

ITE provider portal reference guide

Welome 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.

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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

Council of Actearoa New Zealance	a sure.	
Home	Welome	Nau mai! to the ITE Provider Portal.
1 Request a student exempt Tomo whakawätea	tion Request a student extension Tono whalkaroanga	My applications Also pulsatono
New programme Whateastle hotake hot	Review a programme	Change a programme Pamoni hotaka

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

Council of Aotearoa New Zealand	2 Home My Profile My Settings
Home	Contact Support
Nau mai!	Logout
Welome to the ITE Provider Portal. This is a secure and professional space for ITE Providers which will improve how programmes are created, changed, reviewed, approved and maintained.	

Getting set up

1. Request a login for the ITE portal

Email iteadmin@teachingcouncil.nz

2. Log into the ITE provider portal

Teaching Council of Aotearoa New Zealand	Q Search.	2 Login
Home		
	Nau mai!	
	Welome to the ITE Provider Portal.	
This is a secure a	d professional space for ITE Providers which will improve how programmes are created, changed, reviewed, approved and maintained.	

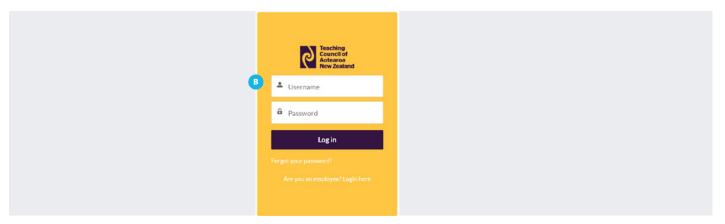
A. Go to the <u>Teaching Council ITE Providers' Toolkit for approvals</u> and, click on the **Log in to ITE provider portal** link under 'On this page'.

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 <u>ITEadmin@teachingcouncil.nz</u>.



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

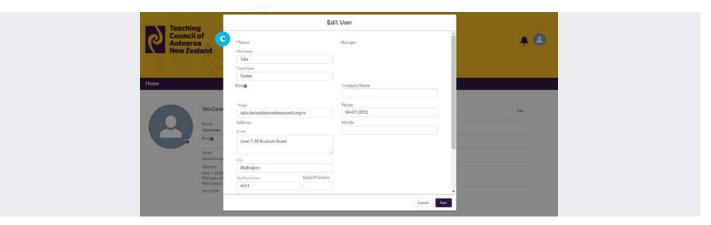
A. Log in and out of the Portal by clicking in the top right corner.

Teaching Council of Aotearoa New Zealand	Q Search.	A Login
This is a secure and p	Nau mai! Welome to the ITE Provider Portal.	

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

	B Edit
Manager	
Company Name	
Phone 04 4710852	
Mobile	
	Company Name Phone 04.471.0852

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.

Counc Aotean New Zo	Il of Q Search.		A CA
			My Profile
1. A. A. A.			My Settings
Home			My Account B
			Contact Support
	Talla Davles		L logout
	Name Tala Davler	Manager	
	Role	Company Name	
	Email taila.davies@educationcouncil.org.nz	Phone 04.471.0652	
	Address Level 7, 80 Boutcott 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.

Teaching Council of Aotearoa New Zealand	Q Seeth.	
Hone Account TC Aoteanoa Test Prindpal Phone Physical Address 04.4710852 Level 12.808aal	oct Street, Wellington 6011. New Zealand	Upsate Abb es
DETAILS RELATED	Parent Account	Chatter ant enabled or the user doesn't have Chatter access.
Type Institution Ernail	Principal	

- C. Click Look up New Zealand Address button.
- D. Type the address into the search.

Council of Aotearoa	Q. Search	D× 🔹 😫
New Zealand	Update Address	
	Type of address	-
Home	Addrest Type Mailing	
C Account TC Aotearoa Test	C Look up New Zealand Address	Update Address
Principal Phone Physical Ac 044710852 Level 12, 8		
08/87/20032 CRVB122,0	*Chy	
DETAILS RELATED	*PastCode	ent enabled or the user doesn't have Chatter access.
Account Name TC Actearoa Test	•	• Cecol
Туре		
Institution Email	Principal	
Decile	Phone	

- 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.

