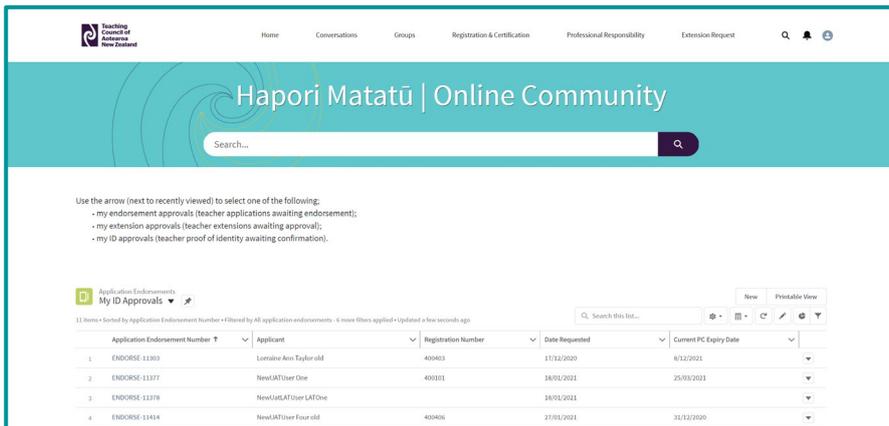
Go to the **Registration & Certification** tab and select **‘Approval Requests’**.



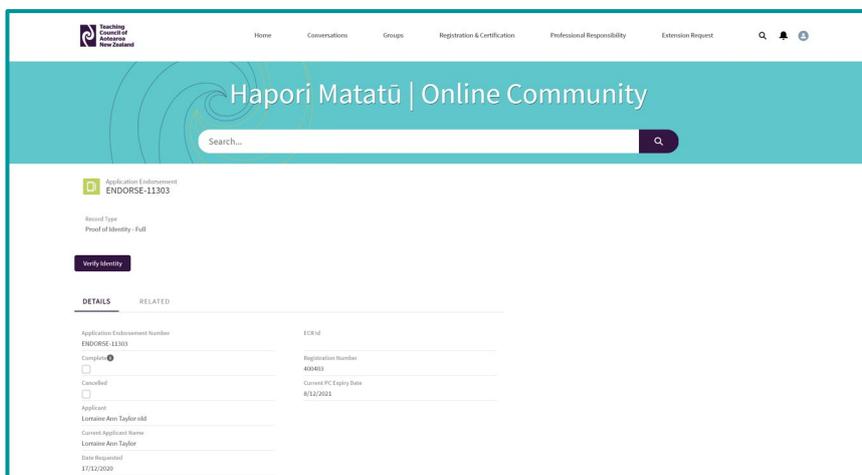
Click on the down arrow to change the list view to **‘My ID Approvals’**.



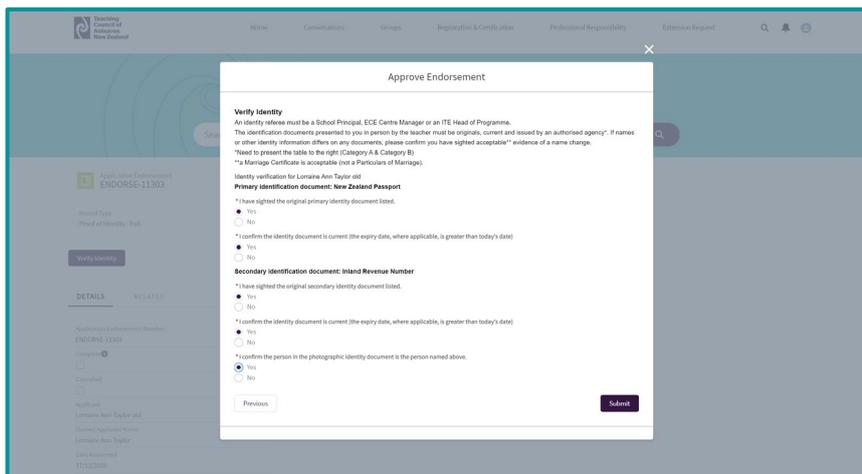
Select the endorsement number **ENDORSE-xxxx** to view the identity verification details.



Click the **'Verify Identity'** button.



Answer all the questions for the **primary and secondary identity documents** then click **'Submit'** to complete the identity verification.

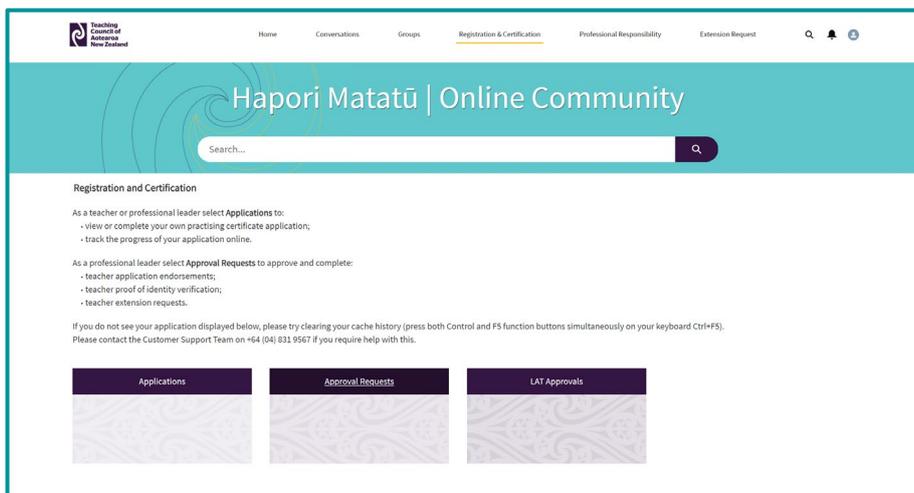


LAT endorsement

If you are a professional leader and have been selected to endorse a LAT application, you will receive an email notification. You must log in to Hapori Matatū to complete the LAT endorsement. If this is the applicant's first LAT application, you will also need to verify their identity (see previous section).

