

ITE Provider Portal

Reference Guide for ITE Providers

March 2024



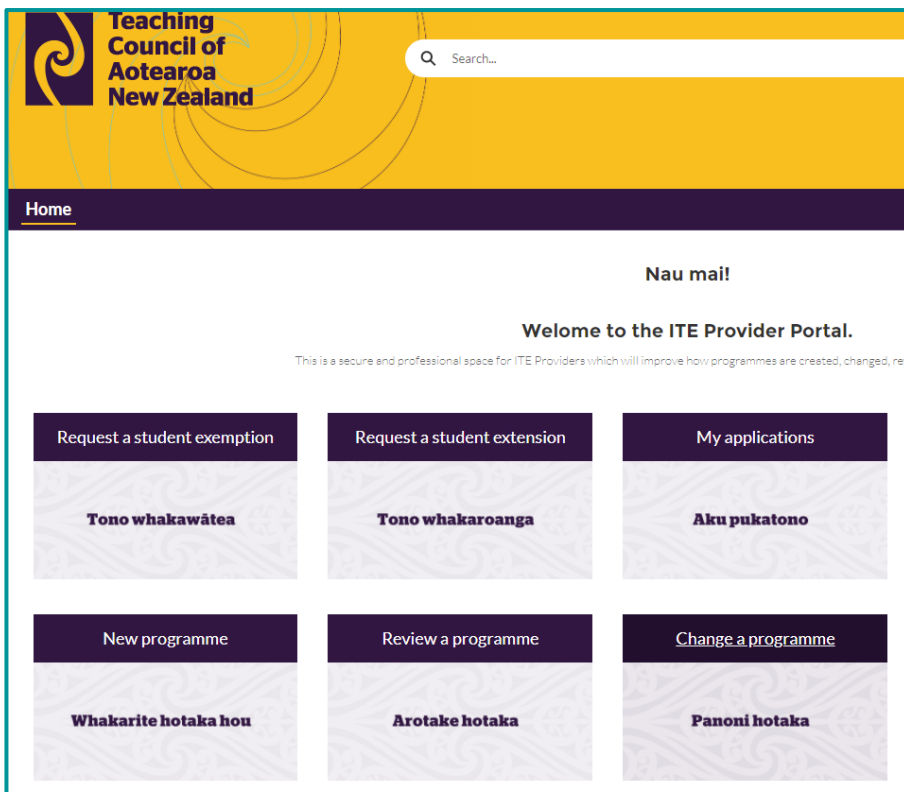
**Teaching
Council of
Aotearoa
New Zealand**

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

Contents

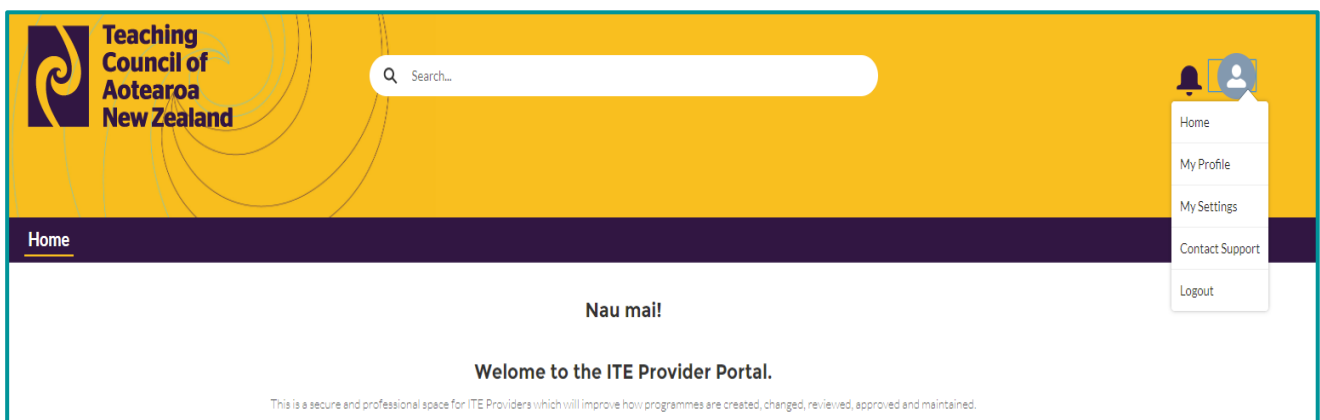
Navigating the portal	3
Getting set up	4
Logging in and out of the portal.....	5
Updating your contact details.....	5
Checking your Provider account details	6
Viewing your Provider account contacts.....	8
Viewing your programmes	9
Viewing your Provider sites.....	11
Requesting an exemption/extension	13
View applications.....	18
Managing date and time and notifications.....	19
Requesting a programme change.....	20-25

Navigating the portal



The six tiles let you:

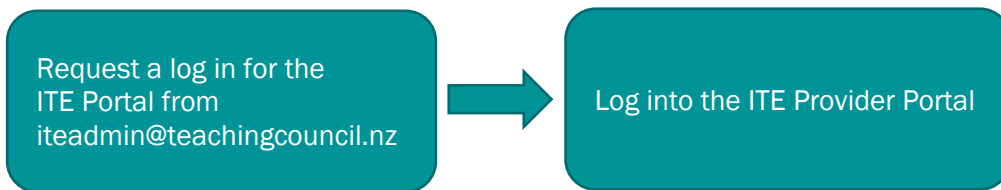
- Request an exemption
- Request an extension
- View my current applications
- New programme
- Review a programme
- Change a programme



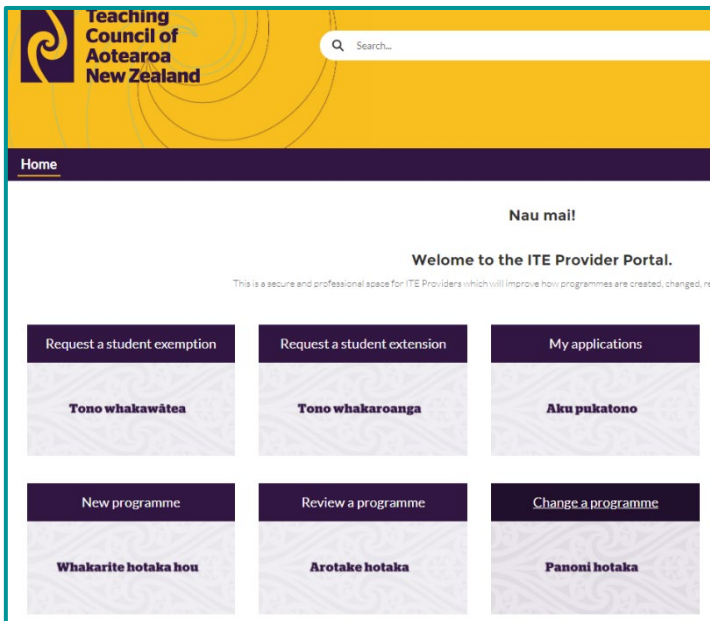
The profile icon has a dropdown list that lets you access:

