ITE provider portal reference guide

Welcome to the ITE Provider Portal reference guide

This document will help you navigate the ITE Providers portal which will improve how programmes are created, changed, reviewed, approved and maintained.
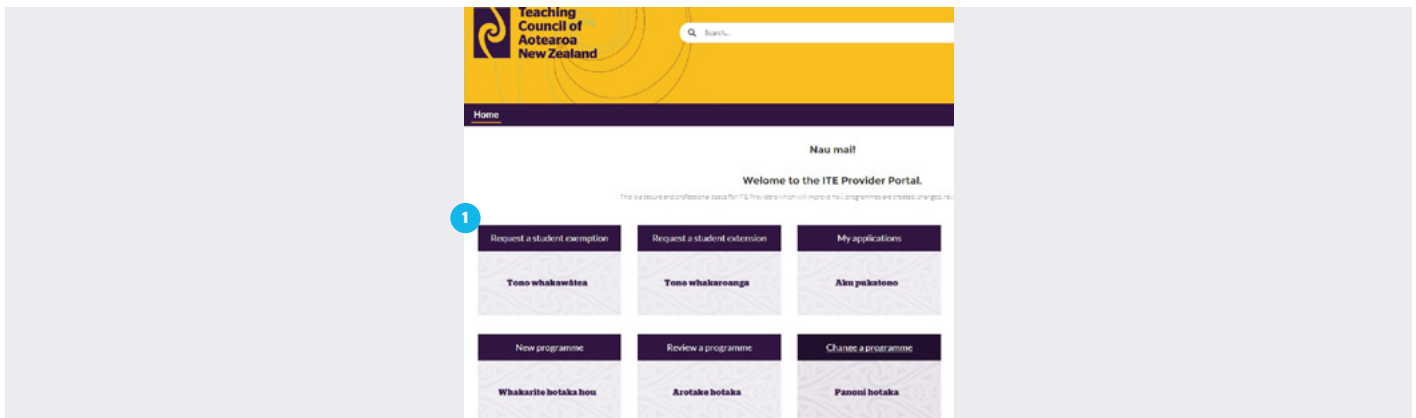
## Contents

Navigating the portal

1. **Once logged in you'll see the six tiles which allow you to:**
    - Request an exemption
    - Request an extension
    - View your current applications
    - Upload an application for a new programme
    - Upload documents for ITE programme Review
    - Apply to change an ITE programme

2. **The profile icon has a dropdown list that allows you to:**
    - Go back to the homepage
    - View and edit your profile
    - Access my account
    - View and edit your settings
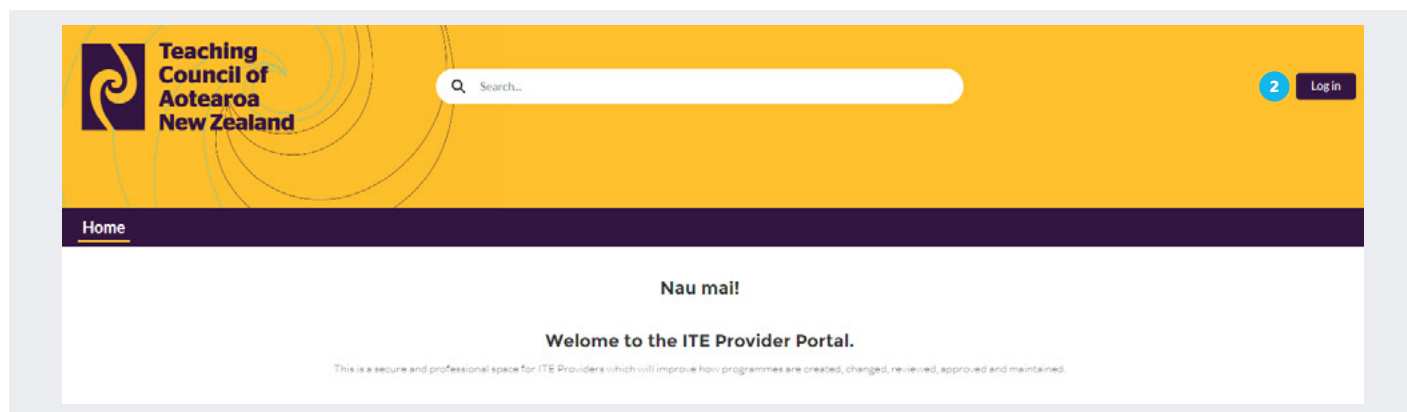   - Contact the Teaching Council | Matatū Aotearoa
    - Logout
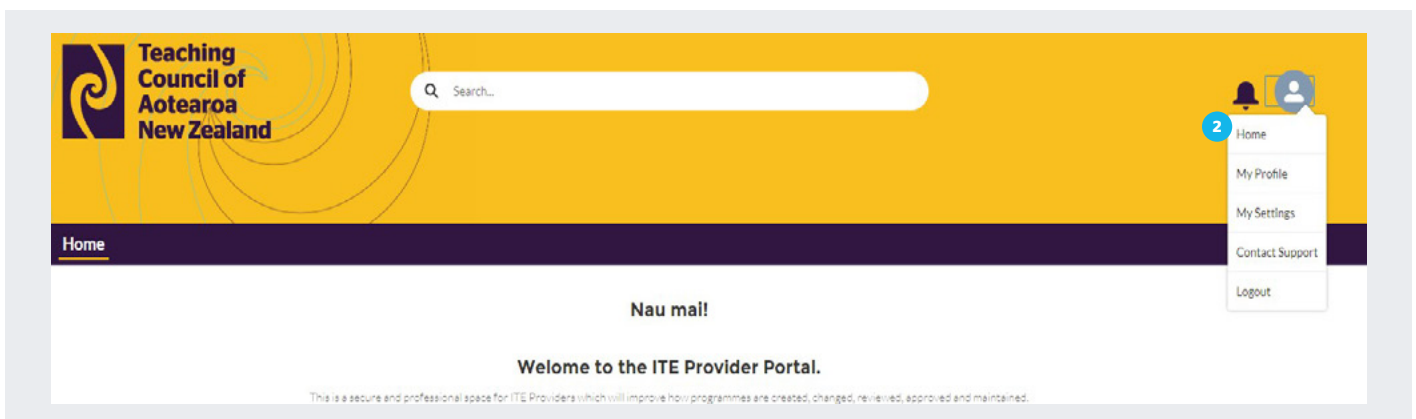
Getting set up

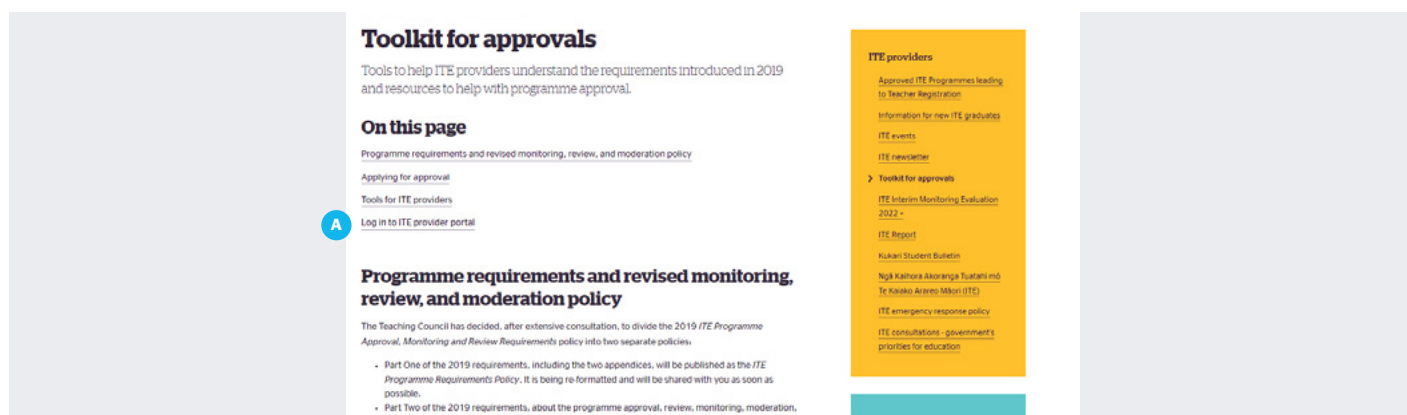## 1. Request a login for the ITE portal

Email iteadmin@teachingcouncil.nz

2. Log into the ITE provider portal


A. Go to the Teaching Council ITE Providers' Toolkit for approvals and, click on the **Log in to ITE provider portal** link under 'On this page'.