Note: to complete endorsements and identity verifications in Hapori Matatū, your ESL account will need to have the Hapori Matatū Professional Leader role. Please talk to your learning centre's Delegated Authoriser or to the Ministry of Education Service Desk to have this role added.

Go to the 'Registration & Certification' tab and select 'LAT Approvals'.

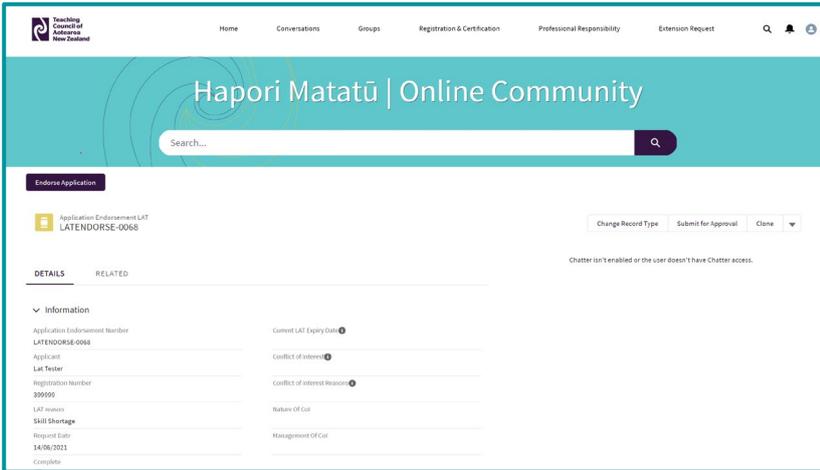


LAT endorsement – skills shortage

Select the endorsement number **LATENDORSE-xxxx** to view the Skills Shortage LAT endorsement.

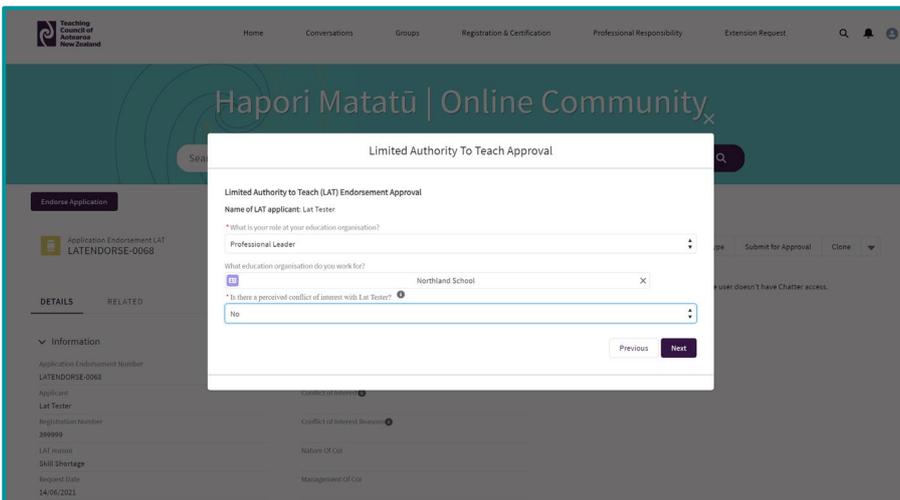


Click the 'Endorse Application' button.

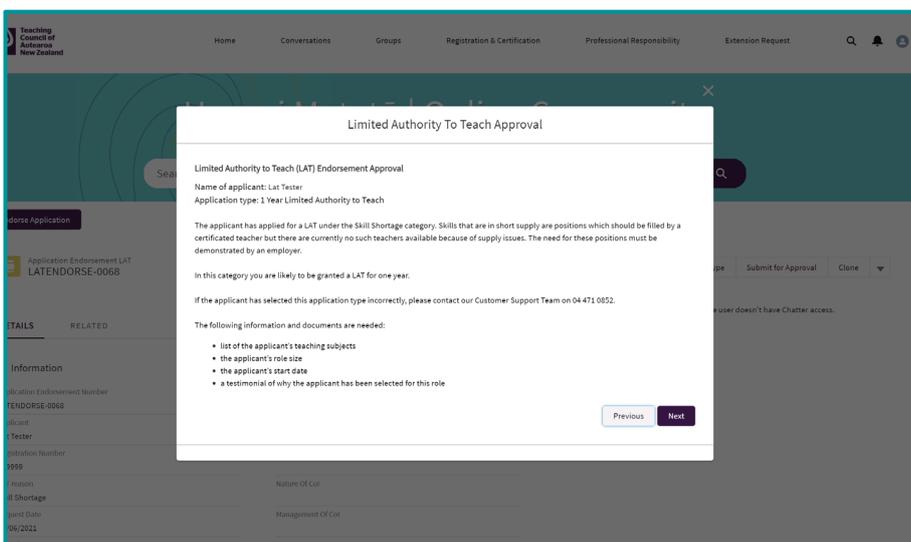


Select your role and learning centre and answer yes if there is a perceived conflict of interest.

Click the 'Next' button.



Click the 'Next' button.



Confirm that this applicant qualifies for a Skills Shortage LAT and answer the questions relating to the role the LAT applicant is being employed for, including the start date, the relevant skills of the applicant, the subjects they will be teaching, the role size.

Click the 'Next' button.

The screenshot shows a web application interface for the Teaching Council of Aotearoa New Zealand. A modal window titled "Limited Authority To Teach Approval" is open over a background page showing application details for "Application Endorsement LAT LATENDORSE-0068". The modal form includes the following fields:

- Applicant's Role**
 - * I confirm that the applicant qualifies for the LAT under the Skill Shortage category. (Dropdown menu with "Yes" selected)
 - * Applicant's intended start date: (Date picker showing 18/06/2021)
 - * Their skills are: (Text area containing "Music teacher- brass")
 - * List the teaching subjects the applicant will teach: (List box containing "Maths", "Media Studies", "Music Core", "Music Instrument - Brass", and "Music Instrument - Guitar")
 - * What is the teaching role size? (Dropdown menu with "0.3" selected)
 - Other comments? (Text area)

Navigation buttons "Previous" and "Next" are located at the bottom right of the modal.