Teaching Council of Aotearoa	Q Serth.	🗩 🔹
New Zealand	Update Address	
	Address Search	
Home	Search *Streat	
C Account TC Actearoa Test	α _γ	Update Address
Principal Phone Physical Ad- 04 4/1 0852 Level 12,80	*PostCode	
	*Courtery	init enabled or the user doesn't have Chatter access.
DETAILS RELATED	Select a country	· .
Account Name TC Acteuroa Test	I	Cancel
Түре		
Institution Email	Principal	

Viewing your provider account contacts

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

Council of Aotearoa		A
New Zealand	Home	
	My Profile	
	My Settings	
ome	My Account	В
Nau mai!	Contact Support	
	Logout	
Welome to the ITE Provider Portal.		
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C. You can view your contacts' name, title, email and phone. (This information can only be updated by contacting the Teaching Council.)

Council of Actearoa New Zealand	a secu	
Account TC Actearoa Test Principal Phone Physical Address		Update Address
C DETAILS RELATED	ott Street, Wellington 6011. New Zealand	Orater full enabled or theuser coexist have Dratter access.
Account Name TC Actearca Test Type	Parent Account	
Institution Enrall	Principal	
Decile	Phone 04 471 0652	
Sector	Fax	

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

Council of Acceleration New Zealand	
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Activity History (0) Cases (0)	Of Support (IN/) Education System) updated this record. If Support (IN/) Education System) Support (IN/) Education System) Other to a Substratute
Files (0) AllFiles Liberal Files	ik lie 🛛 (sneet)

Viewing your programmes

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

Teaching Council of Aotearoa New Zealand	Q Search_	Home My Profile
Home		My Settings My Account
	Nau mai!	Contact Support
		Logout
	Welome to the ITE Provider Portal.	

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

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DETAILS RELATED C		$\label{eq:constraint} Constant for) and data (or the user down's have O writer access.$
Contacts (1) Contacts (2) Contact Nerve Tale front Prove Tallo Device Tallo Device Status	v View All	
Individual Qualifications (Provider) (0)	New	

- 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.

Teaching Council of Aotearoa New Zealand	Q Search_	Hame My Profile
Home		My Settings My Account
	Nau mai!	Contact Support
		Logout
	Welome to the ITE Provider Portal.	

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

Council of Council of New Zealand	* 3
Home Account TC Actearca Test	Update Address
C Aotearea Test Principal Prone Physical Address 04-0710852 Level 12, 80 Boukcett Street, Weilington 6211, New Zealand	- Abart von en
DETAILS RELATED C	Outper fairly analytical or the user doesn't have O atter access.
Contacts (1)	
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Individual Qualifications (Provider) (0)	Nerr

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

Teaching Council of Aotearoa New Zealand	
Welome This is a secure and professional space for ITE Providers whi	
A Request a student exemption Request a student extension	
Tono whakawâtea Tono whakaroanga	

C. Click **Next** to confirm.

Teaching Council of Aotearoa New Zealand	Q Search.			3
Home				
The Application type you chose is Exemption. If you wish to change it click	on Prevlous.	Previous	Next	C

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

Teaching Council of Aotearoa New Zealand	Q Search	* 🖎
Home		
Click on 'Create Application' button to create the application.		D Create Application Close

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

Teaching	New Case: ITE - Exemption
Council of Aotearoa	petals
New Zealand	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 N2QA official assessment of the student's existing
Home	qualifications: For exemption from language pro-requisites provide exidence demonstrating a high standard of English language
Ick on Create Application button to create the app	competency to support an exemption. Upbad any other documentation you feel is necessary.
	Type of route Application Cost
	-None
	*Student's name Ø
	* Student's date of birth
	Why are you making this request?
	×
	Contact Information
	Cancel Save & New E
	venco parti à Nor ave

2. Edit the application.

- A. Each application is given a case number.
- B. Click **Edit** to start entering application details.