OR,

B. Go to https://iteportal.teachingcouncil.nz

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 click **Forgot your password**. You will be emailed a new password. If you have any queries please email ITEadmin@teachingcouncil.nz.
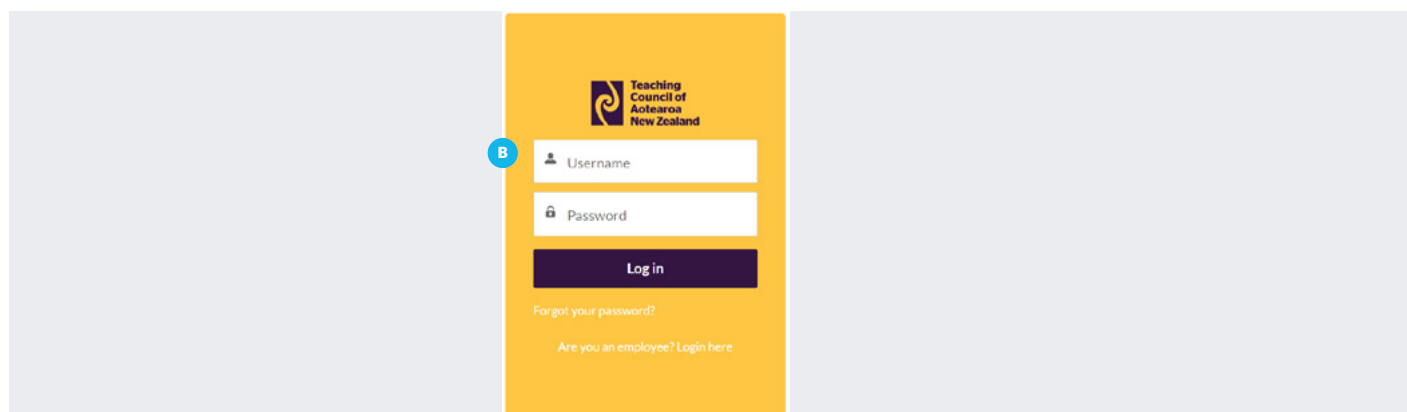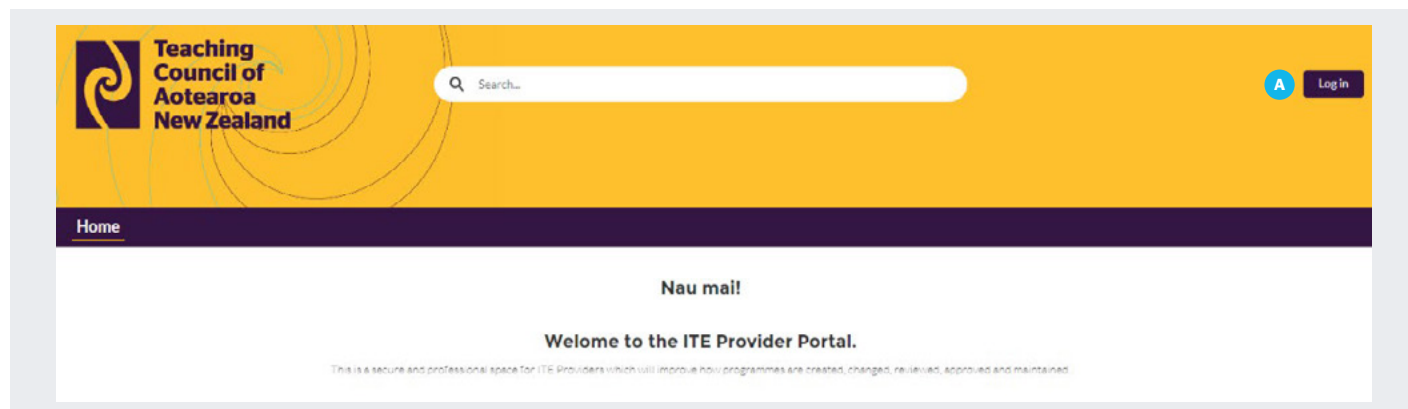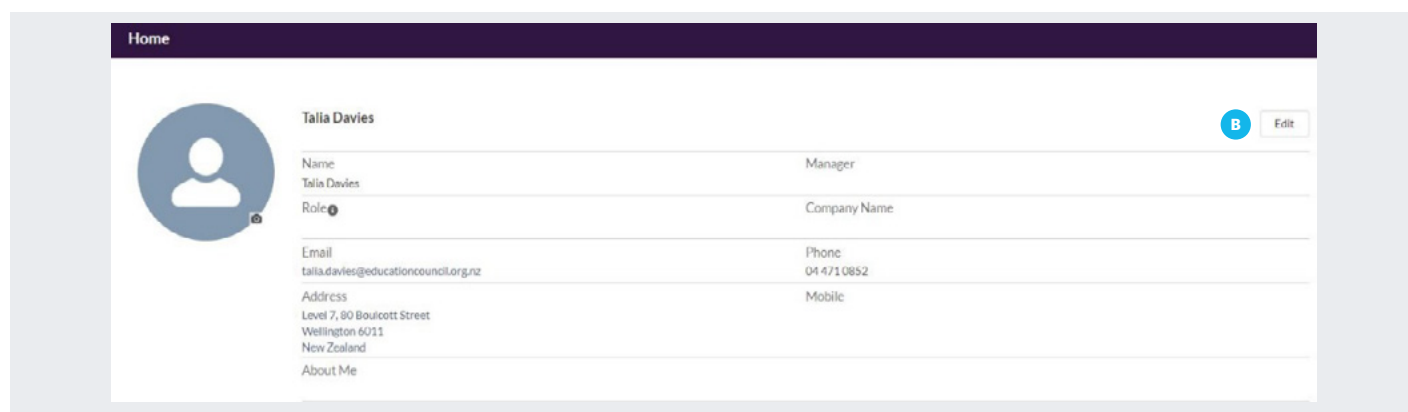
Logging in and out of the portal

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

1. Log in and out
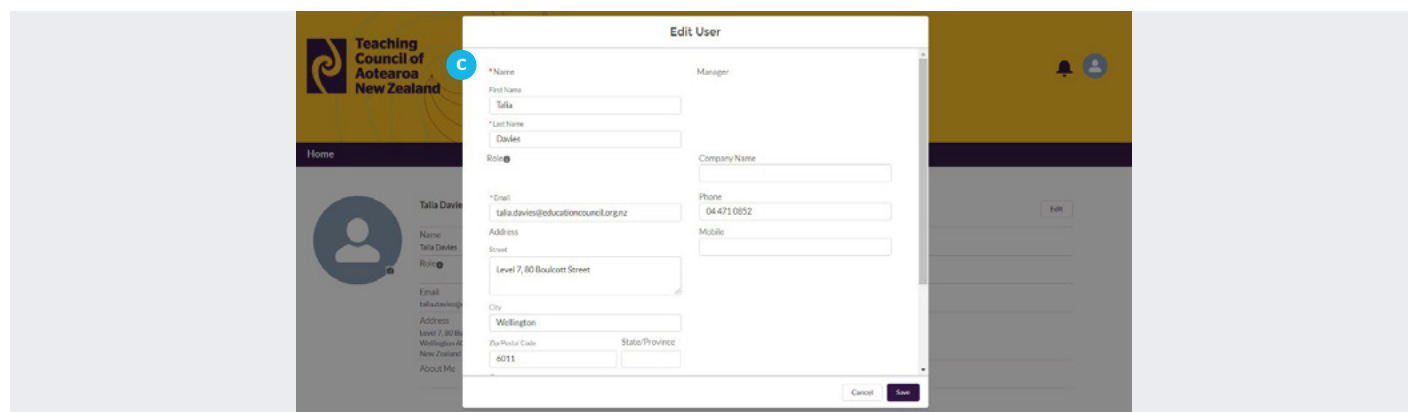
A. Log in and out of the Portal by clicking in the top right corner.

B. Click on your profile icon from the homepage, then select **My Profile** from the dropdown list, then click **Edit**.
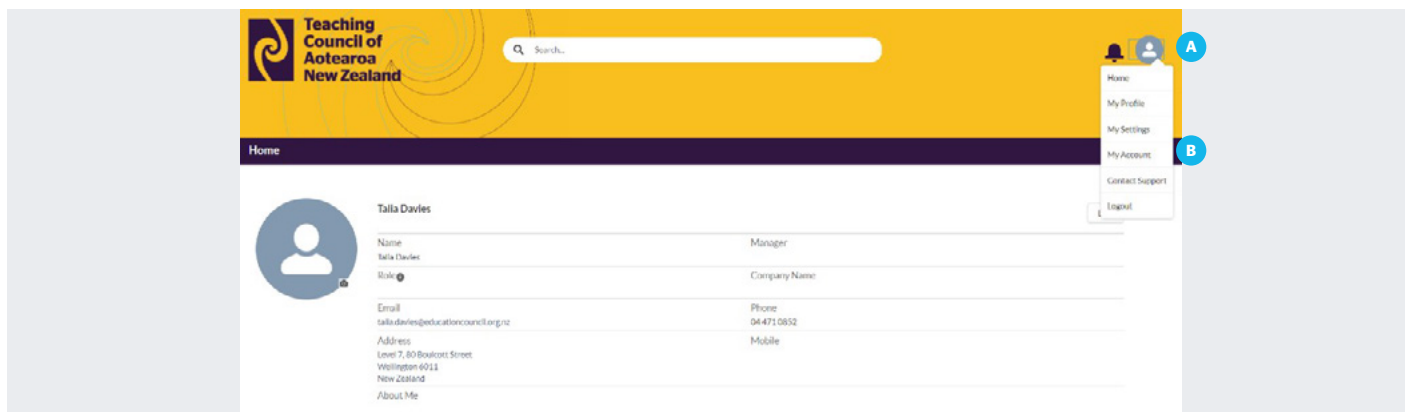