Provide a **testimonial** for the applicant and upload **evidence of the skills shortage**.

Click the 'Submit' button to complete the LAT endorsement.

The screenshot shows the same web application interface, but the modal window is now on the "Testimonial" section. The form includes:

- Testimonial**
 - * Please provide a testimonial detailing the skill shortage. (Text area)
 - I confirm there is a shortage of certificated teachers with these skills in our region.
 - I confirm that I am the professional leader and I agree to my registration number and name being published on the Limited Authority to Teach List on the Council's website as the endorser of the above named person.
- Please upload evidence of the skill shortage.**
 - Files (0) (File upload area with "Attach a new File", "Upload Files", and "Or drop files" buttons)
 - Table with columns: FILE NAME, FILE TYPE, UPLOADED ON

Navigation buttons "Previous" and "Submit" are located at the bottom of the modal.

LAT endorsement – specialist skills

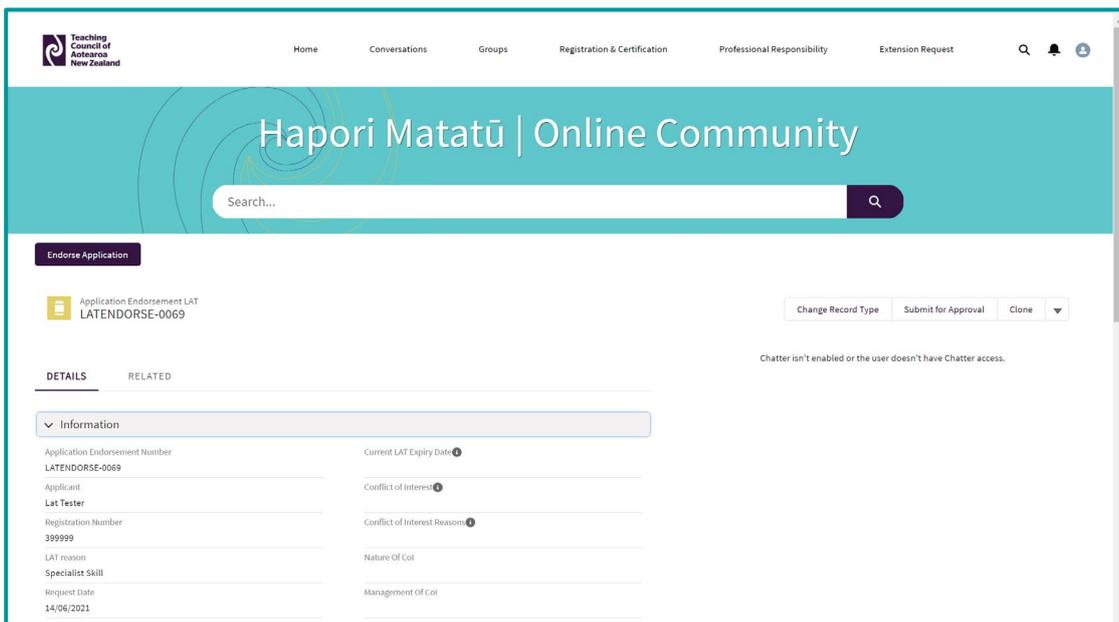
Select the endorsement number **LATENDORSE-xxxx** to view the Specialist Skills LAT endorsement.



The screenshot shows the 'Hapori Matatū | Online Community' page. At the top, there is a navigation menu with links for Home, Conversations, Groups, Registration & Certification, Professional Responsibility, and Extension Request. Below the navigation is a search bar. The main content area displays a table of 'Application Endorsement LATs'. The table has columns for Application Endorsement Number, Applicant, Record Type, Registration Number, Request Date, and Current LAT Expiry Date. Two items are listed:

Application Endorsement Number	Applicant	Record Type	Registration Number	Request Date	Current LAT Expiry Date
1 LATENDORSE-0068	Lat Tester	LAT Skill Shortage	399999	14/06/2021	
2 LATENDORSE-0069	Lat Tester	LAT Specialist Skill	399999	14/06/2021	

Click the 'Endorse Application' button.



The screenshot shows the 'Endorse Application' page for the Application Endorsement LAT 'LATENDORSE-0069'. The page has a navigation menu and a search bar. Below the search bar, there is a button labeled 'Endorse Application'. The main content area displays the details of the application, including the Application Endorsement Number, Applicant, Registration Number, Request Date, Current LAT Expiry Date, Conflict of Interest, Conflict of Interest Reason, Nature Of Col, and Management Of Col. There are also buttons for 'Change Record Type', 'Submit for Approval', and 'Clone'.

Application Endorsement LAT
LATENDORSE-0069

DETAILS RELATED

Information

Application Endorsement Number LATENDORSE-0069	Current LAT Expiry Date
Applicant Lat Tester	Conflict of Interest
Registration Number 399999	Conflict of Interest Reason
LAT reason Specialist Skill	Nature Of Col
Request Date 14/06/2021	Management Of Col

Select your role and learning centre and answer yes if there is a perceived conflict of interest.

Click the 'Next' button.

The screenshot shows a web browser window with the Teaching Council of Aotearoa New Zealand logo in the top left. The navigation menu includes Home, Conversations, Groups, Registration & Certification, Professional Responsibility, and Extension Request. The main header reads 'Hapori Matatū | Online Community'. A modal window titled 'Limited Authority To Teach Approval' is open, displaying the 'Limited Authority to Teach (LAT) Endorsement Approval' form. The form fields are: 'Name of LAT applicant: Lat Tester', '*What is your role at your education organisation?' with a dropdown menu showing 'Professional Leader', 'What education organisation do you work for?' with a dropdown menu showing 'Northland School', and '*Is there a perceived conflict of interest with Lat Tester?' with a dropdown menu showing 'Please Select'. At the bottom of the form are 'Previous' and 'Next' buttons.

Click the 'Next' button.

