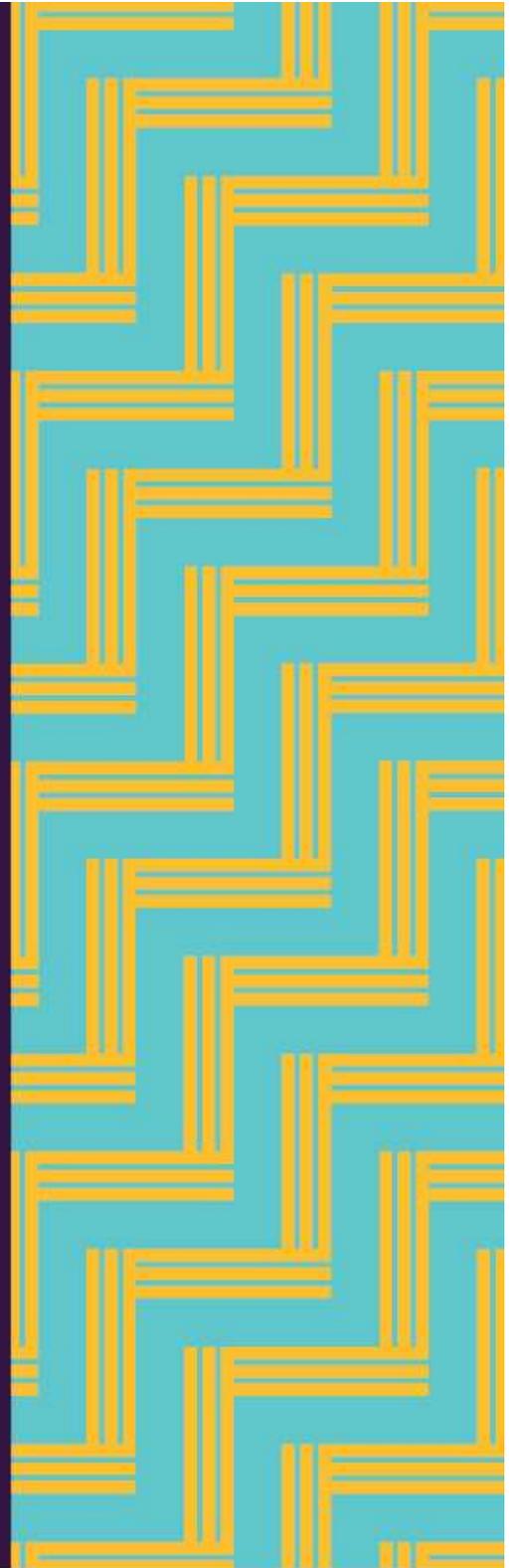


Hapori Matatū | Online Community

Log In Guide



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

Getting set up on Hapori Matatū

Step 1: Get an Education Sector Logon (ESL)

You will need to use your Education Sector Logon (ESL) to create an account in Hapori Matatū. If you do not have an ESL and need to apply for one please refer to your current working arrangement below.

1. New graduates or overseas trained teachers applying for the first time

You will need to create an Education Sector Logon (ESL).

You can do this by selecting 'Entering Teaching in New Zealand' on the [Hapori Matatū homepage](#), which will take you to the Ministry of Education website. From here select 'Create new account' to start the self-registration process and follow the prompts. If you need help, please refer to their [Self-Registration Guide](#).

Please do not contact the school you intend to teach at for an ESL. You must create an ESL through the self-registration process.

If you have been previously registered and have held a registration number please contact the [Teaching Council Communications & Advice team](#) for an ESL. If you have previously held a LAT and are applying for teacher registration and a Tomuā Provisional practising certificate, please contact the Delegated Authoriser at your school/kura/centre.