C. Update the user fields with your personal details, then click **Save.**

Checking your provider account details
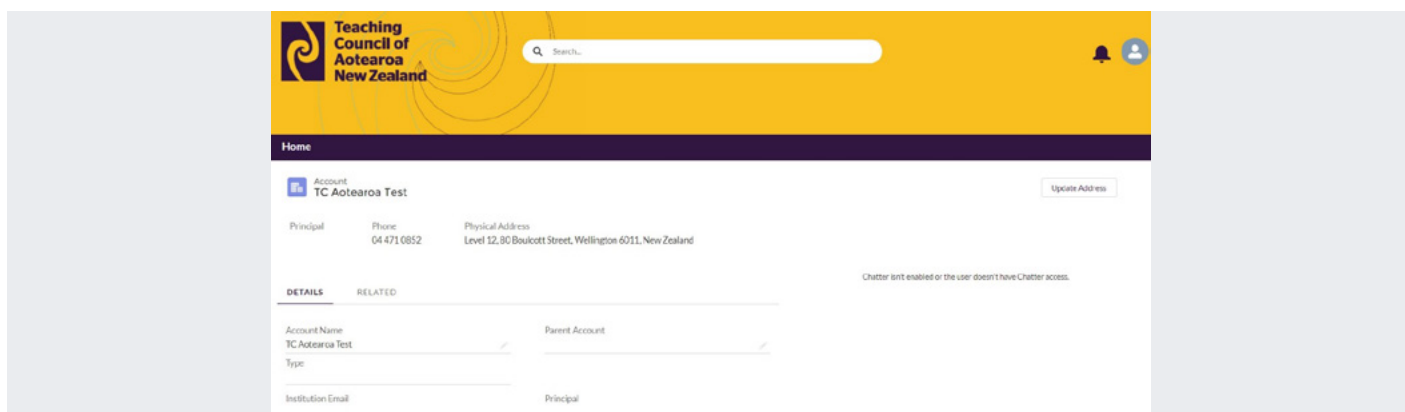
1. Check My Account.

    A. Click the profile icon.

    B. Select **My Account** from the dropdown list.
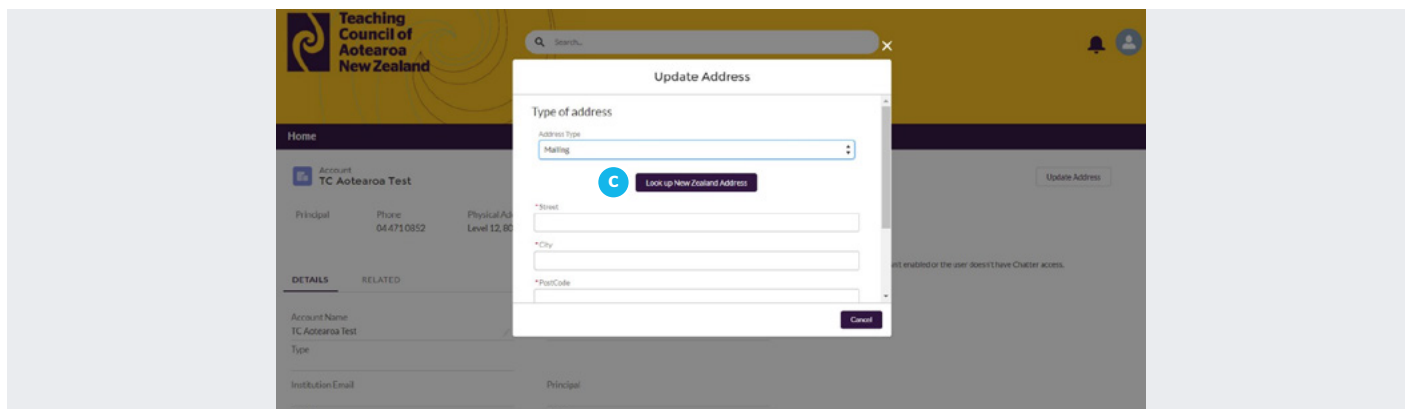

2. Update your account address details.

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.

    D. Type the address into the search.
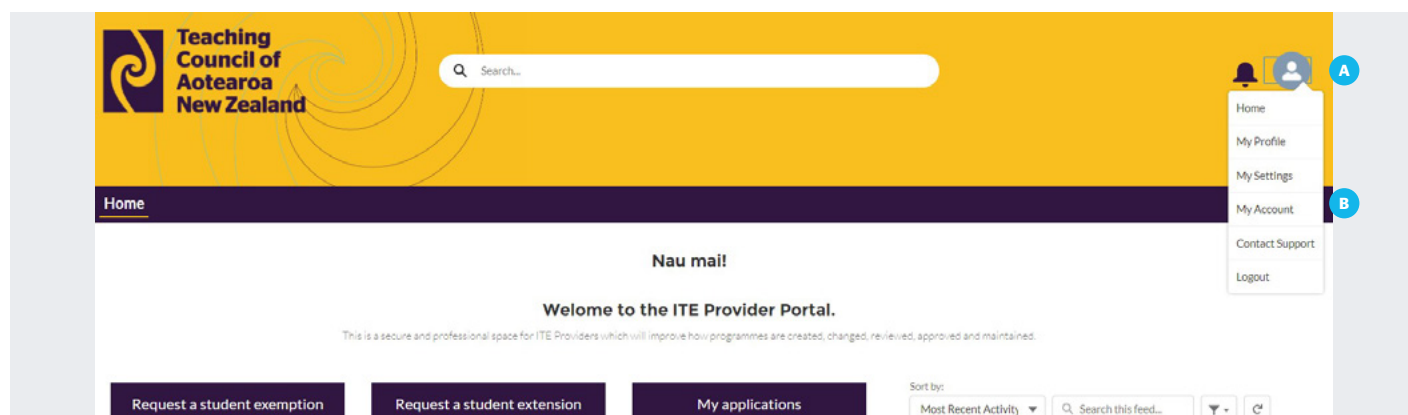
E.   Select the correct address from the dropdown list.

F.   Scroll down.

G.   Click **Save**.

H.   You can enter your address manually if it doesn't appear in the dropdown list.
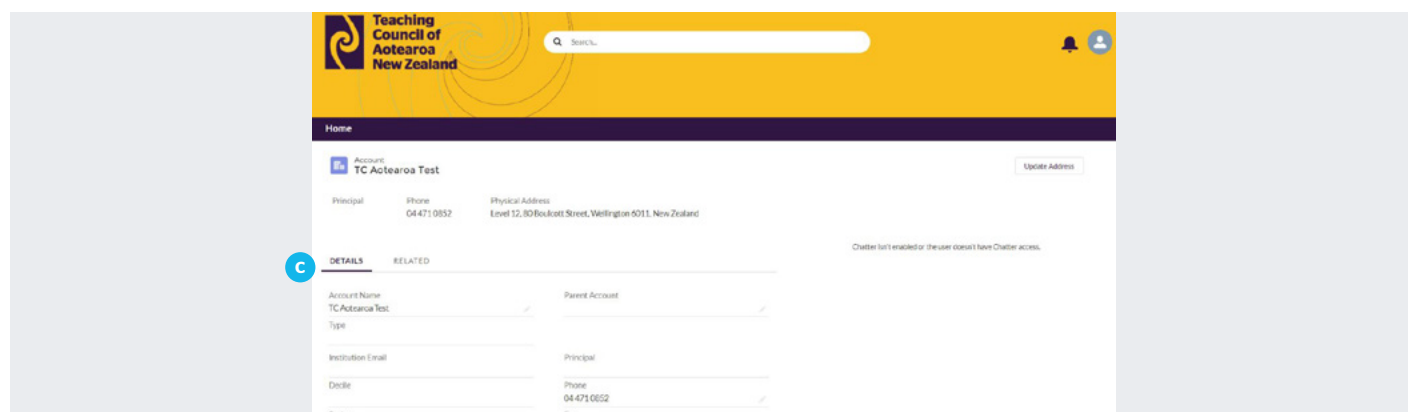
Viewing your provider account contacts
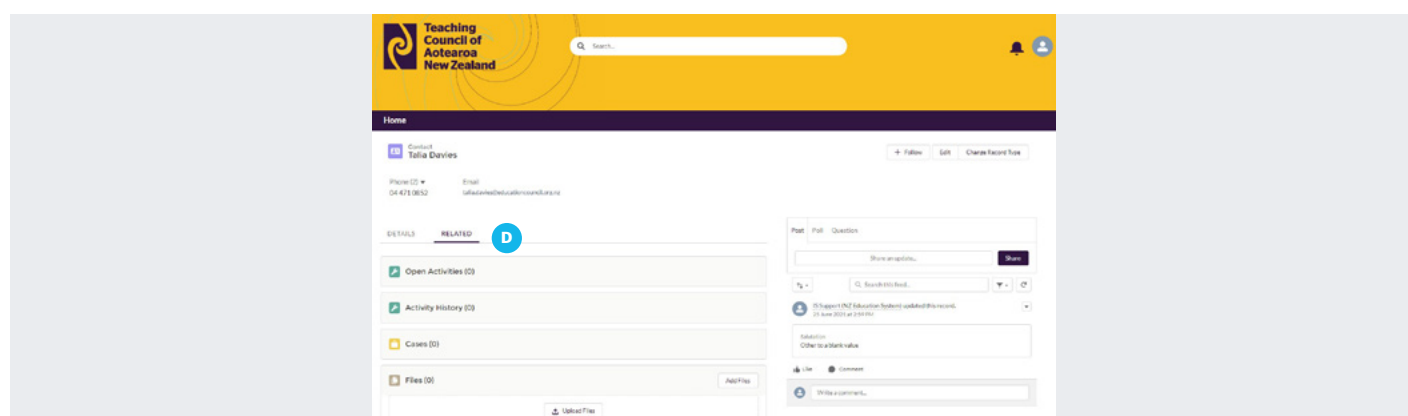
A. Click the profile icon.