The screenshot shows the same web browser window as above. The modal window is on the second step of the 'Limited Authority to Teach (LAT) Endorsement Approval' form. The form content is: 'Name of applicant: Lat Tester', 'Application type: 1 Year Limited Authority to Teach', a paragraph explaining the Specialist Skill category, a note about contacting Customer Support Team if the application type is incorrect, and a section titled 'The following information and documents are needed:' with a bulleted list: 'list of the applicant's teaching subjects', 'the applicant's role size', and 'the applicant's start date.' At the bottom of the form are 'Previous' and 'Next' buttons.

Confirm that this applicant qualifies for a Specialist Skills LAT and answer the questions relating to the role the LAT applicant is being employed for, including the start date, the relevant skills of the applicant, the subjects they will be teaching, and the role size.

Click the 'Next' button.

The screenshot shows a web form titled "Limited Authority To Teach Approval". The form is divided into sections. The "Applicant's Role" section includes the following fields:

- *I confirm that the applicant qualifies for the LAT under the Specialist Skill category. (Dropdown menu with "Yes" selected)
- *Applicant's intended start date: (Date field with "18/06/2021" entered)
- *Their specialist skills are: (Text area with "Te Reo Māori" entered)
- *List the teaching subjects the applicant will teach: (List box with "Technology", "Te Reo Māori", "Tikanga Māori", "Trades Academy", and "Other" options)
- *What is the teaching role size? (Dropdown menu with "0.3" selected)
- Other comments? (Text area)

At the bottom of the form, there are "Previous" and "Next" buttons.

Review the **applicant's self-reflection**, confirm that you have read this and add any comments.

Click the 'Submit' button to complete the LAT endorsement.

The screenshot shows the same web form, now on the "Applicant's Self Reflection" section. The form asks the user to review the applicant's self-reflection and provides the following questions and input fields:

- Please review the applicant's self-reflection below.
- What are your skills and experience that qualify you for a specialist skill LAT? (Text area with "afdsafa" entered)
- How are your skills and experience relevant to learners within the general education system? (Text area with "afdsaf" entered)
- What is your understanding of official curricula and/or your experience working with official curricula? (Text area with "asfadsf" entered)
- What is your understanding of assessment tools and strategies and/or your experience working with them? (Text area with "asfdfsaf" entered)
- I confirm that I have read the above self-reflection.
- You may add a comment on the self-reflection if you wish. (Text area)
- I confirm that I am the professional leader and I agree to my registration number and name being published on the Limited Authority to Teach List on the Council's website as the endorser of the above named person.

At the bottom of the form, there are "Previous" and "Submit" buttons.

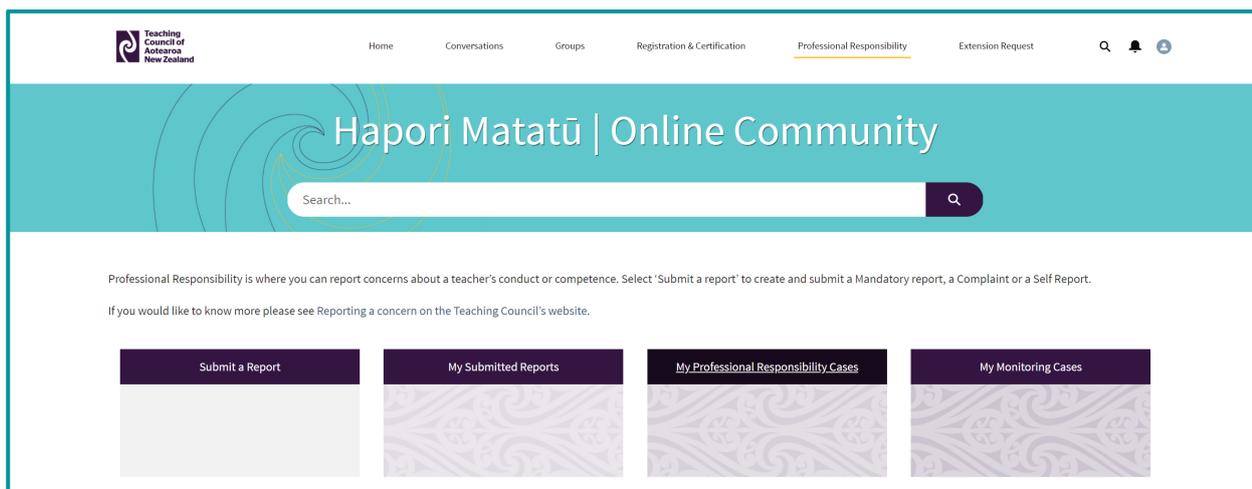
Reporting conduct and competence concerns

If you are a teacher or a professional leader, you can use the reporting function to alert us to a situation where we need to investigate (a complaint), or where you must advise the Teaching Council you have been convicted of an offence (self-report).

If you are a professional leader, you can also complete and submit a mandatory report.

Submit a report

Go to the **'Professional Responsibility'** tab and click on **'Submit a Report'**.



Answer the questions on each screen and click **'Next'** as you complete each screen.



Editing a draft report

Go to the 'Professional Responsibility' tab and click on the 'My Submitted Reports' tile.

The screenshot shows the website's navigation bar with the following items: Home, Conversations, Groups, Registration & Certification, Professional Responsibility (highlighted), and Extension Request. Below the navigation bar is a teal banner with the text 'Hapori Matakū | Online Community' and a search bar. Below the banner, there is a paragraph of text: 'Professional Responsibility is where you can report concerns about a teacher's conduct or competence. Select 'Submit a report' to create and submit a Mandatory report, a Complaint or a Self Report. If you would like to know more please see Reporting a concern on the Teaching Council's website.' Below this text are four tiles: 'Submit a Report', 'My Submitted Reports' (highlighted), 'My Professional Responsibility Cases', and 'My Monitoring Cases'.

Click the **case number** or **subject** of the draft Mandatory Report you would like to edit.

The screenshot shows the website's navigation bar with the following items: Home, Conversations, Groups, Registration & Certification, Professional Responsibility (highlighted), and Extension Request. Below the navigation bar is a teal banner with the text 'Hapori Matakū | Online Community' and a search bar. Below the banner, there is a section titled 'Cases My Submitted Reports' with a search bar and a table. The table has the following columns: Case Number, Subject, Status, Date/Time Opened, and Date/Time Closed. The table contains two rows of data.