- Home
- My Profile
- My Account
- My Settings
- Contact Support
- Logout

Getting set up



1. Go to the portal landing page. You do not need an ESL log in to access the portal.

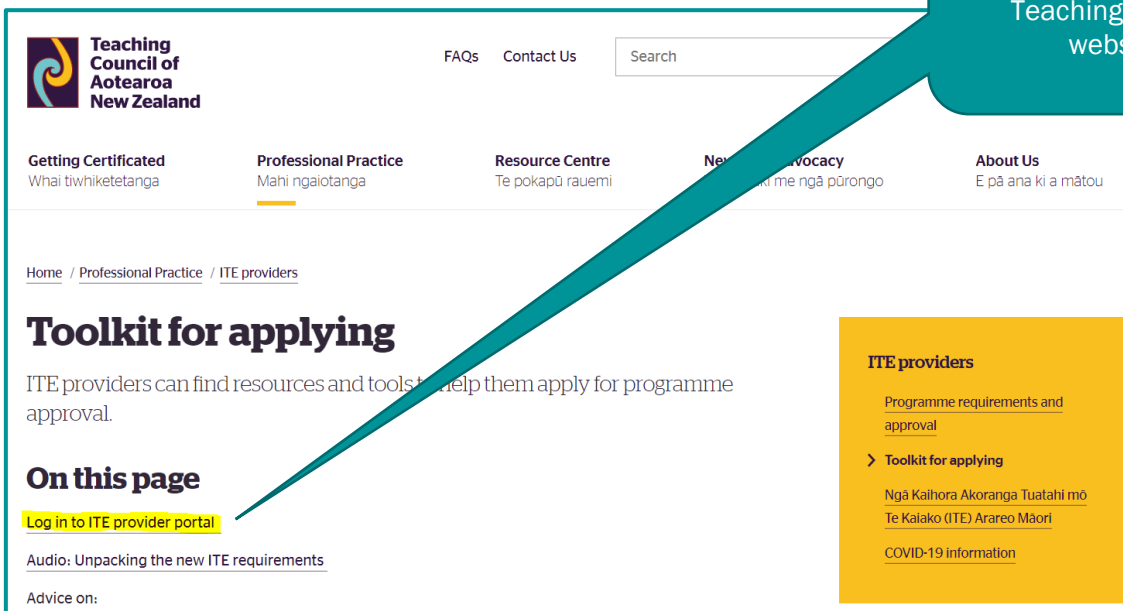


Go to the [Teaching Council website](#) Initial Teacher Education Provider page and click on the ITE Provider Login button.

OR

Go to:
<https://iteportal.teachingcouncil.nz>

Navigate to the Log In page through the Teaching Council website

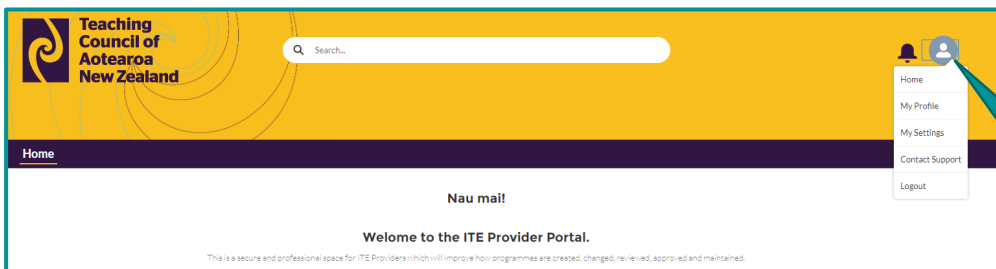


If you are unable to log in because you have not been into the Portal for a while, enter your email address into the Username section, and select 'forgot password'. You will be emailed a new password. If you have any queries please email ITEadmin@teachingcouncil.nz

Logging in and out of the portal

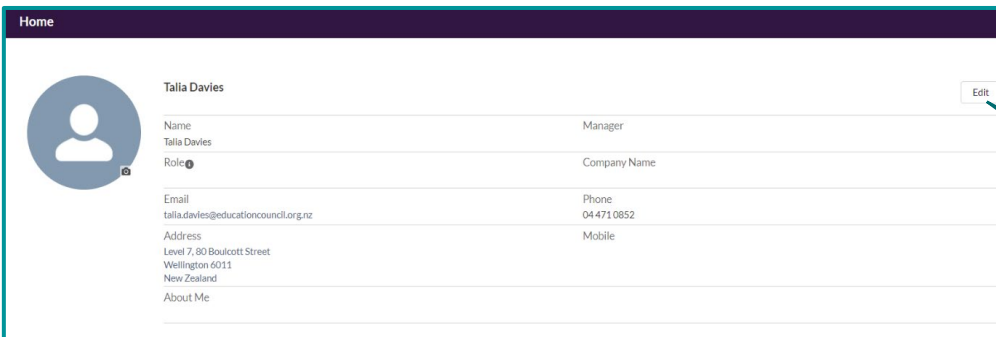
Once you have your ITE Portal log in details, you will login from the portal landing page each time.

1. Log in and out.

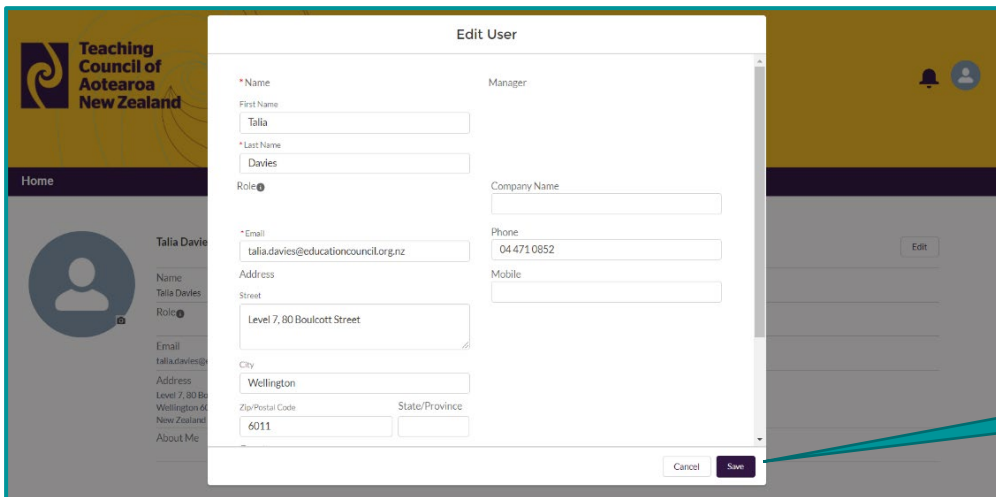


Once at the log in landing page, to log in or out, click on the profile icon.

Updating your contact details



Click Edit



Update any of the fields:

- First Name
- Last Name
- Title
- Email
- Address
- Phone
- Mobile

Click Save

Checking your Provider account details

1. Check My Account.

The screenshot shows the user profile page for Talia Davies. The profile card includes the following information:

Name	Talia Davies	Manager	
Role		Company Name	
Email	talia.davies@educationcouncil.org.nz	Phone	04 471 0852
Address	Level 7, 80 Boulcott Street Wellington 6011 New Zealand	Mobile	
About Me			

2. Update your account address details.

Only the address details can be edited.