	Edit 00101536	
Council of Aotearoa New Zealand	Defails Instructions Plene provide details about the exemption being sought. Prese also upload approxiate documentations	
Home Case TC Actearoa Test - Exem	For exemption from age based or bitming provide a copy of the student's their built for the stiff state. For exemption the oversease qualifications, provide a copy of the NZQA difficil assessment of the student's existing qualifications: For exemption from language pre-exemptions, provide existence demonstrating a high standard of English language competency to support an exemption. Upbad any other documentationsyou feel is necessary. Type of request.	+ Follow Edit Uprati Peldenan
Case Number Status 00101536 New	Type of indexes To represent the age under 20 Student's name Tc Acteurus Text Account Student's date of birth	
Details Iminutions	-subcents states of senter S-0222021	s (0)
Figure provide details about the exempt For exemption from age based criteria, p For exemption from overseas qualification		cuments (Case) (0)
For exemption from language pre-requir an exemption. Upload any other documentation you fe	Contact Information	
Type of request Everyption for age under 20	Canot Storts New	

- 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.

Teaching	Edit	00101536			
Council of Aotearoa New Zealand	Details				9
New Zealand	Instructions Please provide details about the exemption being soug	An Providence of the American State			
	For exemption from age based criteria, provide a copy	of the student's birth certificate:			
	For exemption for overseos qualifications, provide a co qualifications:	py of the NZQA official assessment of	the student's existing		
Home	For exemption from Language pre-requisites provide e	vicience demonstrating a high-standard	f of English language		
	competency to support an exemption. Upload any other documentation you feel is necessary				_
Case TC Aotearoa Test - Exem				+ Follow Fidit Unicad Fuldence	
Internet - Exem	Type of request Exemption for age under 20 *	1		for a second barry on the providence of the	
Case Number Status		J			
00101536 New	*Student's name 0 D TC Acteoroa Test Account				
		*Student's date of birth			
		5/07/2021			
v Details	Why are you making this request?			s (0)	
Flease provide details about the even	Testing portal				
For exemption from age based criteria, pr	in the second se			cuments (Case) (0)	
For exemption for overseas qualifications			1		
For exemption from language pre-requisi an exemption.	Contact Information				
Upload any other documentation you fee			Sove & Nov Save		
Type of request					

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*.

Council of Actearoa New Zealand	
Case TC Aotearoa Test - Exemption - 2021-07-05 Case Number Status Case Record Type 00101536 New ITE - Exemption	+ Fellow Edit UploadEvidence
~ Details	Open Activities (0)
Instruction Please provide details about the exemption being sought. Please also upload appropriate documentation: For exemption for wage based rolerais, provide a copy of the student's hint neutrificate: For exemption for overseas qualifications, provide a copy of the NZQA official assessment of the student's existing qualifications; For exemption for an agregate pre-equilier provide evidence demonstrating a high standard of English language competency to support an exemption. Upload any other scotumentation yourfeel is necessary.	Evidence & Documents (Case) (0)

- C. Complete the Title and Description boxes with the relevant information.
- D. Click **Next** to continue.

Teaching Council of Aotearoa New Zealand	Q Search.	# 🕒
Home		
C *Title		
C *Title		
•		

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

Home	
Concerning Concerning	

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

Submit Evidence for Case - incl Providers New		
Upload # Re		
L Uproad Files Or drop files		
		Previous
		(]
		·

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

Submit Evidence for Case - incl Providers New	
Upload a Ne G	
	Province Next

- H. Select the document you want to upload.
- I. Click **Open** to upload the document

Open		X +	- 0
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File name:	All Fast		
	Open - Caved		

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

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And a file & Lynnar Ret Or strug Ret		
		Provide And
	Upload Files	
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	1 of 1 He upleaded	

- K. Click on the relevant Category tick box to select the document category.
- L. Click Next to continue

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tegories K		
Administration Appeal Information		
Communication		
Council assessment		
Letter		
Other evidence		
Birth certificate		
Certified copy of qualification		
N2QA assessment		
Schooling record		
Testimonial		
Transcript of learning		
Other		
		Previous

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.