Case Number	Subject	Status	Date/Time Opened	Date/Time Closed
1 00099078	Mandatory - Lat Tester - 23-6-2021	Closed	23/06/2021, 10:35 am	7/12/2021, 7:34 am
2 00280971	Mandatory report - Beta, Test Donald - 9-5-2023	Draft	9/05/2023, 9:50 am	

Click on the 'Submit Draft Report' button.



Case
Mandatory report - Beta, Test Donald - 9-5-2023 + Follow

Case Number	Case Record Type	Report types	Status
00280971	Initiator Case	Mandatory report	Draft

Subject
Mandatory report - Beta, Test Donald - 9-5-2023

Status
Draft

Priority
Medium

Case Origin

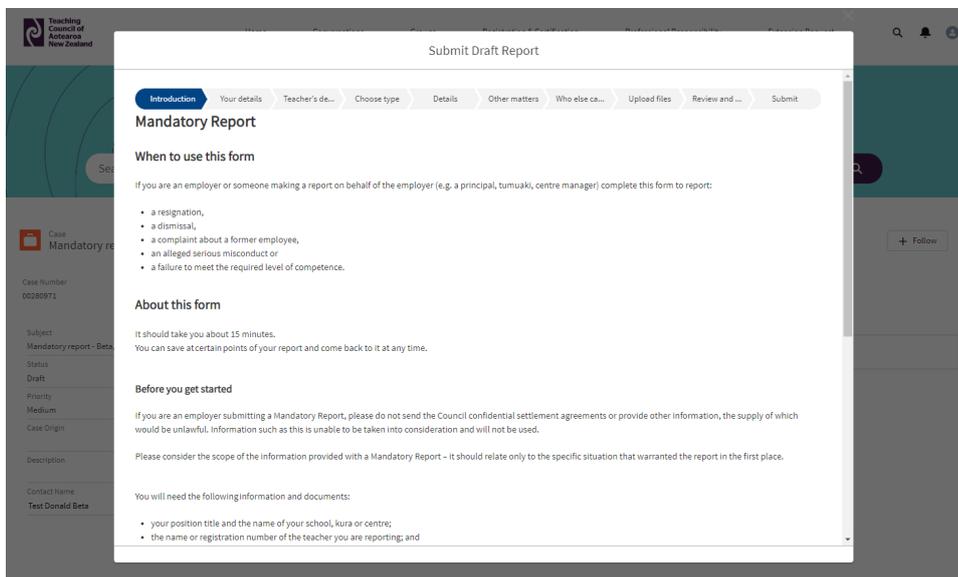
Description

Contact Name
Test Donald Beta

[Submit Draft Report](#)

No related lists to display

You will be taken into the draft Mandatory Report, where you can make any changes that you wish to make before submitting the report.



Groups

You can create and join public discussion groups. You can invite others to take part in a discussion, for example you might choose to create a discussion group about a particular topic.

If you want a private discussion group, for example for all the teachers in your region, or for a specific initiative or topic, contact the Teaching Council to request a private group to be set up.

Finding and joining a group

If you are interested in keeping up with the activities of a public discussion group, you can join and receive regular activity updates by email.

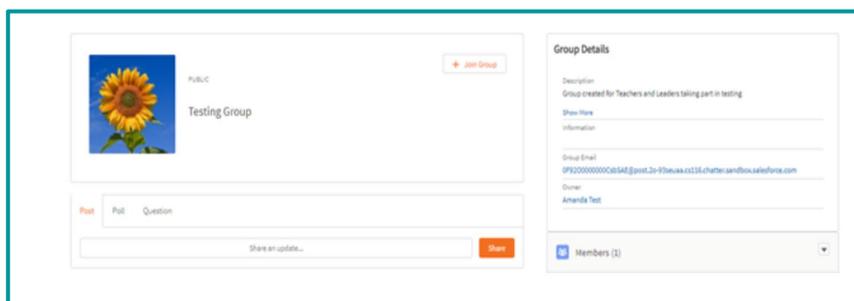
Go to the 'Groups' tab.

Click on the down arrow to change the list view to 'Active Groups'

Click on the '+ Join Group' button.



Fill in the 'Share and Update' field and click 'Share'.



Creating a public group

Go to the 'Groups' tab and click New.



Fill in the information about the group you are creating, then click 'Save & Next'.

A screenshot of the 'New Group' form. It includes a 'Name' field, a 'Description' text area, and an 'Information' section with a rich text editor (font: Salesforce Sans, size: 12, bold, italic, underline, link, list, link, unlink, link, unlink). There is also a 'Group Email' field and an 'Owner' dropdown menu. 'Cancel' and 'Save & Next' buttons are at the bottom.

Upload an image if you would like one.

A screenshot of the 'Upload Group Photo' form. It states: 'You can upload a JPG, GIF or PNG file. Maximum file size is 16 MB.' Below this is a 'Current Photo' section showing a placeholder image of two people. An 'Upload Image' button is below the placeholder. 'Cancel' and 'Next' buttons are at the bottom.

Managing your group

Manage your notifications for group activity.
Post messages, polls and questions.
Upload and share files.

The screenshot displays the Salesforce Chatter interface for a group named "Testing Group". The group is set to "PUBLIC" and has an owner "Amanda Test" with a "Weekly Digest" notification preference. The interface includes a "Post" section with options for "Post", "Poll", and "Question", a "Share an update..." input field, and a "Share" button. Below this is a "Sort By:" dropdown set to "Most Recent Activity" and a search bar for the feed. The main content area shows a placeholder image of a landscape with mountains and trees, with the text "Nothing here yet? Write a post and see what happens!". On the right side, there are three panels: "Group Details" showing the group description and email, "Manage Members" with a search bar and "No results here", and "Files (0)" with an "Upload Files" button and "Or drop files" text.

