# INSTRUCTIONS TO FIND YOUR NATIONAL STUDENT NUMBER (NSN) AND RECORD OF ACHIEVEMENT (ROA)

The New Zealand Qualifications Authority (NZQA) provides several ways in which current and previous students/learners/trainees can access their results for National or New Zealand qualifications or standards.

When you enrol in a programme that leads to credits for standards and qualifications, you are given a unique identification number called a National Student Number (NSN). All your credited standards and qualifications awarded are recorded against your NSN and your Record of Achievement (RoA).

A New Zealand RoA is an official transcript of all the New Zealand qualifications and standards that a person has achieved as reported by NZQA-accredited education organisations and Universities.

#### **Request your National Student Number (NSN)**

#### Ring NZQA at 0800 697 296 to request your NSN

The call centre operator will ask you for your name and date of birth. Please provide your legal name. She will then read out your NSN to you. This may be a 9 digit number. Write it down.

Now that you know your NSN, you can access your Record of Achievement (RoA).

#### **Access your Record of Achievement**

**1.** Go to the **NZQA website** to register if you are accessing your RoA for the first time. The NZQA website is **www.nzqa.govt.nz**. If you have registered before, proceed to Step 5 of this guide.

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**2.** Select **Login** found on the upper right-hand corner of the NZQA home page.





#### 3. Select New users: Register now

Login	Register
Students & learners Login	New users: Register now
Schools & Tertiary Education Organisations (TEOs) Login (Education Sector Provisioning Applications <b>= only</b> )	P New users: Register (with the MoE)
Qualifications Recognition Services (QRS) Applications For applications submitted on or after 10 February 2020	
Qualifications Recognition Services (QRS) Applications For applications submitted <b>before</b> 10 February 2020	
Tertiary entrance verification Login	
All other users Login	All other users

**4.** Fill in the details on the **Learner registration page**.

- National Student Number Provided to you over the phone.
- Date of Birth
- **Username** This is your unique username that you will have to remember.
- **Password** This is your unique password that you will have to remember.
- Email address Use your personal email address as the NSN belongs to you.

**Note:** If the username you choose is already in use by someone else, you will have to choose another username.

National Student Number *	102211001
Date of birth *	01/01/1901
	(DD/MM/YYYY format)
	ure access to your records. Ford so that you can access your records and results in the future. s long. It must contain letters (a-z, A-Z) and can contain numbers
Username *	ExampleUser62
Your password must be at least 7 characters It needs to contain ALL of the following type - numbers(0-9) - lower case letters(a-z) - capital letters(A-Z)	
New password *	•••••
New password * Confirm password *	•••••
Confirm password *	



5. You can now access your RoA. Select Login found on the upper right-hand corner of the NZQA home page.

NZC NEW ZEALAND COMPERENT MARIA TOHU MAZALIFANO QUALIFY FOR THE FU KIA NOHO TAKATÚ KI	ORLD	2		6	SITE MAP COM	NTACT US	LOGIN
HOME	STUDYING IN NEW ZEALAND	QUALIFICATIONS & STANDARDS	NCEA	MÃORI & PASIFIKA	PROVIDERS & PARTNERS		ABOUT US

### 6. Click on Students & learners Login.

Login	Register
Students & learners Login	New users: Register now
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Tertiary entrance verification Login	
All other users Login	All other users

#### 7. Enter your username or NSN and password and press Login.

Username or NSN		ExampleUser62			
Password		•••••		]	
		Login			

## **3.** Your **Record of Achievement** is now displayed.

RECORD OF ACHIEVEMENT	Record of Achievement						
Learner   My legal name	Smith, Sharon Joy General Messages						
- Vocational Pathways - My Record of Achievement							
<ul> <li>NCEA Progress Calculator</li> <li>My Details</li> <li>My Enrolments</li> <li>Order Documents</li> <li>My Orders</li> <li>Fees Payment</li> <li>Logout</li> </ul>	Jan 13, 2017:	Jan 13, 2017: For secondary learners only: Candidates who completed digital exams can view their marked scripts from the 20 January using their digital exam username/password. Refer to the Future State page: http://www.nzqa.govt.nz/digital-scripts for information about applying for a reconsideration or review of your digital examination(s)					
	Contact Details						
	Address 1234 My My town		Email Address myname@gmail.com				
	This information is provided for use by the education organisations and learners. It is <b>not</b> an official transcript Click on <b>Record of Achievement</b> for further information, such as how to order a National Certificate or National Diploma.						
	Qualification and Achievement Summary						
	New Zealand Q	ualifications Fra	amework Registered Qualifications				



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