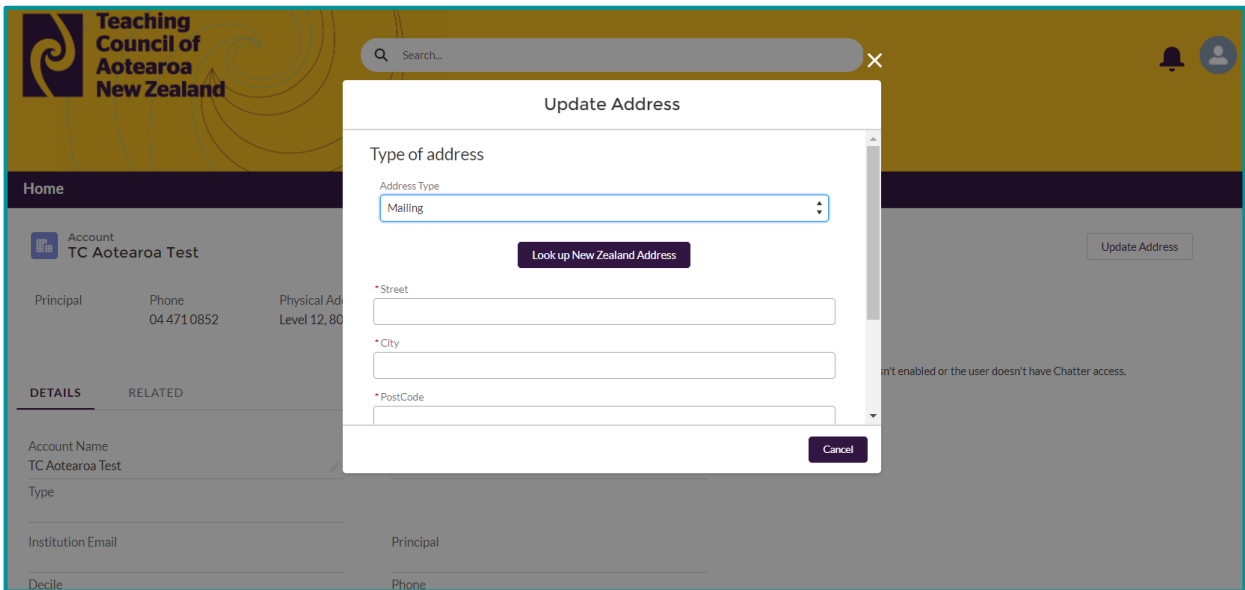
- (a) Click update address to update your details.
- (b) Select mailing or physical from the address type box.
- (c) Click look up New Zealand address button.

The screenshot shows the account details page for 'TC Aotearoa Test'. The account information is as follows:

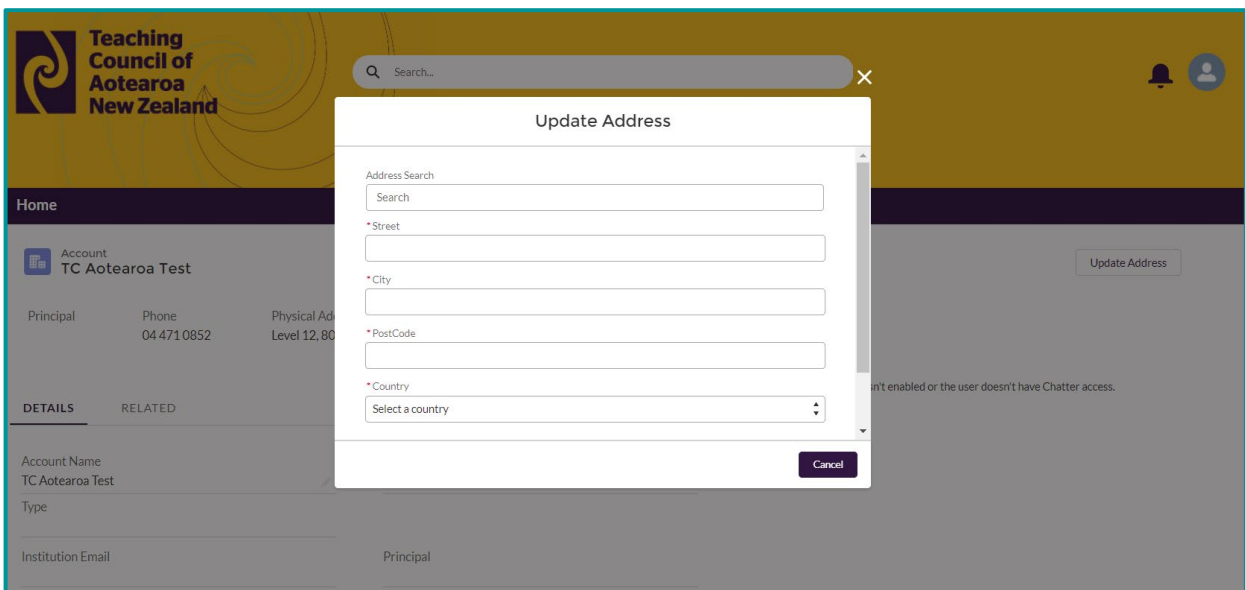
Principal	Phone	Physical Address
	04 471 0852	Level 12, 80 Boulcott Street, Wellington 6011, New Zealand

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS	RELATED
Account Name TC Aotearoa Test	Parent Account
Type	
Institution Email	Principal

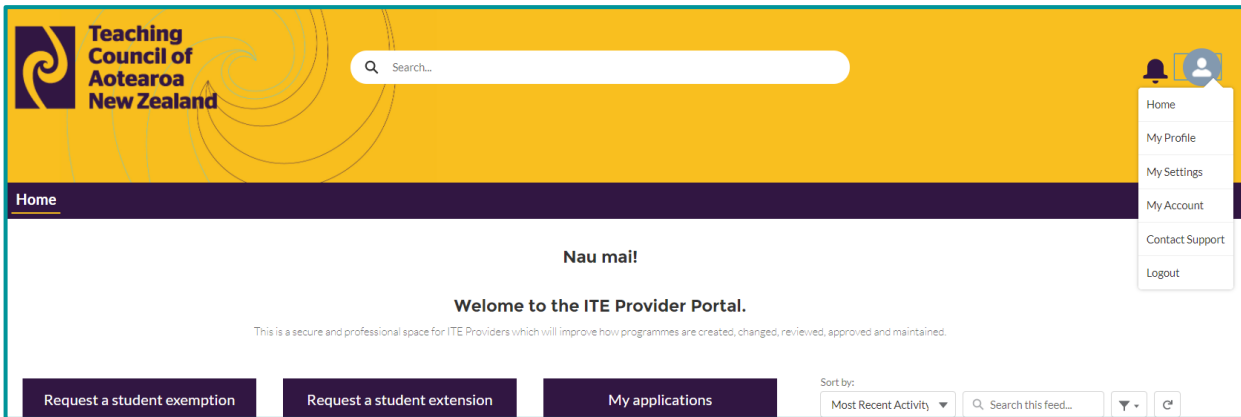


- (d) Type the address into the search.
- (e) Select the correct address from the drop down list.
- (f) Scroll down.
- (g) Click save.
- (h) You can enter your address manually if it doesn't appear in the dropdown list.