Other information

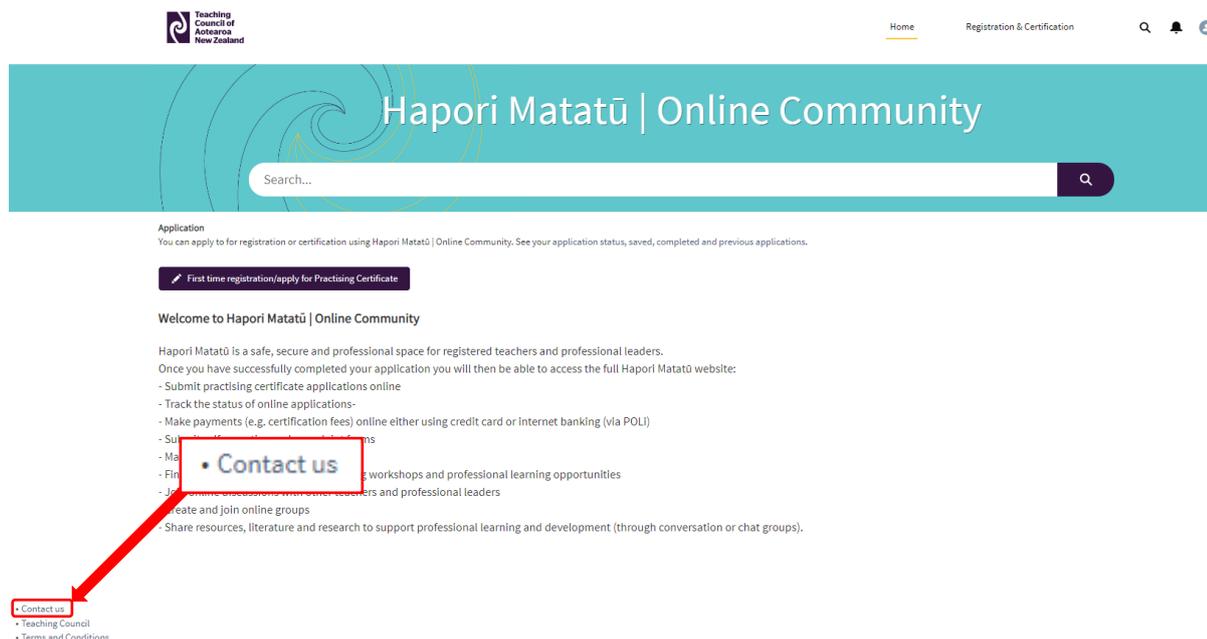
Contact us

You can contact our Communications and Advice team with your enquiries by:

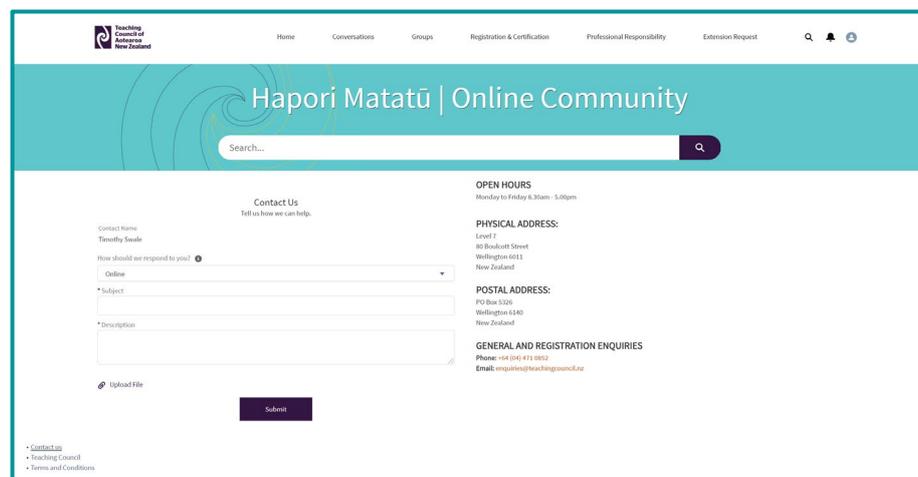
- Emailing enquiries@teachingcouncil.nz.
- Using the Contact Us link in Hapori Matatū.
- Asking for a live chat via our chatbot Miromiro.

Contact Us link

At the bottom of each screen is a **Contact us** link. You may have to scroll down the page to find it.



Click the down arrow to select how you would like us to respond to you, fill in the fields and click 'Submit'.



You'll see a response **"Case [number] has been created"**. The case number is your enquiry tracking number for the Teaching Council's response.

You can check the progress of your enquiry on the **My Enquiries** page.

Note: Once your case number has been generated, it will go into the queue for response by our Communications and Advice team. We respond to all cases in the order in which they are received. There should be no need to follow this up with us, as we will get back to you as quickly as we are able to.

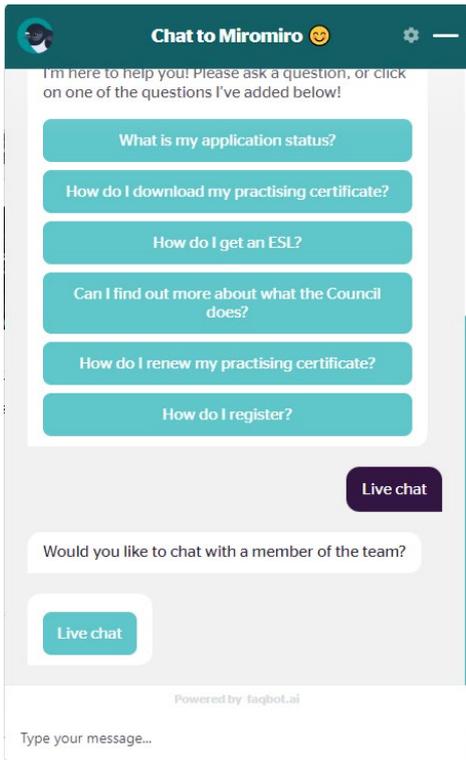
Live Chat via Miromiro

Go to www.teachingcouncil.nz and click on the **Miromiro chatbot icon** in the bottom left of the screen.