The screenshot shows the Hapori Matatū Online Community homepage. 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 'Login' button. The main header is teal with the text 'Hapori Matatū | Online Community' and a search bar. Below this is a white section with the heading 'Welcome to Hapori Matatū | Online Community' and a sub-heading '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.' Below this is a 'Please select from one of the boxes or see more information below.' instruction. A 'Notifications' section follows, stating 'From Monday 12 July practising certificates will be issued for three years. For now, we will only ask teachers to pay the fees as they were prior to February 1, 2021.' Below this is a link to the 'Teaching Council website'. The main content area contains four buttons: '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). The 'Entering Teaching in New Zealand' button is circled in black.

Education Sector Logon

View in Te Reo Māori

Username
|

Password

[Forgotten username](#) [Forgotten password](#)

Login

[Have feedback about the Education Sector Logon?](#)

Create an ESL account

To access education sector applications you need an Education Sector Logon (ESL) account. To set up an ESL account you will select a username and password and provide some other details.

If you have an existing ESL account, **DO NOT** create another one. If you cannot remember your login details, use the [Forgotten username](#) or [Forgotten password](#) links in the login panel on this screen, or contact the [Education Service Desk](#) for assistance.

Create new account

2. Early childhood education

If you work in early childhood education, you can apply for an ESL using the [Ministry of Education's ECE User Form \(ESL 38\)](#). In Part 4 of the form please make sure you select access to Hapori Matatū. Choose your role as either *Teacher* or *Professional Leader*, see example of how this is displayed in the form below. When the form is completed please email to service.desk@education.govt.nz.

Hapori Matatū	<input type="checkbox"/> Teacher Teachers can apply for registration and certification, report conduct and competence concerns, and collaborate with members of the teaching profession.
	<input type="checkbox"/> Professional Leader Professional Leaders can endorse sections of teachers' applications for registration, certification and renewal of practising certificates; and report conduct and competence concerns. Ensure you tick this box if you are a Professional Leader.

Part 4 of ECE User Form (ESL 38)

3. School / Kura

If you work in a school, please contact your school or kura ESL Delegated Authoriser to request an ESL.

4. Tertiary institution

If you work in ITE as a facilitator, tutor or head of programme, you can apply for an ESL using the [Ministry of Education's Tertiary application user access form \(ESL 02\)](#). This form is to access Hapori Matatū for the purposes of renewing a practising certificate.

In Part 4 of the form please make sure you select access to Teaching Council of Aotearoa New Zealand Hapori Matatū | Online Community as either 'teacher' or 'professional leader'. When the form is completed please email to service.desk@education.govt.nz.

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

Teaching Council of Aotearoa New Zealand Hapori Matatū Online Community	<input type="checkbox"/> Professional Leader	<input type="checkbox"/> Teacher	
--	--	----------------------------------	--

Not currently teaching or a day-to-day reliever

If you are not currently teaching at a school/kura/centre, ITE provider or other approved setting or are a day-to-day reliever teacher you can contact the Teaching Council Communications & Advice team on (04) 471 0852 to gain access to Hapori Matatū.

If you were previously registered and are now unregistered you will need to complete a [Proof of Identity form](#) and email the completed form to enquiries@teachingcouncil.nz before you can be issued with an ESL. For ESL help, please call Teaching Council on +64 (4) 471 0852.