B. Select **My Account** from the dropdown list.

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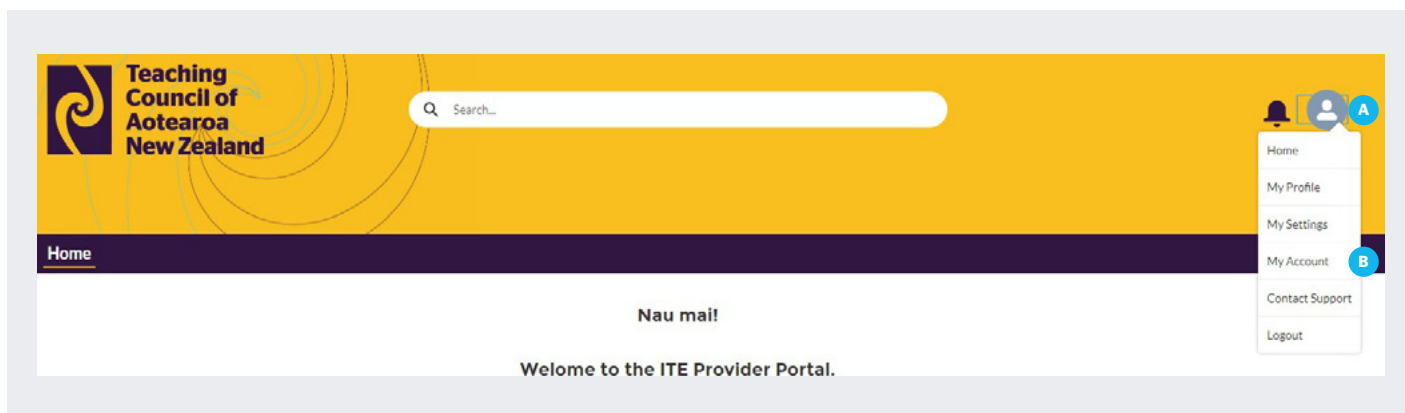

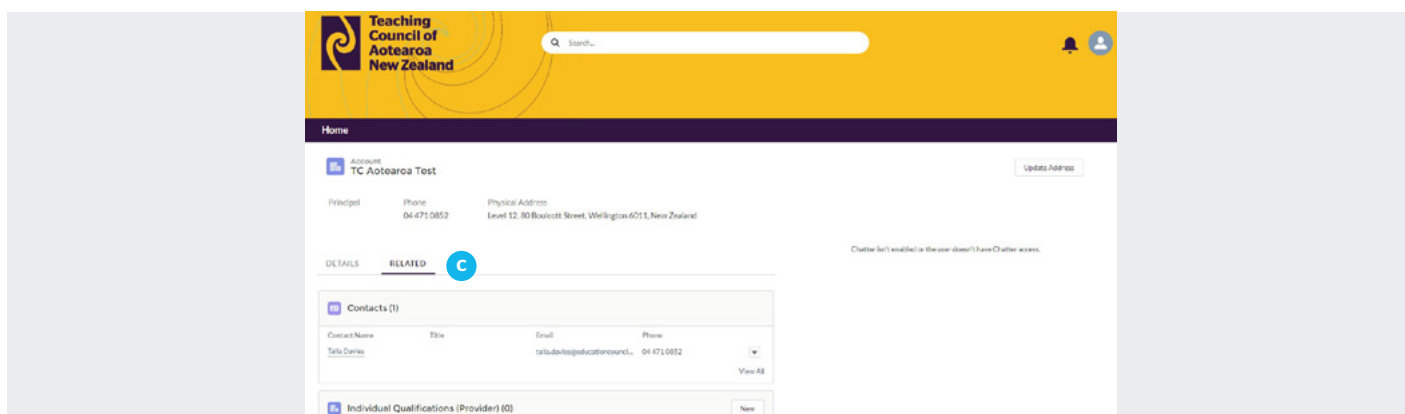D. Click the **Related** tab next to the Details tab to see related information.

Viewing your programmes

A. Click the profile icon.
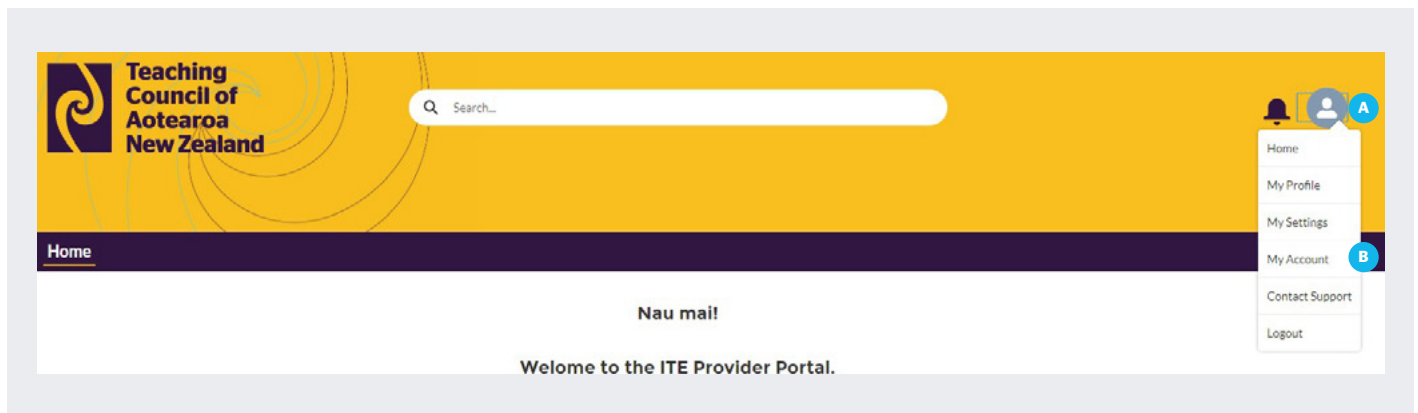
B. Click **My Account** from the dropdown list.

C. Click the **Related** tab to see related information.

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

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

F. Click the **Related** tab to view:
    *   Programme History
    *   Programme Contacts
    *   ITE Applications
    *   Programme Sites

Viewing your provider sites

A. Click the profile icon.

B. Click **My Account** from the dropdown list.

C. Click the **Related** tab to see related information.
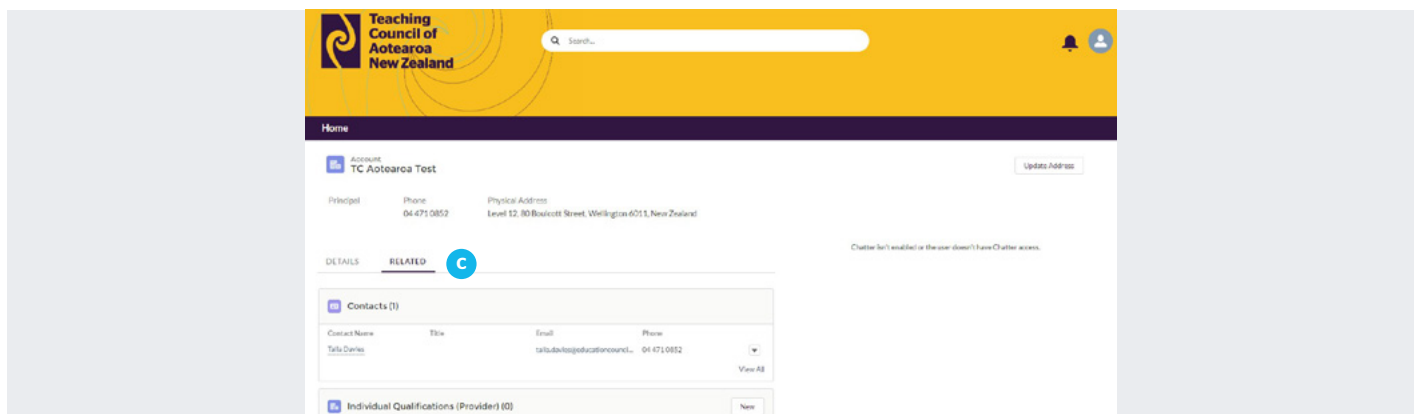
D. Site details can only be updated by contacting the Teaching Council.
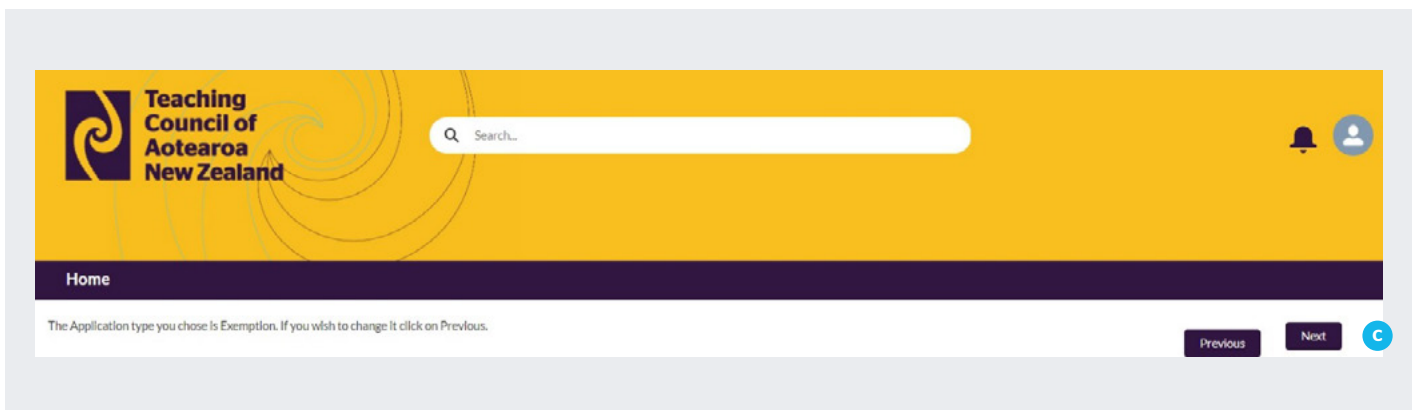
Requesting an exemption/extension