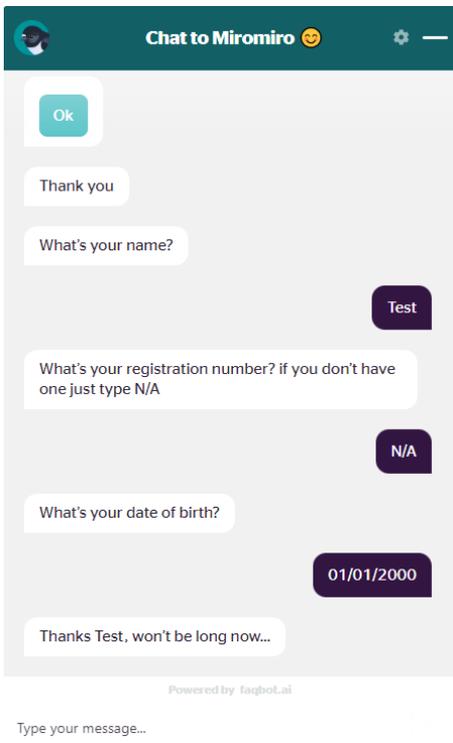
Type 'Live chat' into the dialog box and then press **Enter**.

Live chat

Click the 'Live Chat' button to confirm you would like to chat to a Customer Support Administrator.



You will then be asked to confirm your **name**, your **registration number** (if you have one) and your **date of birth**.



Your live chat request will be answered by the next available Customer Support Administrator.

Add a photo to your profile

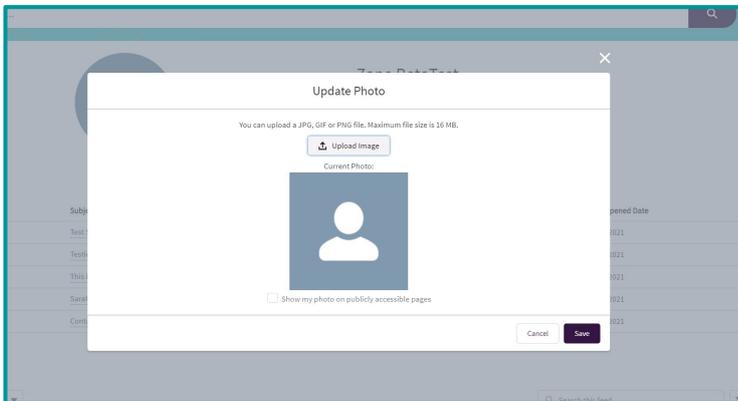
Click the profile icon in the top right of the screen and select 'My Enquiries'.

Click on the camera icon. 



Click on the 'Upload Image' button and locate the file with your photo.

Click 'Save'.

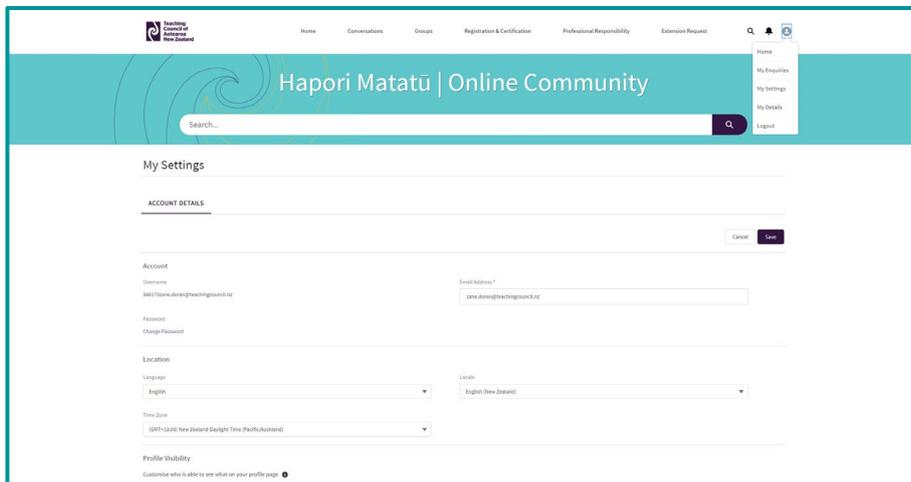


Your photo will be visible on your profile, and against any conversations or posts you make.

View and update your settings

You can control how many notification emails you receive in this section.

Click the profile icon in the top right of the screen and select 'Mt Settings'.