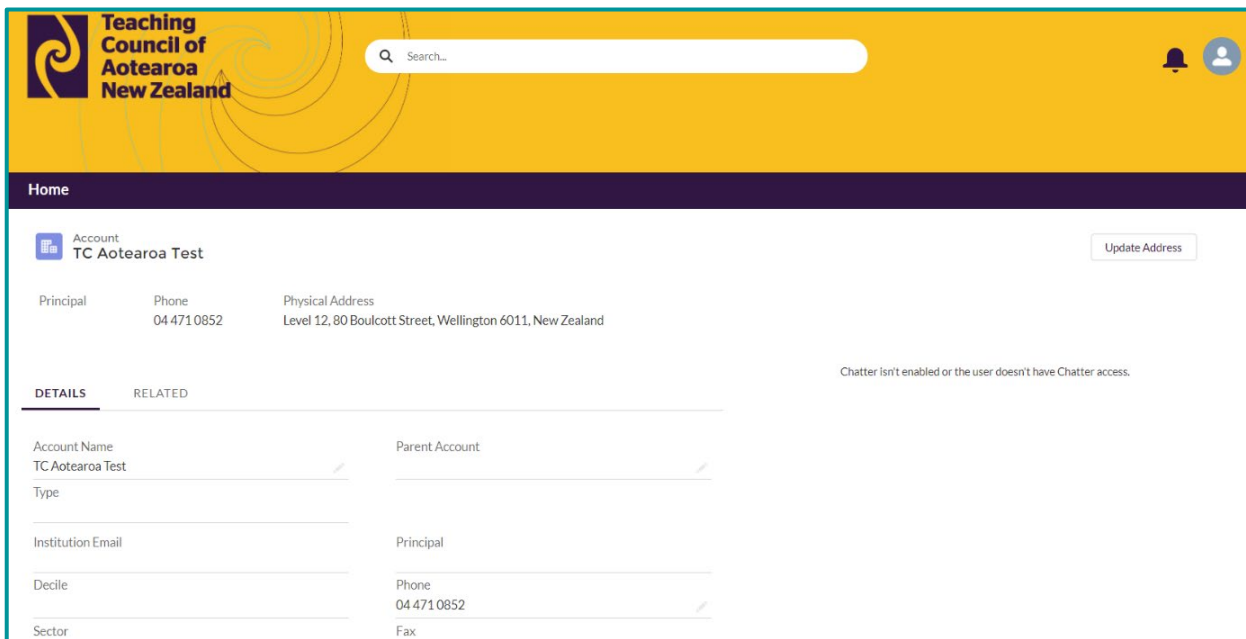


Viewing your Provider account contacts

1. Click the Profile icon.
2. Select My Account from the dropdown list.



You can view your contacts' name, title, email and phone. (This information can only be updated by contacting the Teaching Council.)



3. Click Related tab next to the Details tab to see related information.

The screenshot shows the user profile for Talia Davies. At the top left is the Teaching Council of Aotearoa New Zealand logo. A search bar is in the top right. Below the header, the user's name and contact details are shown: Phone (2) 04 471 0852 and Email talia.davies@educationcouncil.org.nz. There are buttons for '+ Follow', 'Edit', and 'Change Record Type'. Below this, there are two tabs: 'DETAILS' and 'RELATED'. Under 'RELATED', there are four categories: 'Open Activities (0)', 'Activity History (0)', 'Cases (0)', and 'Files (0)'. The 'Files (0)' category has an 'Add Files' button and an 'Upload Files' button. On the right side, there is a social feed with options for 'Post', 'Poll', and 'Question'. It includes a 'Share an update...' field with a 'Share' button, a search bar for the feed, and a post from 'IS Support (NZ Education System)' dated 25 June 2021 at 2:59 PM. Below the post is a 'Salutation' field with the value 'Other to a blank value' and buttons for 'Like' and 'Comment'. At the bottom of the feed is a 'Write a comment...' input field.

Viewing your programmes

1. Click the Profile icon.
2. Select My Account.

The screenshot shows the home page of the Teaching Council of Aotearoa New Zealand. The header features the logo and a search bar. A user profile icon in the top right corner has a dropdown menu open, showing options: Home, My Profile, My Settings, My Account, Contact Support, and Logout. The main content area has a dark purple header with the word 'Home' on the left. Below this, the text reads 'Nau mai!' and 'Welcome to the ITE Provider Portal.'

3. Click the Related tab to see related information.

The screenshot shows the 'Account' page for 'TC Aotearoa Test'. The header includes the Teaching Council logo, a search bar, and user profile icons. The main content area displays account information: Principal, Phone (04 471 0852), and Physical Address (Level 12, 80 Boulcott Street, Wellington 6011, New Zealand). Below this is a 'DETAILS' section with a 'RELATED' tab selected. The 'RELATED' section contains several input fields for account details: Account Name (TC Aotearoa Test), Parent Account, Type, Institution Email, Principal, Decile, Phone (04 471 0852), and Sector, Fax. A 'Chatter isn't enabled or the user doesn't have Chatter access.' message is visible on the right. An 'Update Address' button is located in the top right of the account details section.

This screenshot is similar to the previous one but shows the 'RELATED' tab expanded. It displays a 'Contacts (1)' section with a table listing contact information. The table has columns for Contact Name, Title, Email, and Phone. One contact is listed: Talia Davies, with email talia.davies@educationcounci... and phone 04 471 0852. There is a 'View All' link below the table. Below the contacts section is an 'Individual Qualifications (Provider) (0)' section with a 'New' button. The rest of the page layout, including the header and account details, remains the same.

Programme details can only be updated by contacting the Teaching Council.

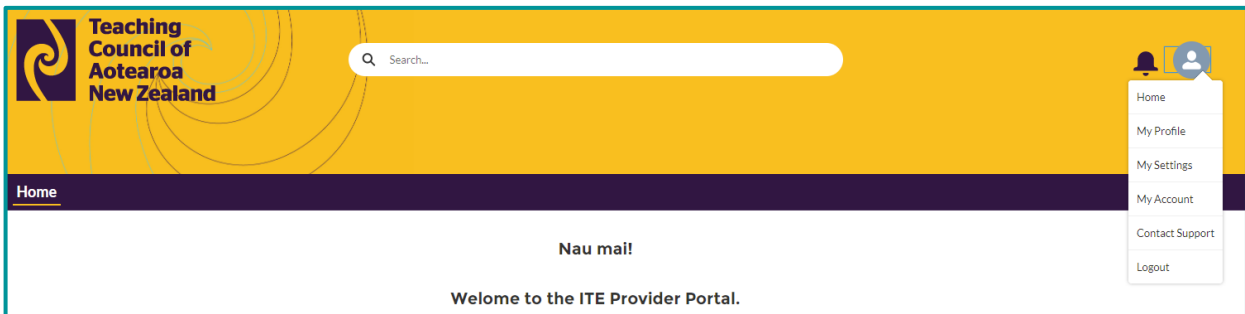
4. Click on a Programme in the Programme Name column to display the programme details.