1. Create an application.
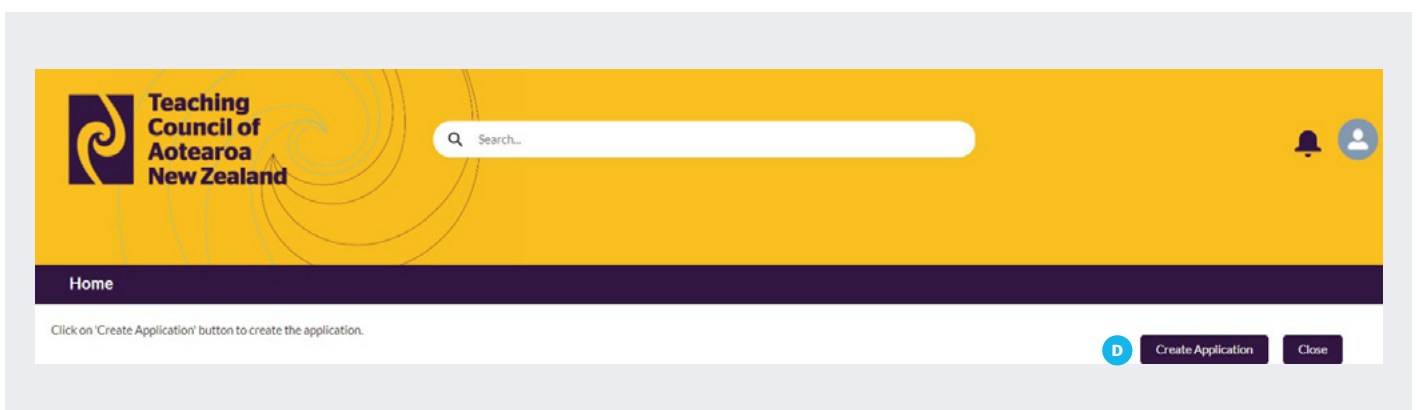
Select one of the following options on the homepage:

A. Request an exemption

B. Request an extension

C. Click **Next** to confirm.

D. Click **Create Application** button to open an application case.

E. Enter the details for the application and click **Save**.

2. Edit the application.

A. Each application is given a case number.

B. Click **Edit** to start entering application details.

C. Mandatory detail fields are marked with a red asterisk*****.

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

E. Complete the Details and Contact Information sections with the relevant information (always advise what document(s) you are uploading).

F. Click **Save** to save any information you have entered.

3. Upload evidence.

A. Click **Upload Evidence** to start attaching evidence and documents to the application case.

B. A new tab will open in your internet browser. Mandatory detail fields are marked with a red asterisk*****.

C. Complete the Title and Description boxes with the relevant information.

D. Click **Next** to continue.

E. You can upload as many documents as you need to.

F.   Click **Next** once you have finished uploading all the documents
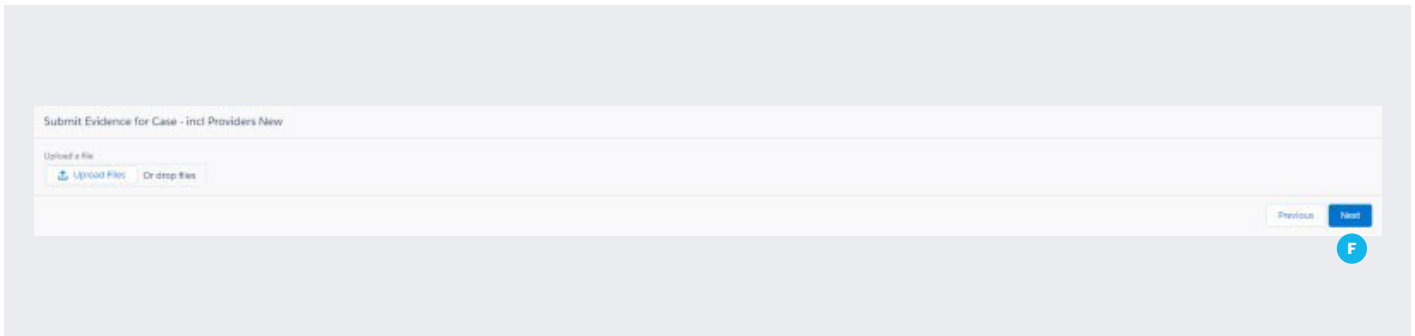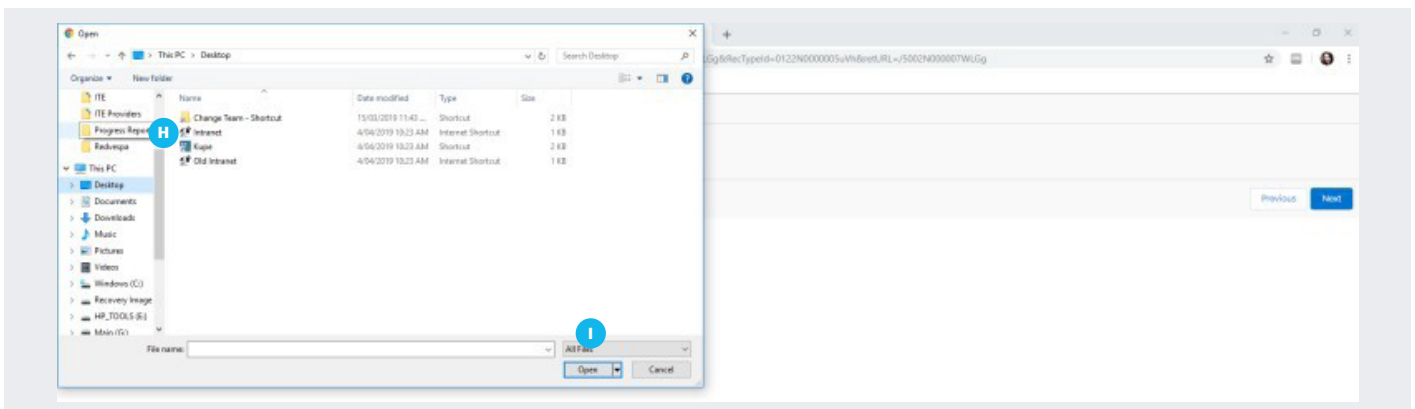

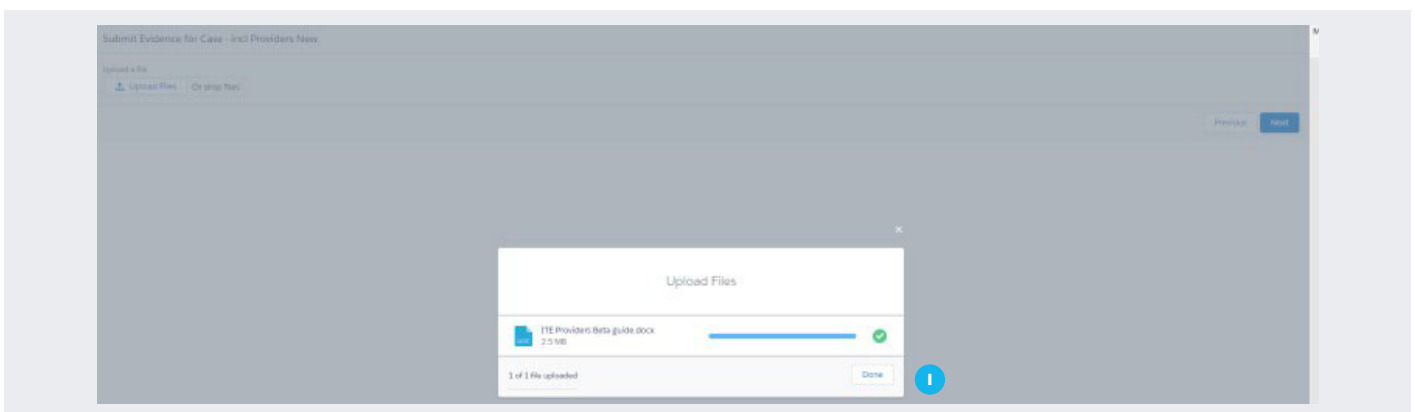G.   Click on the relevant category tick box to select the document category.
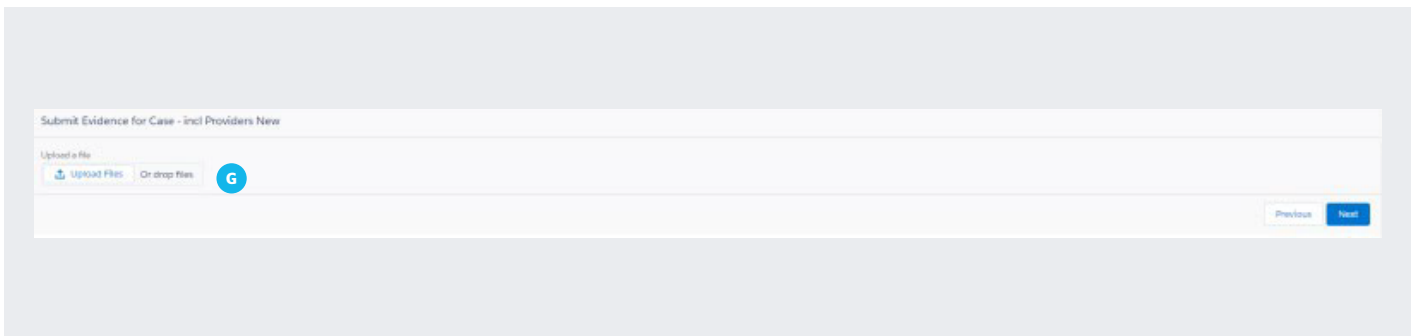
H.   Select the document you want to upload.