Step 2: Use your ESL to set up a Hapori Matatū account

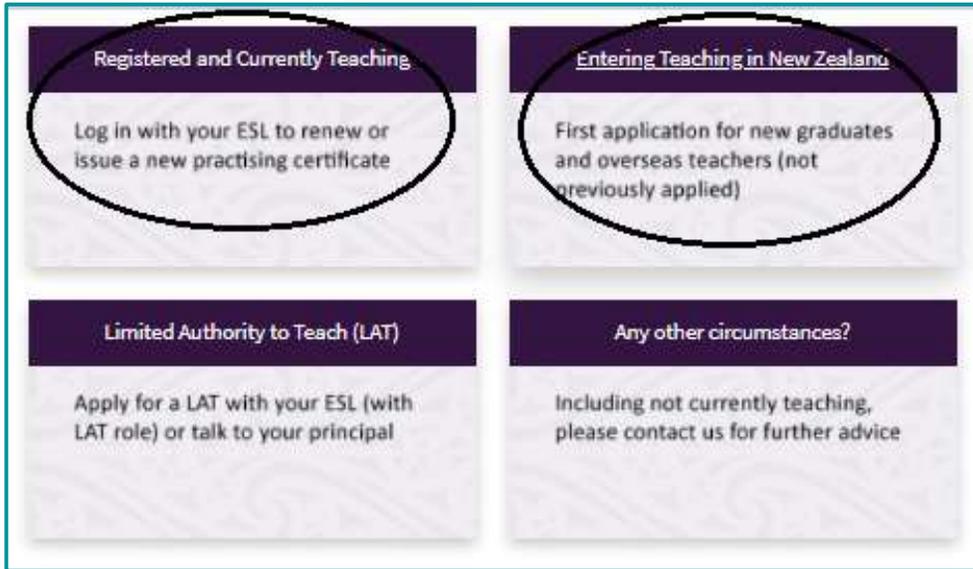
Before you begin setting up an account, it's a great idea to check your ESL details on the [Ministry of Education's Self-service page](#). Please make sure your ESL surname matches the surname shown on the online Register of New Zealand Registered Teachers.

The screenshot shows the 'Self service' section of the MoE self-service webpage. On the left is a navigation menu with options like 'View my details', 'My Delegated Authorisers', 'View my account history', 'Edit my details', 'Edit my security questions', and 'Change my password'. The main content area is titled 'Self service' and 'User details'. It lists the following information: Username: AmandaTest2020; Title: Mrs; Given name: Amanda; Middle name: (blank); Preferred name: (blank); Surname: Test; Date of birth: 01/07/1977; Gender: Female; Email address: Amanda.test2020@gmail.com; Phone number: (blank). A callout box with arrows pointing to 'Amanda' and '01/07/1977' contains the text: 'Check the spelling of your given name, surname and date of birth.'

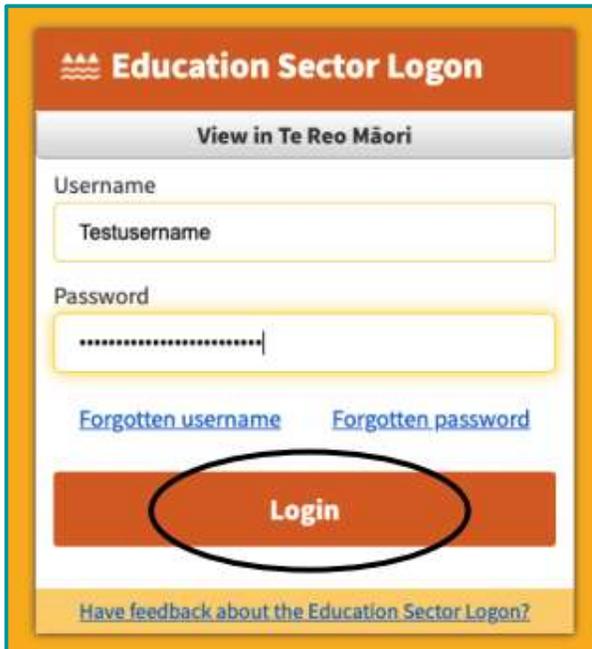
The below instructions are for connecting your ESL account to a Hapori Matatū account. You only need to do this once. Following this, you log in to your Hapori Matatū account using your ESL username and password.

Step 1. [Go to the Hapori Matatū homepage](#)

Step 2. Click either the 'Registered and Teaching' or the 'New teacher' box depending on your circumstances.



Step 3. Please enter your ESL username and password and click 'Login'.



Step 4. Enter your Registration Number and Date of Birth in the box provided.