5. Click the Related tab to view:

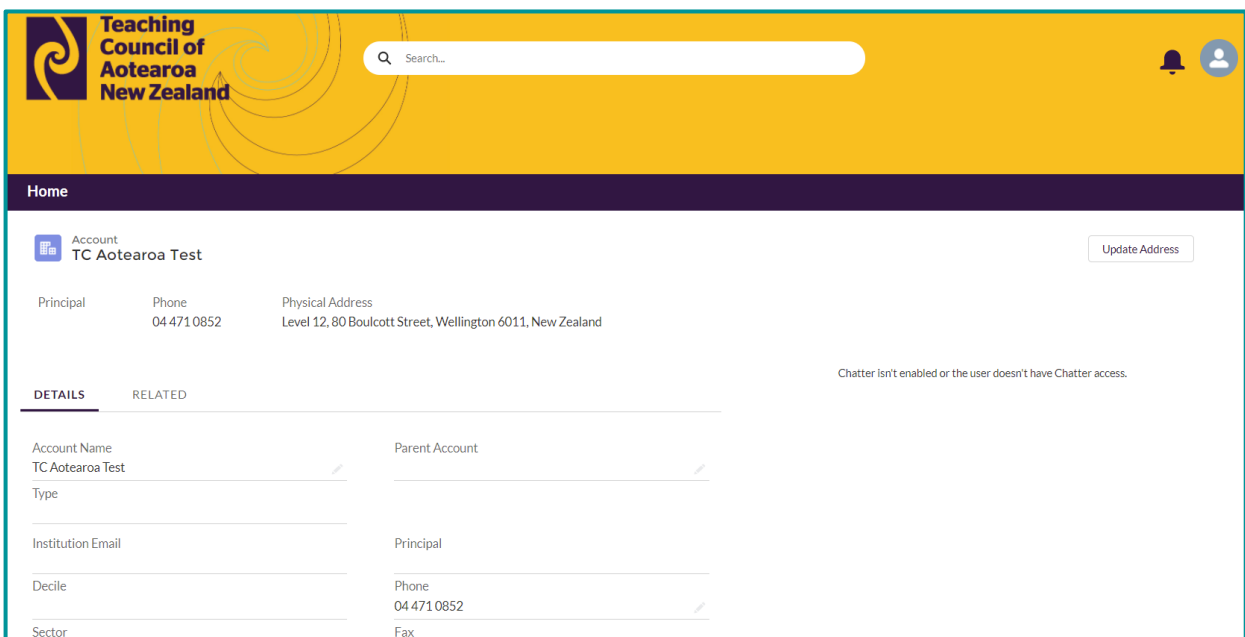
- Programme History
- Programme Contacts
- ITE Applications
- Programme Sites

Viewing your Provider sites

1. Click the Profile icon.
2. Select My Account from the dropdown list.



3. Click the Related tab to see related information.



Teaching Council of Aotearoa New Zealand

Search...

Home

Account
TC Aotearoa Test Update Address

Principal	Phone	Physical Address
	04 471 0852	Level 12, 80 Boulcott Street, Wellington 6011, New Zealand

Chatter isn't enabled or the user doesn't have Chatter access.

DETAILS **RELATED**

Contacts (1)

Contact Name	Title	Email	Phone
Talia Davies		talia.davies@educationcounci...	04 471 0852

[View All](#)

Individual Qualifications (Provider) (0) New

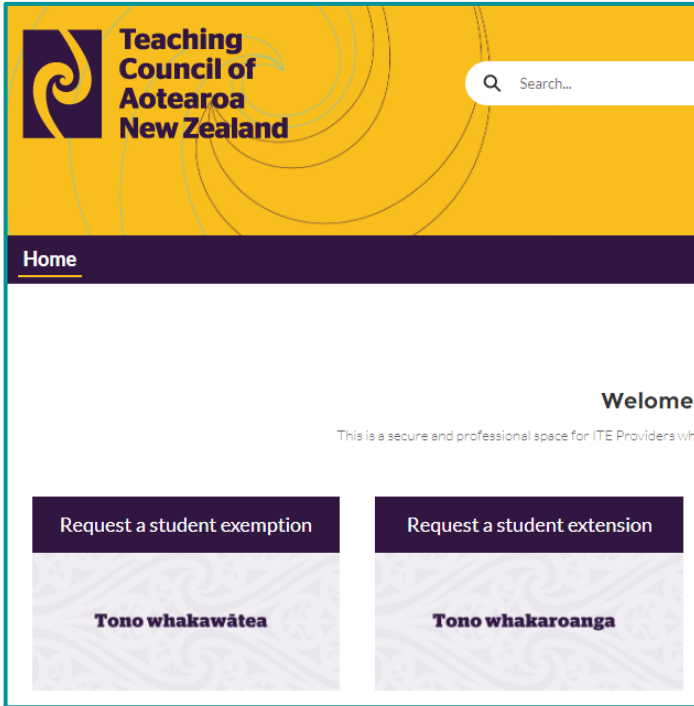
Site details can only be updated by contacting the Teaching Council.

Requesting an exemption/extension

1. Create an application.

Select one of the following options on the Home page:

- Request an exemption
- Request an extension



Click Next to confirm.



Click Create Application button to open an application case.



Enter the details for the application and click Save.

Teaching Council of Aotearoa New Zealand

New Case: ITE - Exemption

Details

Instructions
Please provide details about the exemption being sought. Please also upload appropriate documentation:
For exemption from age based criteria, provide a copy of the student's birth certificate;
For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications;
For exemption from language pre-requisites provide evidence demonstrating a high standard of English language competency to support an exemption.
Upload any other documentation you feel is necessary.

Type of request
--None--

* Student's name

* Student's date of birth

Why are you making this request?

Contact Information

Cancel Save & New Save

2. Edit the application.

Each application is given a Case Number.
Click Edit to start entering application details.

Teaching Council of Aotearoa New Zealand

Search...

Home

Case
TC Aotearoa Test - Exemption - 2021-07-05

+ Follow Edit Upload Evidence

Case Number	Status	Case Record Type
00101536	New	ITE - Exemption

Details

Instructions
Please provide details about the exemption being sought. Please also upload appropriate documentation:
For exemption from age based criteria, provide a copy of the student's birth certificate;
For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications;
For exemption from language pre-requisites provide evidence demonstrating a high standard of English language competency to support an exemption.
Upload any other documentation you feel is necessary.

Open Activities (0)

Evidence & Documents (Case) (0)

Mandatory detail fields are marked with a red asterisk *

Hovering your mouse over any information icon ⓘ will display additional information on completing the field.

Complete the Details and Contact Information sections with the relevant information (say what document you are uploading).

Click Save to save any information you have entered.

Teaching Council of Aotearoa New Zealand

Home

Case
TC Aotearoa Test - Exem

Case Number: 00101536 Status: New

Details

Instructions
Please provide details about the exemption being sought. Please also upload appropriate documentation:
For exemption from age based criteria, provide a copy of the student's birth certificate;
For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications;
For exemption from language pre-requisites provide evidence demonstrating a high standard of English language competency to support an exemption.
Upload any other documentation you feel is necessary.

Type of request
Exemption for age under 20

*Student's name
TC Aotearoa Test Account

*Student's date of birth
5/07/2021

Why are you making this request?
Testing portal

Contact Information

Cancel Save & New Save

3. Upload evidence.

Click Upload Evidence to start attaching evidence and documents to the application case.
A new tab will open in your internet browser.
Mandatory detail fields are marked with a red asterisk *

Teaching Council of Aotearoa New Zealand

Search...