I.   Click **Open** to upload the document

J.   Click **Done** once document upload is complete.

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

L. Click **Next** to continue

4. Check uploaded files.

A. A list of uploaded files is displayed.

B. Each file is given an Evidence Name beginning with E and ending with 4 numbers.

C. Click **Finish** to return to the application case.

5. Mark application as ready and submit.

A. Edit button to update application case information. You won't be able to edit an application once it is marked as ready.

B.   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).

C.   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.
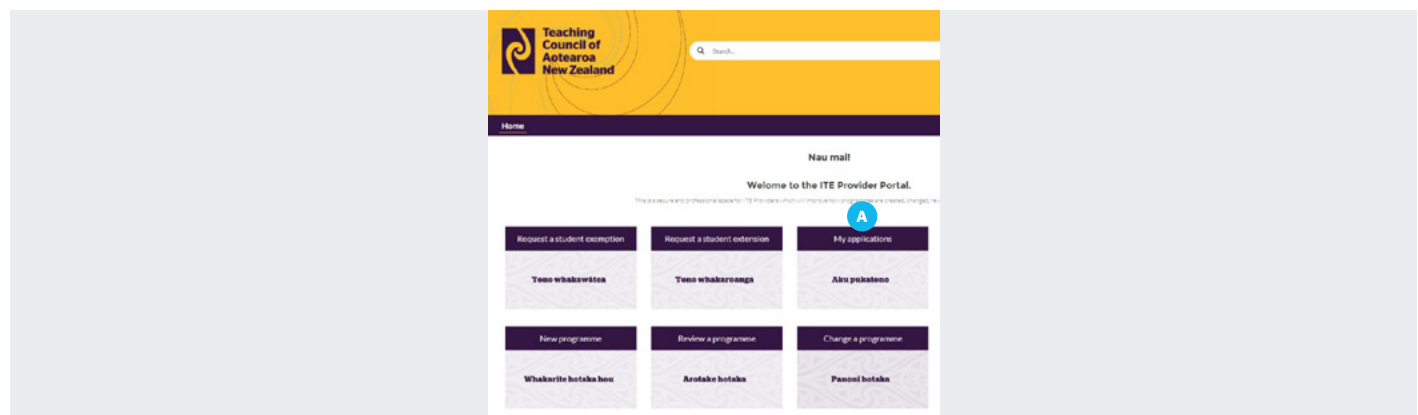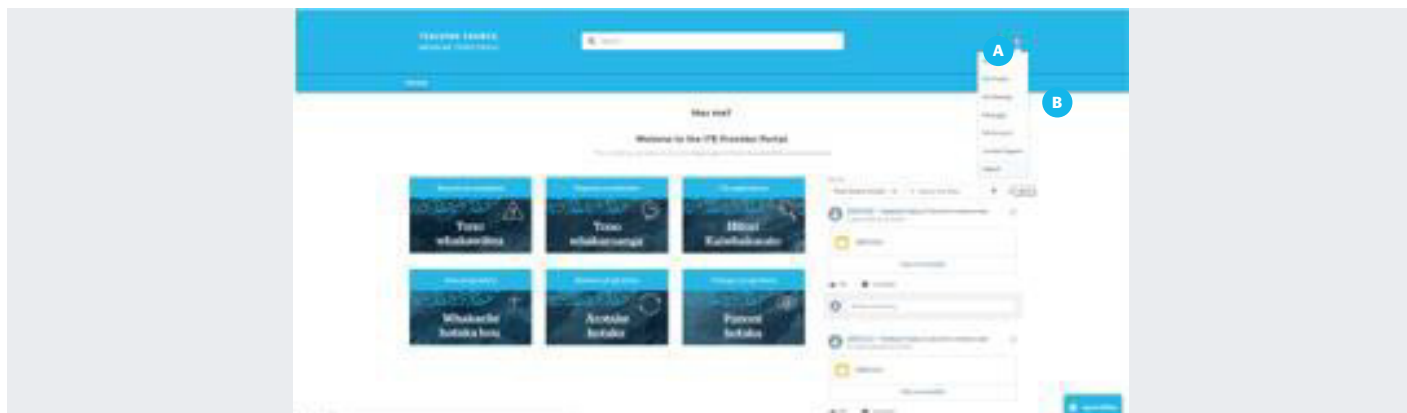
View applications

A. You can click on **My Applications** in the homepage.

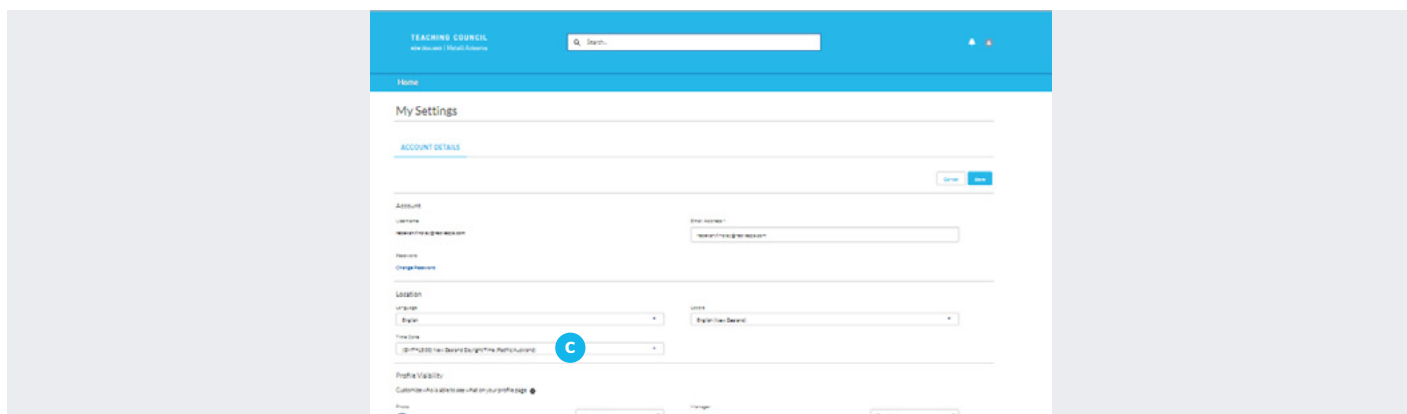B. Then click an application case in the CASE NUMBER column to display the application case details.

# Managing date and time and notifications

A. Click the profile icon.

B. Select **My settings** from the dropdown list.

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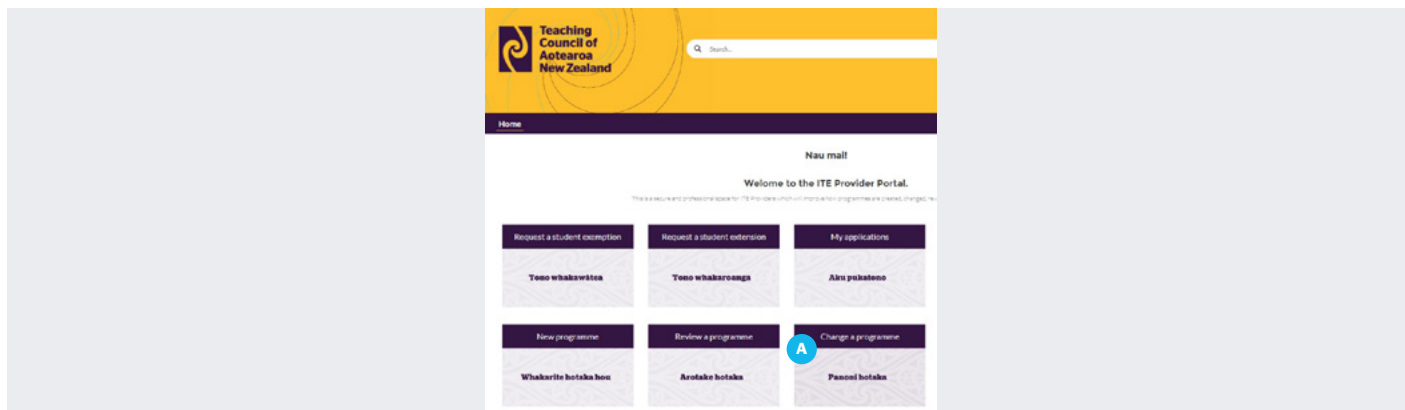