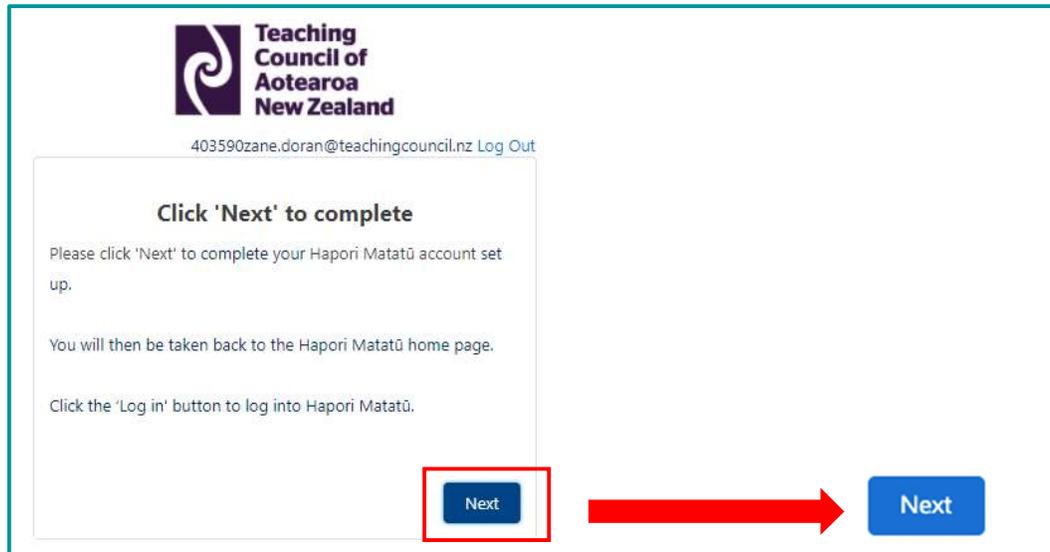
The screenshot shows the 'Setting up your Hapori Matatū account' page. The user's name is 'Test Donald' and email is 'zane.doran@teachingcouncil.nz'. The 'Registration Number' field is highlighted with a red box and contains the value '636363'. A red arrow points from the empty 'Date of Birth' field to the filled 'Registration Number' field.

Enter your date of birth using the calendar icon, using the arrows to select the correct day, month and year. Click 'Next'.

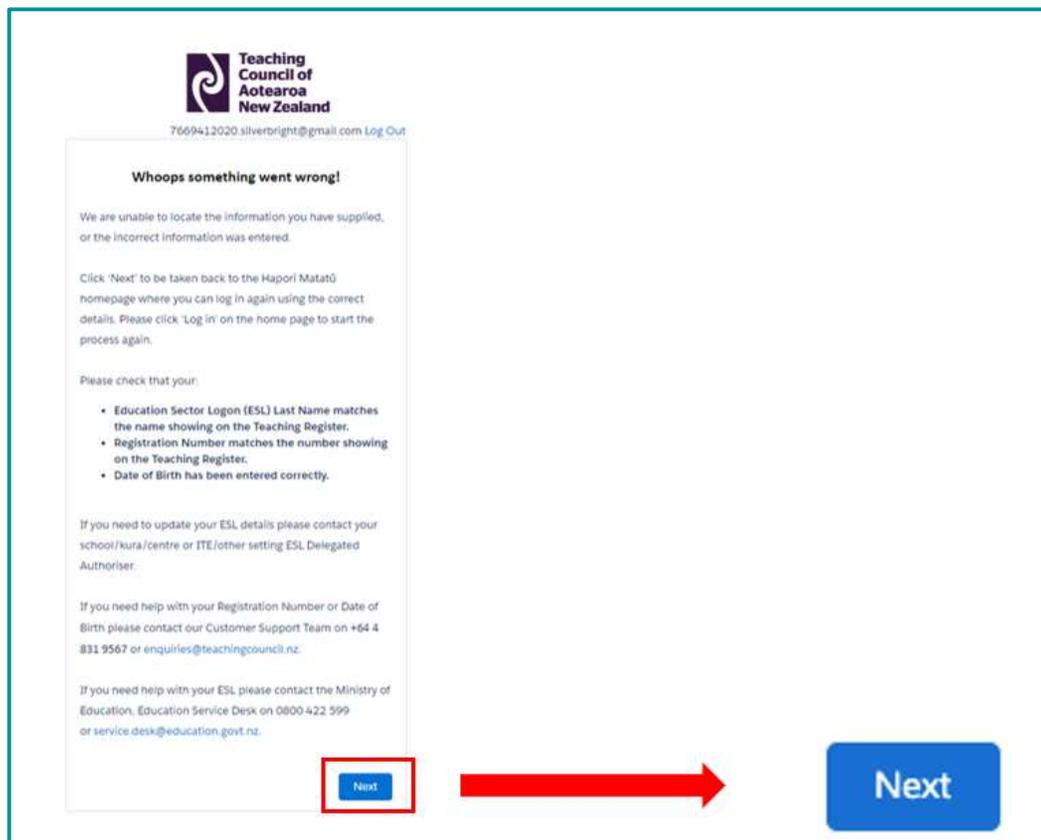
The screenshot shows the 'Setting up your Hapori Matatū account' page. The 'Date of Birth' field is highlighted with a red box. A calendar is open, showing the month of September 2021. The date '21' is selected. A red arrow points from the 'Date of Birth' field to the calendar.