Home

Case
TC Aotearoa Test - Exemption - 2021-07-05

+ Follow Edit Upload Evidence

Case Number	Status	Case Record Type
00101536	New	ITE - Exemption

Complete the Title and Description boxes with the relevant information.
Click Next to continue.

Teaching Council of Aotearoa New Zealand

Search...

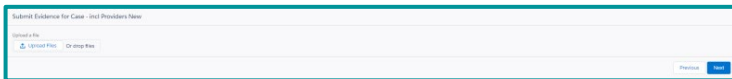
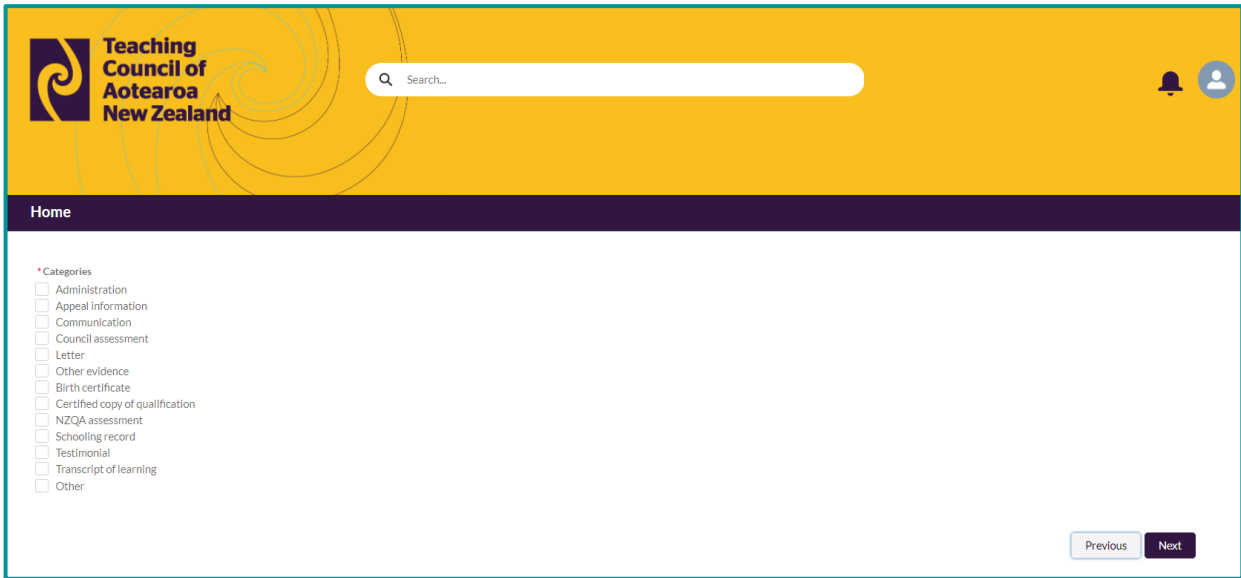
Home

*Title

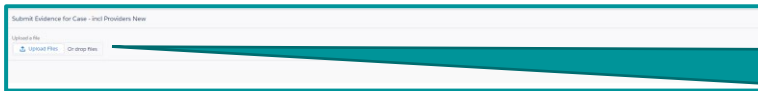
Description

Next

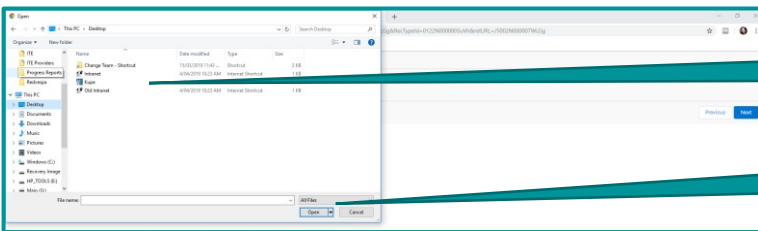
You can upload as many files as you need to.



Click Next once you have finished uploading all the files

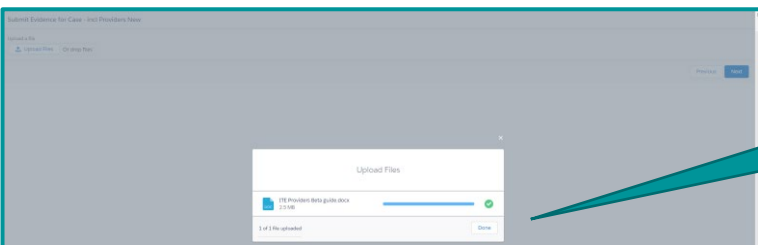


Click on the relevant category tick box to select the document category.



Select the file you want to upload

Click Open to upload the file



Click Done once file upload is complete

Click on the relevant Category tick box to select the document category

Click Next to continue

4. Check uploaded files.

A list of uploaded files is displayed. Each file is given an Evidence Name beginning with E and ending with 4 numbers.

EVIDENCE NAME	TITLE
E-10171	Document
E-10172	Evidence

Click Finish to return to the application case

5. Mark application as ready and submit.

Edit button to update application case information

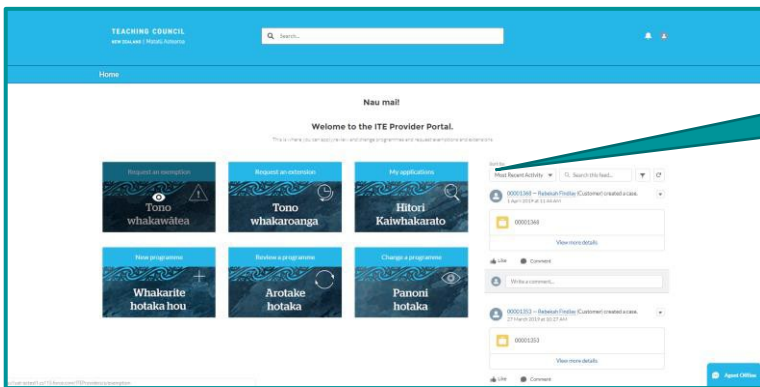
You won't be able to edit an application once it is marked as ready.

Scroll down to the Case Information section and click the This application is ready tick box (also click the This application is in te reo Māori tick box if applicable)

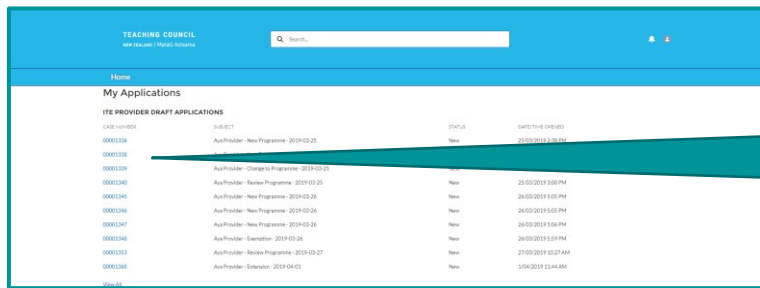
Click Save to submit the application to Teaching Council for processing

If you have accidentally submitted the application before it is ready, contact your Teaching Council Advisor and ask for the application to be released so you can continue editing.