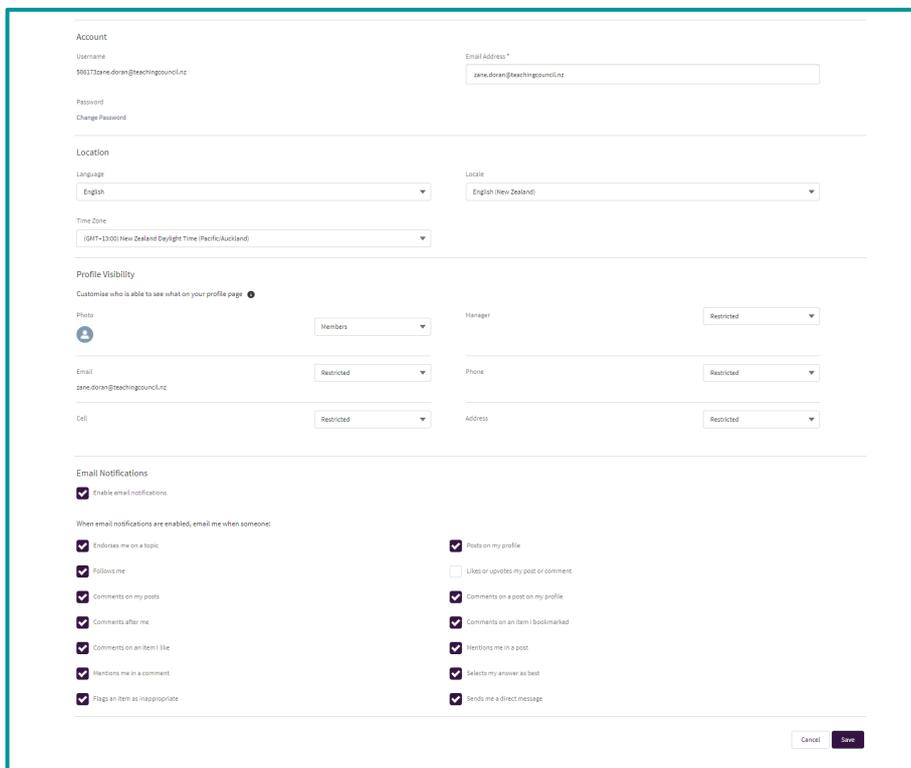


The screenshot shows the 'My Settings' page in the Hapori Matatū | Online Community. The page is divided into sections: ACCOUNT DETAILS, Account, Location, and Profile Visibility. The Account section includes fields for Username (zane.doran@teachingcouncil.nz) and Email Address (zane.doran@teachingcouncil.nz). The Location section includes dropdown menus for Language (English), Locale (English (New Zealand)), and Time Zone (GMT+12:00 New Zealand Daylight Time (Pacific/Auckland)). The Profile Visibility section includes a heading 'Customise who is able to see what on your profile page' and a dropdown menu for Photo (Members).

Scroll down to update your settings, including:

- Email notification settings
- Language settings
- Privacy settings.

Click 'Save'.



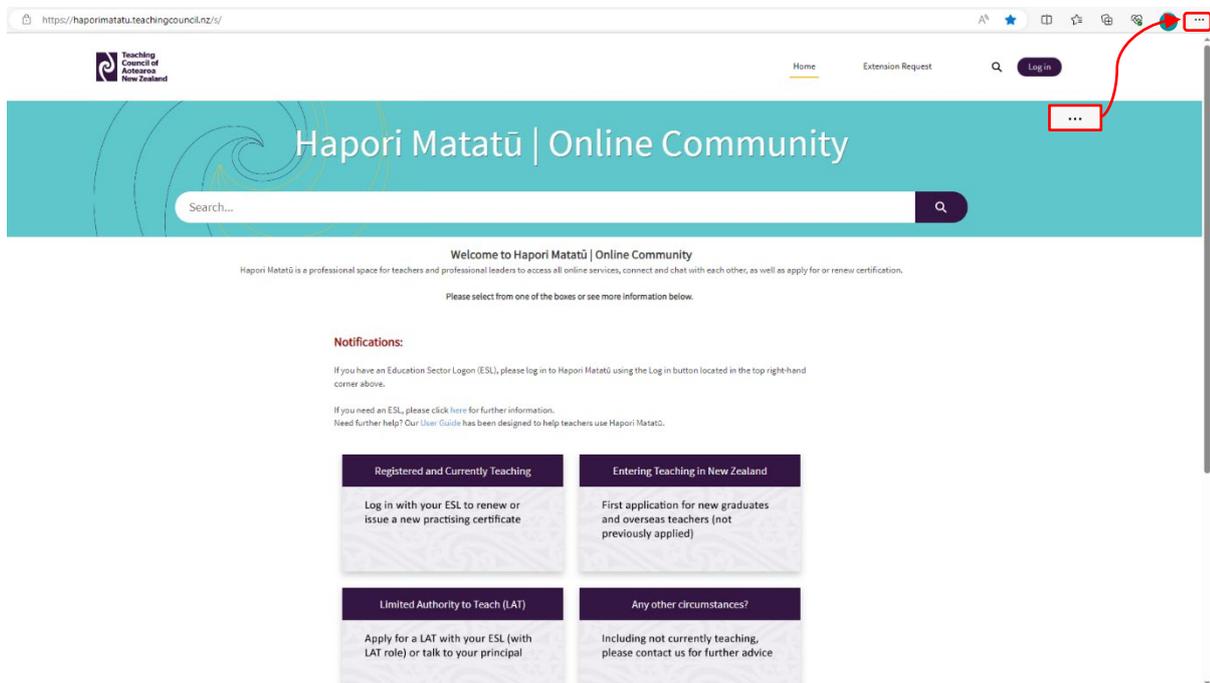
The screenshot shows the 'My Settings' page in the Hapori Matatū | Online Community, specifically the 'Email Notifications' section. The section is titled 'Email Notifications' and has a checkbox for 'Enable email notifications' which is checked. Below this, there is a heading 'When email notifications are enabled, email me when someone:' followed by two columns of checkboxes. The first column includes: Endorses me on a topic, Follows me, Comments on my posts, Comments after me, Comments on an item I like, Mentions me in a comment, and Flags an item as inappropriate. The second column includes: Posts on my profile, Likes or updates my post or comment, Comments on a post on my profile, Comments on an item I bookmarked, Mentions me in a post, Selects my answer as best, and Sends me a direct message. At the bottom right of the page, there are 'Cancel' and 'Save' buttons.

Bookmarking the community

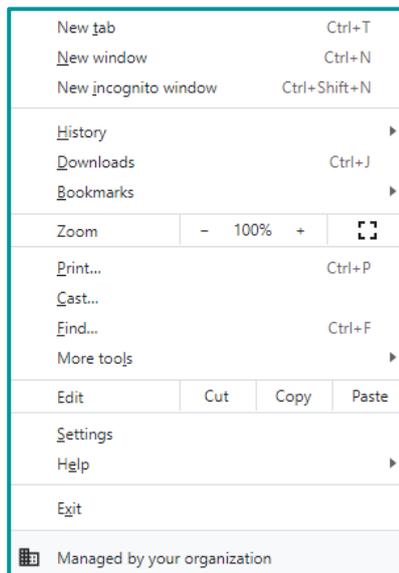
Before you start to use the site, you may want to add it to your internet browser's bookmarks, so you can find it easily.

Go to www.haporimatatu.teachingcouncil.nz/

Click on the three dots to the right of the address bar.



Scroll down to 'Bookmarks' and select 'Bookmark this tab'.



Next time you want to go to Hapori Matatū, click on the double arrow icon next to the address bar and select the saved bookmark.