D. If you are receiving frequent emails about your activity, you can update your Email Notifications.

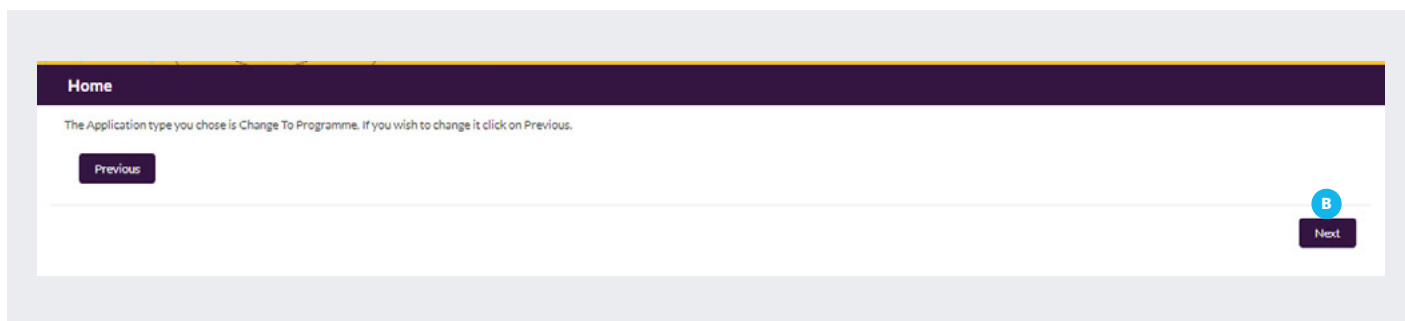E. Click **Save** to keep your changes.
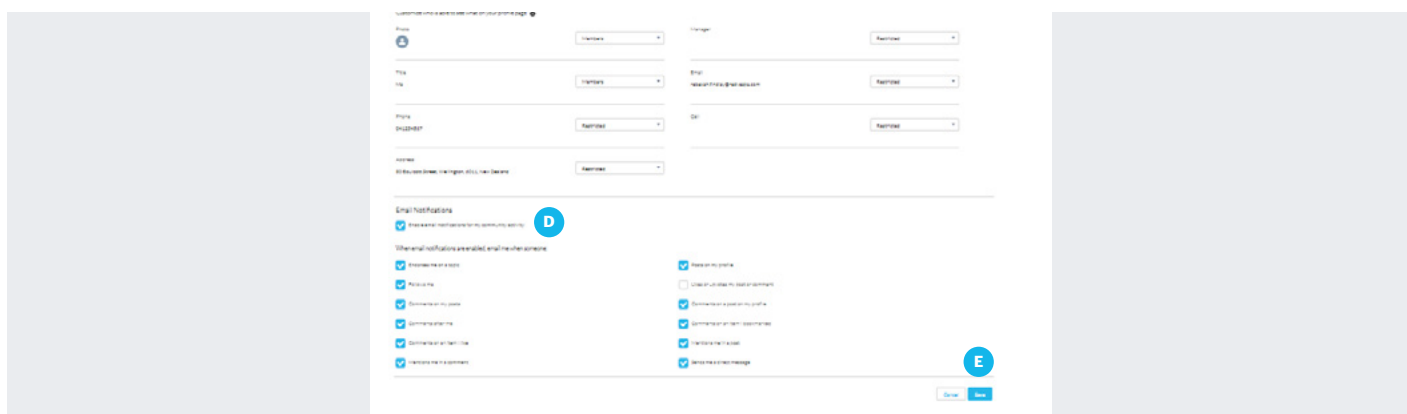
Making a programme change

A. Once you have logged in, click **Change a Programme** on the main screen.
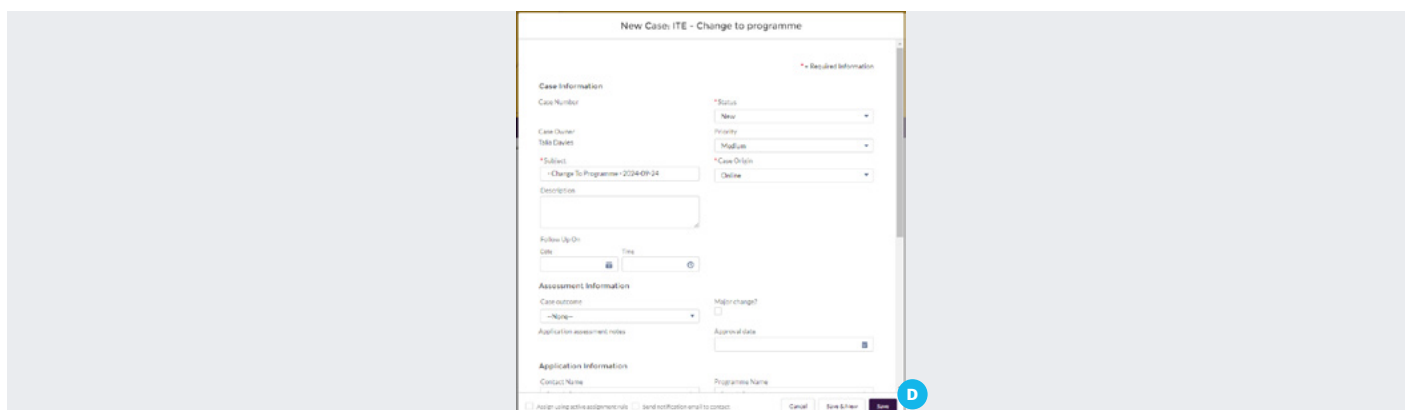

B. Click Next.

C. Click on **Create Application**.

D. 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 Teaching Council – this will come after you have uploaded evidence.

E. Now you are ready to upload evidence. Click the **Upload Evidence** button in the top right corner, which will open in a new tab.

F. One of the pieces of evidence you upload will be the Programme Changes application template. Add the title and description of your evidence and click **Next**.

G. You will be able to **Upload Files** or drop a document in.

H. When you click **Next**, there will be a message which says, Your Evidence Upload was successful.

I. If this message does not appear, click **Previous** to upload the document again.

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

K. Once you are finished uploading documents, select **No** to uploading more evidence.

L. Click **Next**.

M. You will be given a summary of your programme changes application.


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

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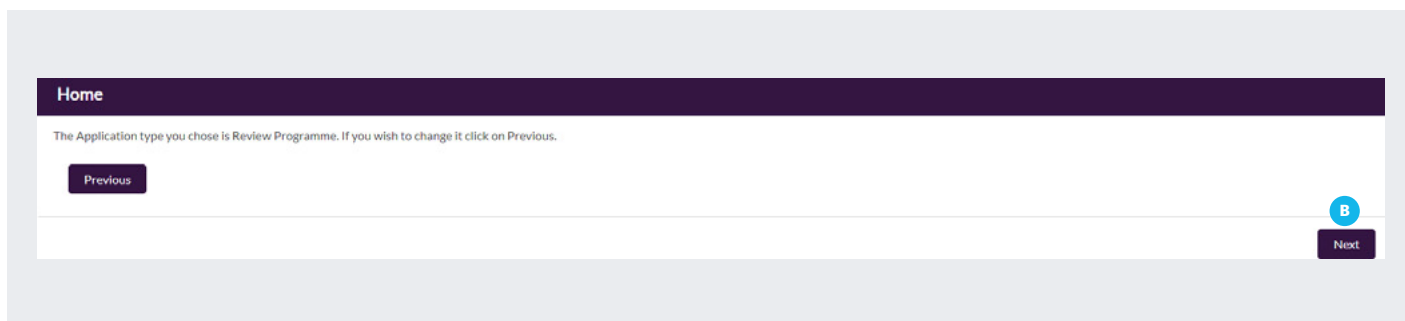