Step 5. Click 'Next' to complete your Hapori Matatū account set up, then go to Step 6.

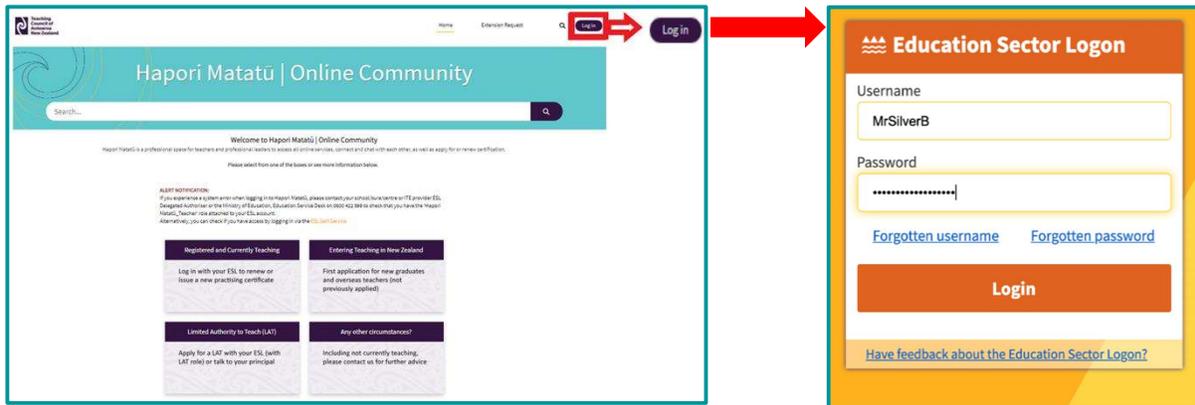
If you have provided the correct registration number and date of birth and your ESL surname matches the surname on the Register of New Zealand Registered Teachers, you will be taken to a successful screen asking you to click 'Next' to finish the process.



If incorrect information has been entered, you will be taken to a screen asking you to check your details. Click 'Next' to be taken back to the Hapori Matatū homepage to try the process again.



Step 6. Click the 'Log in' button at the top right of the Hapori Matatū homepage, and log in using your ESL username and password.



You are now logged in to Hapori Matatū. You now have a Hapori Matatū account and can log in any time.

Logging out of Hapori Matatū

1. Click your Profile icon.



2. Click Logout.