View applications

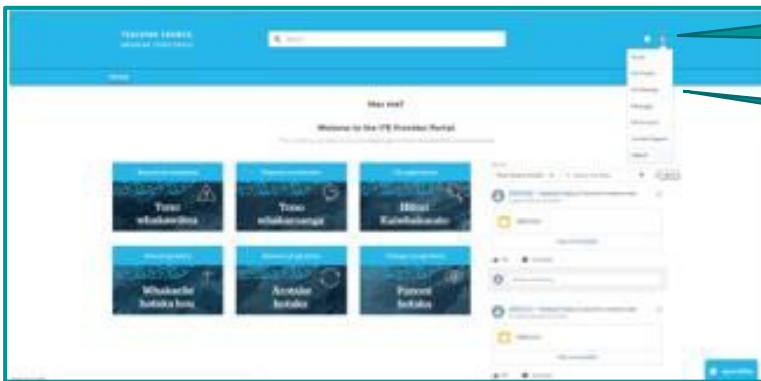


Click My Applications on the Home page



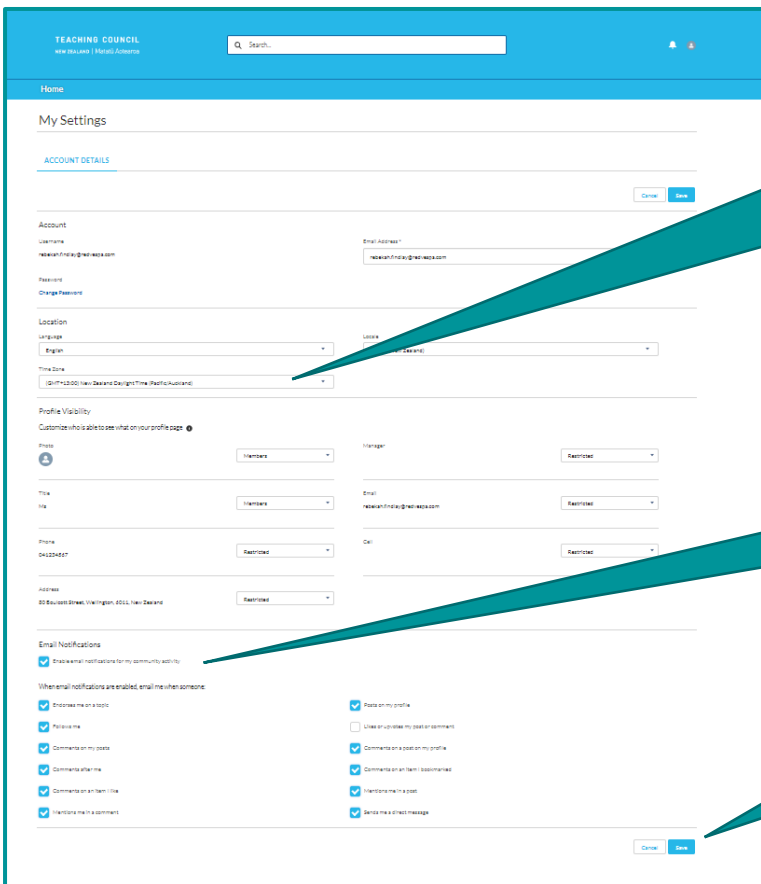
Click an application case in the CASE NUMBER column to display the application case details

Managing date and time and notifications



Click the profile icon

Click My settings from the dropdown list



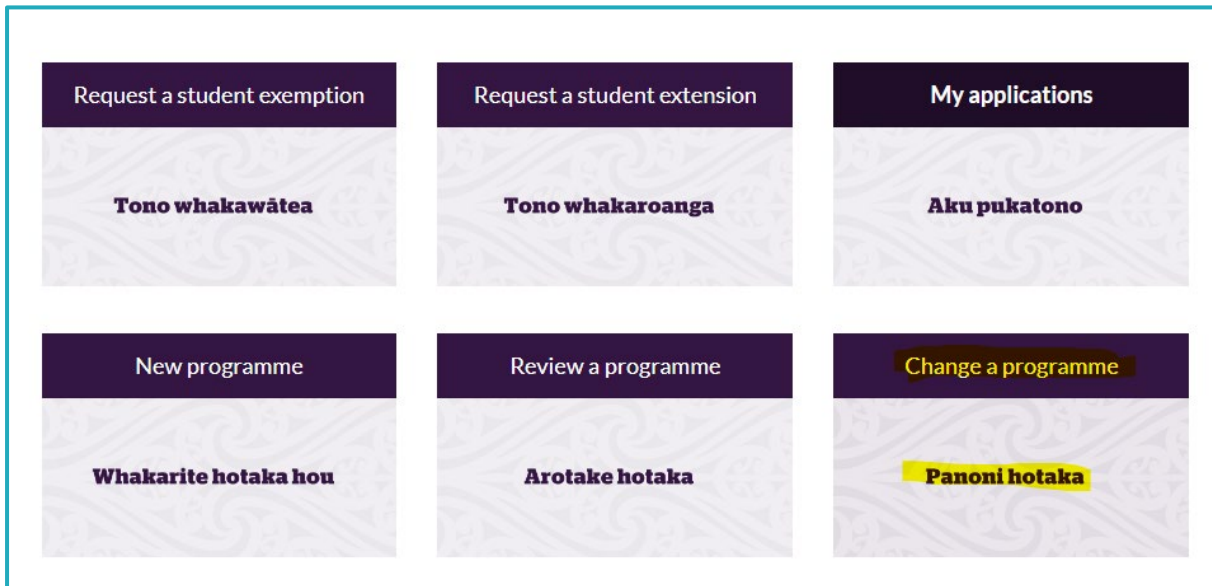
If the date is not showing correctly, check that the timezone is (GMT+12:00) New Zealand Standard Time (Pacific Auckland) and update if needed

If you are receiving frequent emails about your activity, you can update your Email Notifications

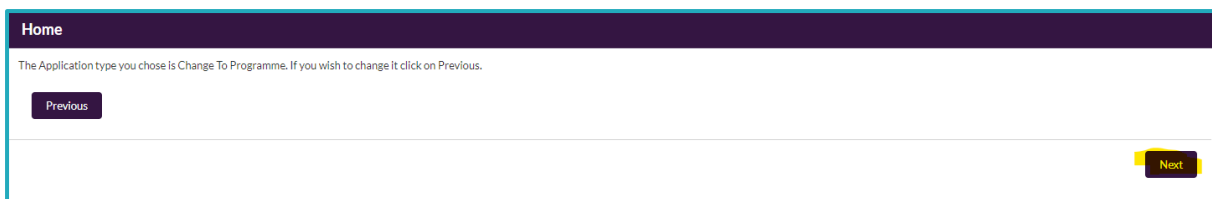
Click Save to keep your changes

Making a Programme Change

Once you have logged in, select 'Change a Programme' on the main screen.



Select 'Next'



Click on 'Create Application'



Insert programme change details and click 'save'. Important: Please wait to tick the 'This application is ready to submit' box at the bottom of the box until your application is ready to be submitted to the Council – this will come after you have uploaded evidence.