P. Click **Save**. Your application is now with the Teaching Council.

Requesting a programme review

A. Once you have logged in, click **Review a programme**.
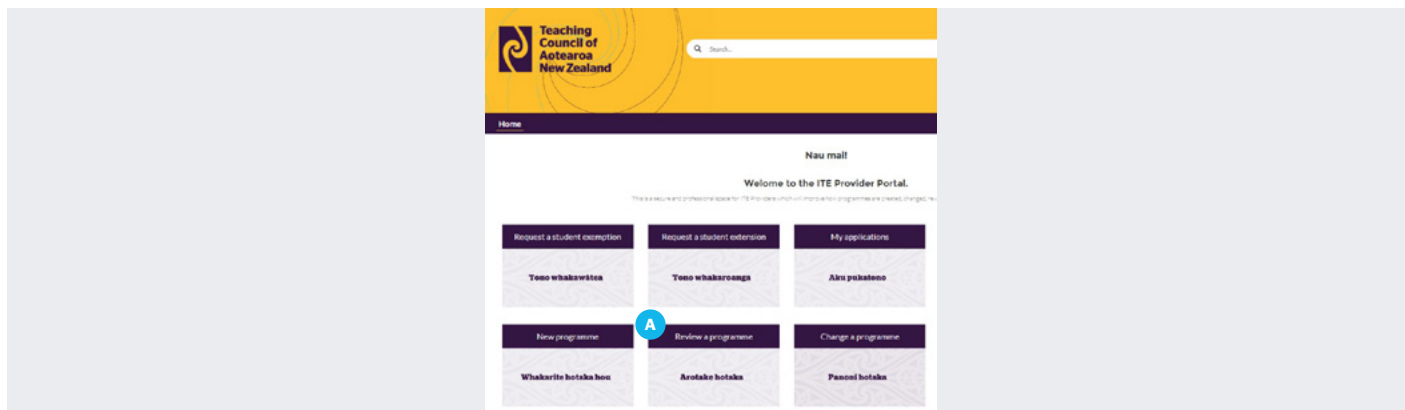
B. Click **Next**.


C. Click on **Create Application**.

D. A new box will pop up. This is a chance to input all details for the programme. Do not click the Ready to submit box until you have attached documents in the remaining steps. Once you have scrolled through the sections and added the programme details, click **Save**. Your case will now be created, and you'll then be taken back to the main screen.
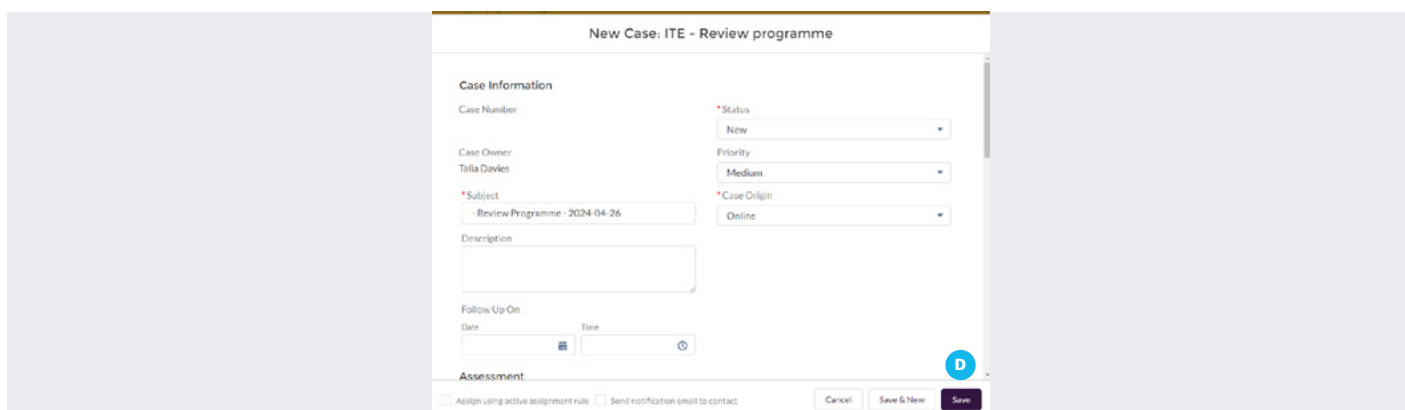
E. Now click **Evidence and Documents** to upload the necessary documents.
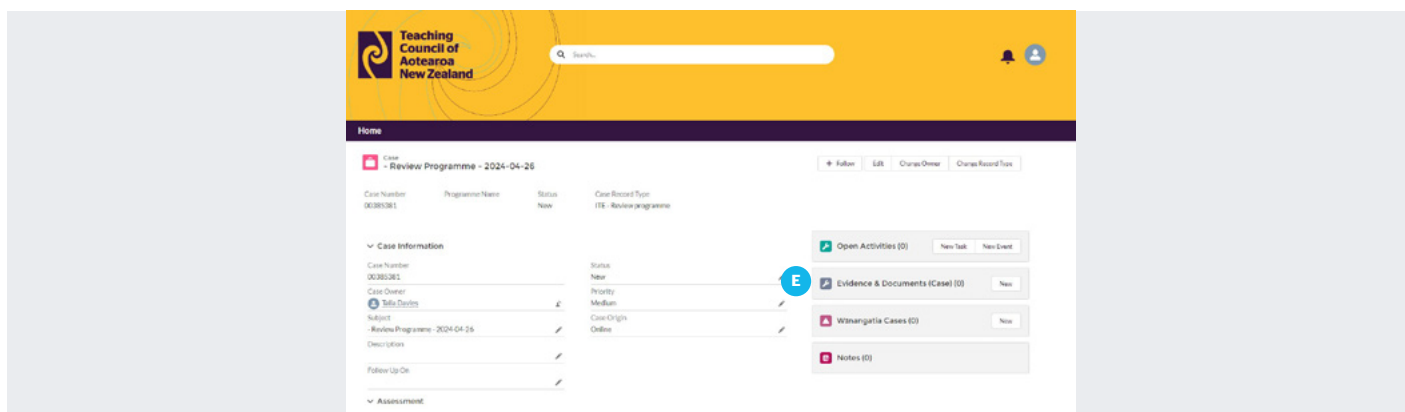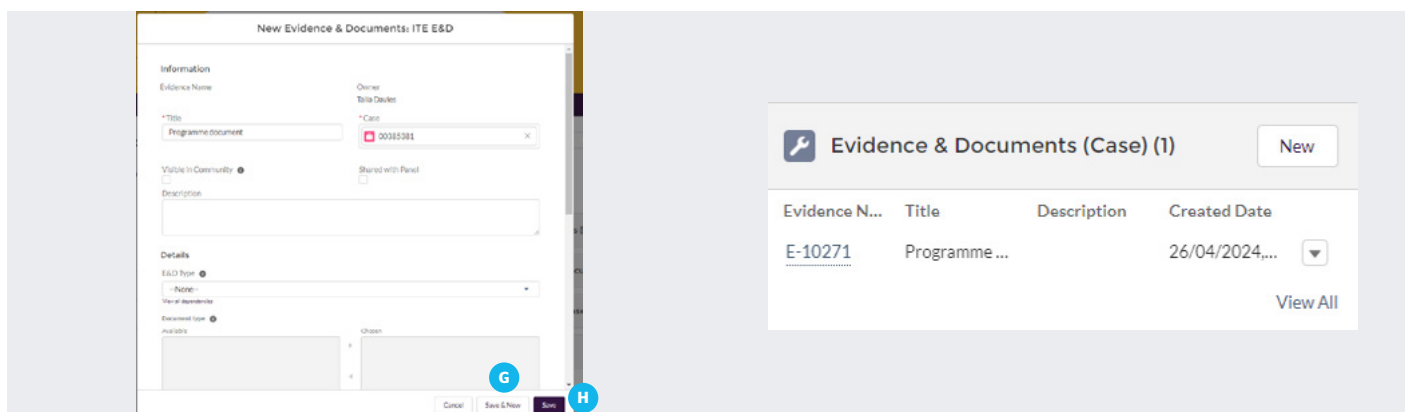

F. A new box will pop up giving you the chance to submit your documents.
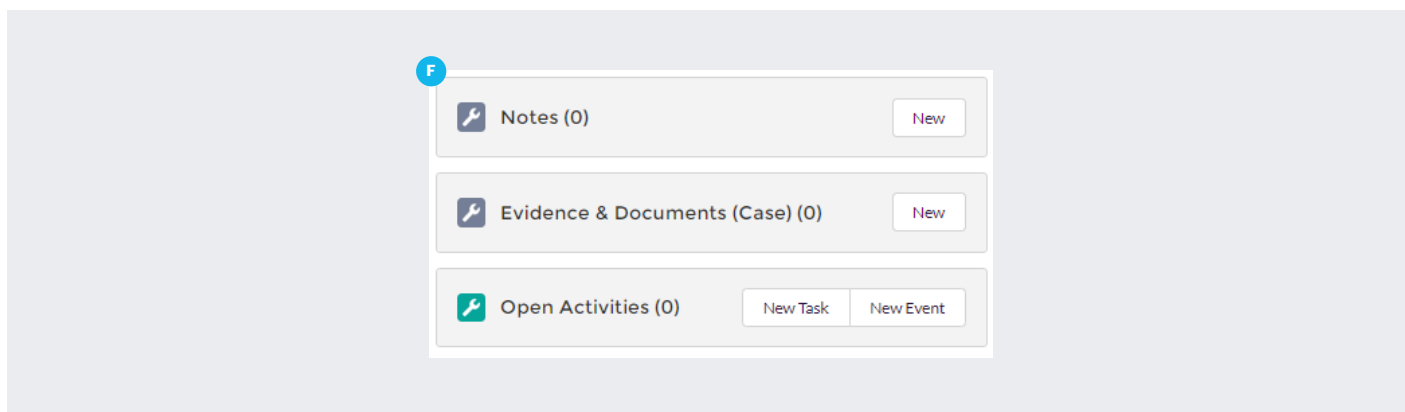
G. If you have more than one file to upload, click **Save & New**.

H. Repeat the process. Once you have finished inputting the details for your last file, click **Save**. You will be taken back to the main screen where you will be able to see the list of documents you have uploaded.

I.   Once you have reviewed the details on the main screen, scroll down and select the editing pencil on **This application is ready to submit**.

J.   This will allow you to tick the box.

K.   Once you click **Save** at the bottom of the screen, your application will come through to the Teaching Council. You will shortly receive a notification email acknowledging that we have received your application through the ITE portal.

Any pātai?

For any pātai | questions about the ITE portal, please email ITEadmin@teachingcouncil.nz.