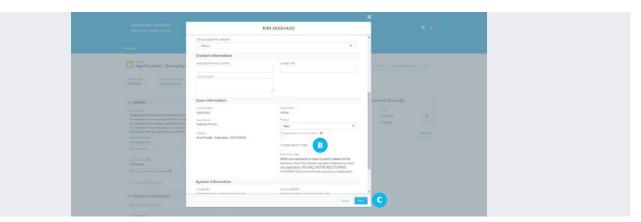
r Evidence Upload wax successful. Uploaded Files : [] may of Evidence added.		
IDENCE NAME	TITLE	
2171	Document	
1172 B	Evidence	•
		Previous

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.

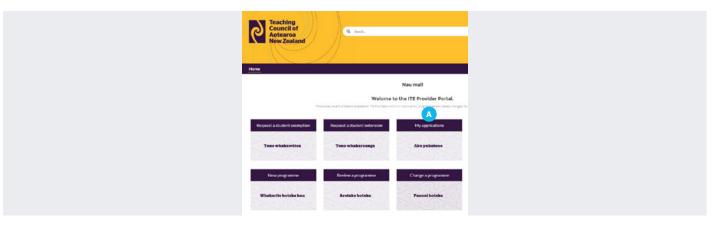
TEACHING CODINCIL MY TOLING MODEL Adurts	Search.	
Horne		
Core Aya Provider - Exemption - 2019-04-04	tion bourt Pape. HE-Europeine	+ titles Educationary Edit
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Exclusions Please provide details advant die exemption backgeiseugde. Please adva Exe asserption fram gachward of hards, provide a surger of the advance's total For exemption fram exemption gachwards, provide a surger of the advance's total for exemption for a language are exemptions provide exidence devices of Equipart any other devocament of any product in exemption Equipart any other devocament of any product in exemptions.	th curtificate;	
Programming Tarrier //		
нонтине) ////////////////////////////////////	Hader's E24-270-27	
The year suggest this require?		
Contact Information ApplicationAllowyContext	Constant	
Const Mark		

- 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.

	1 X				
		Max mail		В	
	Bellena 1	a the TE Presider Surgel		11	
Tana Madasarika	Tax stelenergi	Biol Kantakanan	0	+ 685	
Ministerier T.	Arrester	teres a	• •		
				- 1	

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.

	Q. Sect.		_		
	4, Mar.				
Home					
My Settings					
ACCOUNT DETAILS					
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Account					
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Location		Long to the long t			
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Profile Visibility					
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- D. If you are receiving frequent emails about your activity, you can update your Email Notifications.
- E. Click **Save** to keep your changes.

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Making a programme change

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

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		Nau mail Welome to the ITE Provider Portal
Request a student exemptio	Don Request a student extern Tomo whataroanga	and the second second
New programme	Review a programma Arotake hotaka	te Change a programme Panceri botaka

B. Click Next.

Home	
The Application type you chose is Change To Programme. If you wish to change it click on Previous.	
Previous	
	B
	Next

C. Click on Create Application.

Home	
Click on 'Create Application' button to create the application.	Create Application Close

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.

New Case: ITE - 0	Change to programme
	*- Regulared Belownatio
Case Information	
Case Number	*Status
	New
Case Durier	Priority
Talia Davies	Modium
*Subject.	*Case Origin
Charge To Programme + 2024-09-24	Online ·
Description	
Follow Up On	
Come Time	
a 0	
Assessment Information	
Case outcome	Major charge?
Application assessment notes	Approval data
Application Information	
Contact Name	Programme Name

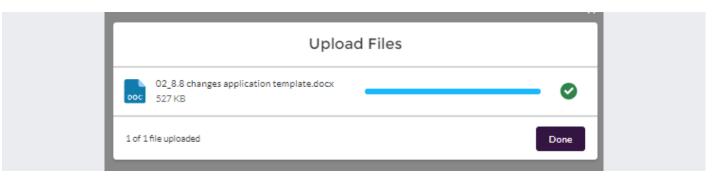
- E. Now you are ready to upload evidence. Click the **Upload Evidence** button in the top right corner, which will open in a new tab.
- F. One of the pieces of evidence you upload will be the Programme Changes application template. Add the title and description of your evidence and click **Next**.

Home		
* Title		
Description		
Lashpoon		
		F 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.

Home			
Upload a file C Upload Files Or drop files			
▲ Upload Files Or drop files			
			Previous

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.