New Case: ITE - Change to programme

Summary of Programme Changes

Description of changes ⓘ

Contact Information

Application Primary Contact

Contact role

Contact details

Case Information

Case Number

Case Origin
Online

Subject
TC Aotearoa Test - Change To Programme - 2023-11-29

* Status

This application is in te reo Māori ⓘ

Description

System Information

Contact Name

This application is ready to submit

Send notification email to contact

Now you are ready to upload evidence. Click the Upload evidence button in the top right corner. This will open in a new tab.

Home

Case
TC Aotearoa Test - Change To Programme - 2023-11-29

+ Follow Upload Evidence Edit

Upload Evidence

Case Number	Status	Case Record Type
00340290	New	ITE - Change to programme

Summary of Programme Changes

Description of changes

Contact Information

Application Primary Contact Contact role

Contact details

Case Information

Case Number	Case Origin
00340290	Online
Case Owner	Status
	New
Subject	This application is in te reo Māori
TC Aotearoa Test - Change To Programme - 2023-11-29	<input type="checkbox"/>
Description	

Open Activities (0)

Evidence & Documents (Case) (0)

One of your pieces of evidence you upload will be the 8.8 Programme Changes application template which can be found here: [02_8.8 changes application template.docx](#)

Add the title and description of your evidence and click 'next'.

Home

*Title

Description

Next

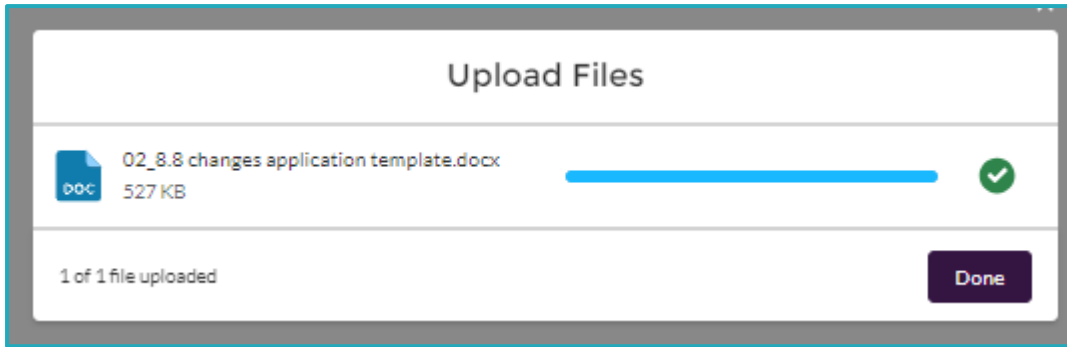
You will be able to upload or drop a file in.

Home

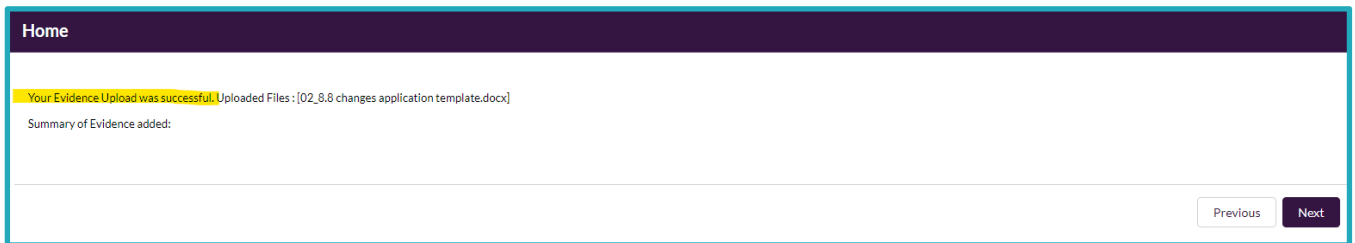
Upload a file

Upload Files Or drop files

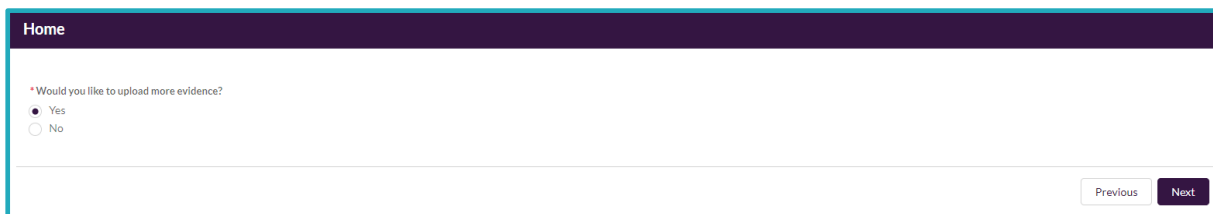
Previous Next



When you click 'next', there will be a message which says 'Your Evidence Upload was successful'. If this message does not appear, click 'Previous' to upload the document again.



You will be asked if you would like to upload more evidence. You will be able to upload as many pieces of evidence as you need.



Once you are finished uploading evidence, select 'No' to uploading more evidence, and click 'Next'. You will be given a summary of your programme changes application.

Home

Case
TC Aotearoa Test - Change To Programme - 2023-11-29

+ Follow Upload Evidence Edit

Case Number	Status	Case Record Type
00340290	New	ITE - Change to programme

Summary of Programme Changes

Description of changes

Contact Information

Application Primary Contact	Contact role
Contact details	

Case Information

Open Activities (0)

Evidence & Documents (Case) (2)

Evidence Name	Title
E-9658	Programme Change Applicatio...
E-9659	Programme Document

View All

Contact details

Case Information

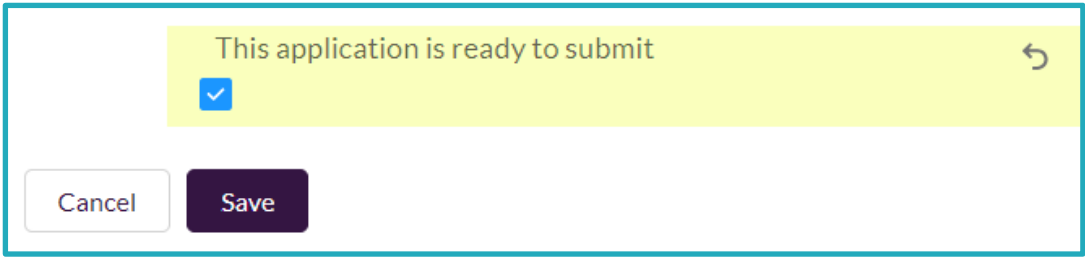
Case Number 00340290	Case Origin Online
Case Owner	Status New
Subject TC Aotearoa Test - Change To Programme - 2023-11-29	This application is in te reo Māori <input type="checkbox"/>
Description	

System Information

Created By Talía Davies, 29/11/2023, 9:32 am	Last Modified By Talía Davies, 29/11/2023, 9:32 am
Date/Time Opened 29/11/2023, 9:32 am	Date/Time Closed
Contact Name Talía Davies	Submission Help When your application is ready to submit, please tick this checkbox. Once this checkbox has been ticked and you save your application, YOU WILL NOT BE ABLE TO MAKE CHANGES. The Council will then process your application.
	This application is ready to submit <input type="checkbox"/>

Hovering over the pencil icon next to each field will enable you to edit details.

Once you have added all details and evidence and are ready for the Teaching Council to process your application, please tick the 'this application is ready to submit' box by using the pencil edit icon on the right.



Click 'Save'. Your application is now with the Teaching Council.