Home		
Would you like to upload more evidence? Yes No No		0
		Previous Next

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

Home				
Cese TC Aotearoa Test - Change To Programme - 2023-11-29)	+	Follow Upload Evidence	Edit
Case Number Status Case Record Type 00340390 New ITE - Change to programme				
Summary of Programme Changes Description of changes	8	Open Activities (0	2)	
Lescription of changes		Evidence & Docur	ments (Case) (2)	
Contact Information Application Primary Contact Contact re	role	ridence Name 9658	Title Programme Change Applicatio	
Contact details	<u>E-9</u>	9559	Programme Document	View All
Case Information				

- 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.

 Application Information 			
Contact Name		Programme Name	
Account Name	M	Application submitted date	/
Account Name		24/09/2024	1
Application Primary Contact		Description of changes	
			/
Contact role	/	This application is in te reo Māori	/
Contact details	/	This application is ready to submit	
Contact octains	1		1
✓ System Information			
Created By		Last Modified By	
Talla Davles, 24/09/2024, 11:25 am		Talla Davles, 24/09/2024, 11:25 am	
Date/Time Opened 24/09/2024, 11:25 am		Date/Time Closed	

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

	This application is ready to submit	5
Cancel	Save	

Requesting a programme review

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

Council of Council of New Zealand	d e sect.	
		Nau mai! e to the ITE Provider Portal.
Request a student exempt		Achail Port A for programme or created dranged re-
Toso whakzwites	Tono whakaroanga	Aku pukatono
New programme	A Review a programme	Change a programme
Whakarite hotaka hou	ou Arotake hotaka	Panoni hotaka

B. Click Next.

Home	
The Application type you chose is Review Programme. If you wish to change it click on Previous.	
Previous	
	B
	Next

C. Click on Create Application.

C Create Application Close

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.

New Case:	ITE - Review programme	
Case Information		
Case Number	• Status	
	New	
Case Owner	Priority	
Talia Davies	Medium	*
* Subject	Case Origin	
- Review Programme - 2024-04-26	Online	
Description		
Follow Up On		
Date Time		
Assessment	0	D .
Assign using active assignment rule 🗌 Send notificat	tion small to contact Cancel	Save & New Save

E. Now click Evidence and Documents to upload the necessary documents.

Teaching Council of Actearca New Zealand		kush.		-	۰ ۵
Case Norther Programme - 2024-04-	Status New	Care Record Type (TE - Review programme		+ Follow Edit OurgeOmmer Ourge	e Record Type
 Case Information Case Number 		Sutus		Open Activities (0) New Task	New Event
00385381 Case Owner Case Davies	1	New Priority Medium	Ē	Evidence & Documents (Case) (0)	Nex
Subject - Review Programme - 2024-04-25 Description	,	Case-Origin Online	,	Wanangatla Cases (0)	New
Policy Up On	,			Notes (0)	
~ Assessment		Terrare and an other			

F. A new box will pop up giving you the chance to submit your documents.

 Notes (0) New Evidence & Documents (Case) (0) New Open Activities (0) New Task New Event 	6			
	Ľ	Notes (0)		New
Open Activities (0) New Task New Event	P	Evidence & Documents (C	Case) (0)	New
	2	Open Activities (0)	New Task Ne	w Event

- 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.

New Ev	idence & Documents: ITE E&D					
Information						
Evidence Name	Owner					
	Talia Davies					
* Title	*Care					
Programme document	00385381	×	🔎 Evide	nce & Docur	nents (Case)) (1) Nev
					lients (Case)	
Visible in Community	Shared with Panel					
Description						
			Evidence N	Title	Description	Created Date
		II				
Details			E-10271	Programme		26/04/2024,
E6D Type O		a				
-None -						
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Decement type						
Availabia	Chaen					
	G (1					
	Course Street News	New Sine 🛄				

- 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.

✓ Application Data		
Contact Name	Application submitted date	
Search Contacts Q	26/04/2024	Ë
Account Name	Sector	
Application Primary Contact	This application is in te reo Māori 🌘	
Contact role	This application is ready to submit	5
Contact details		
	ß	
Programme Name Cancel	Save	

Any pātai?

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