

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

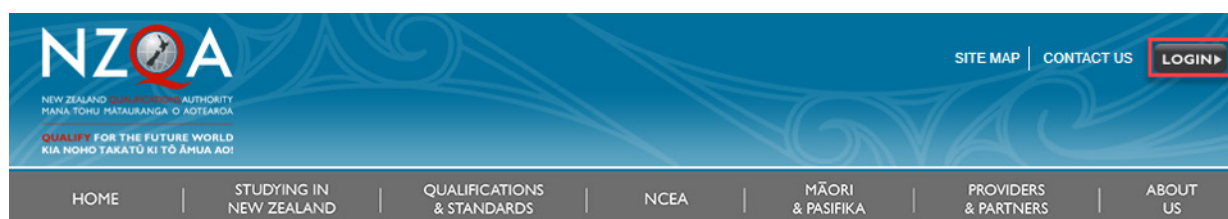
The call centre operator will ask you for your name and date of birth. Please provide your legal name. She will then read out your NSN to you. This may be a 9 digit number. Write it down.

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

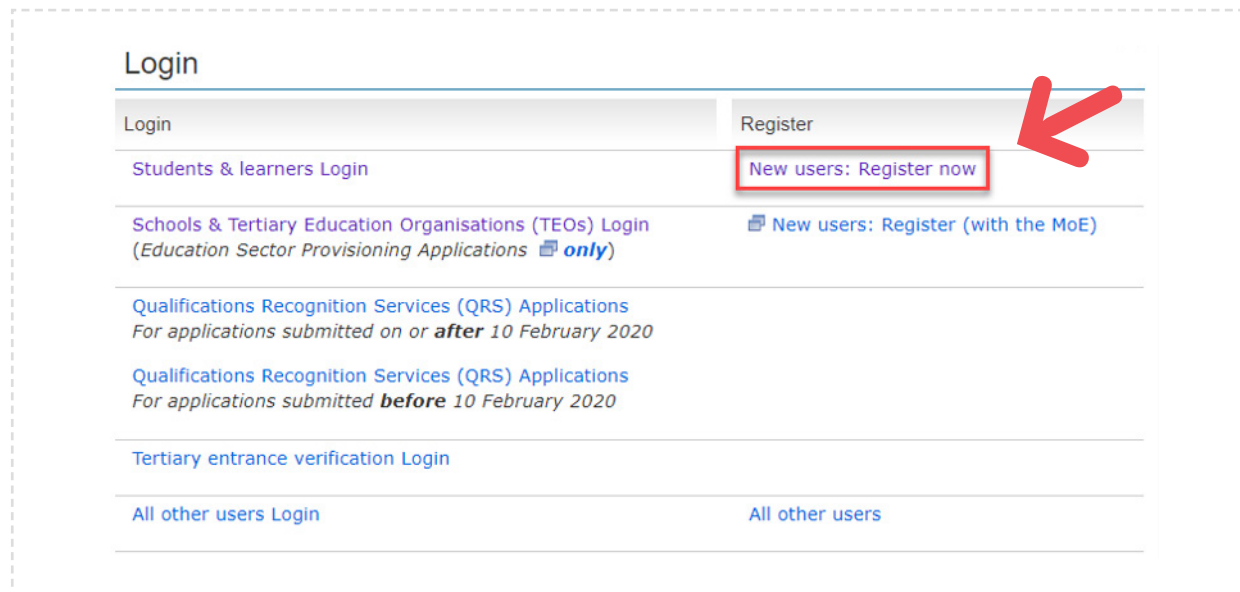
Access your Record of Achievement

1. Go to the [NZQA website](http://www.nzqa.govt.nz) 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.


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



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



Login

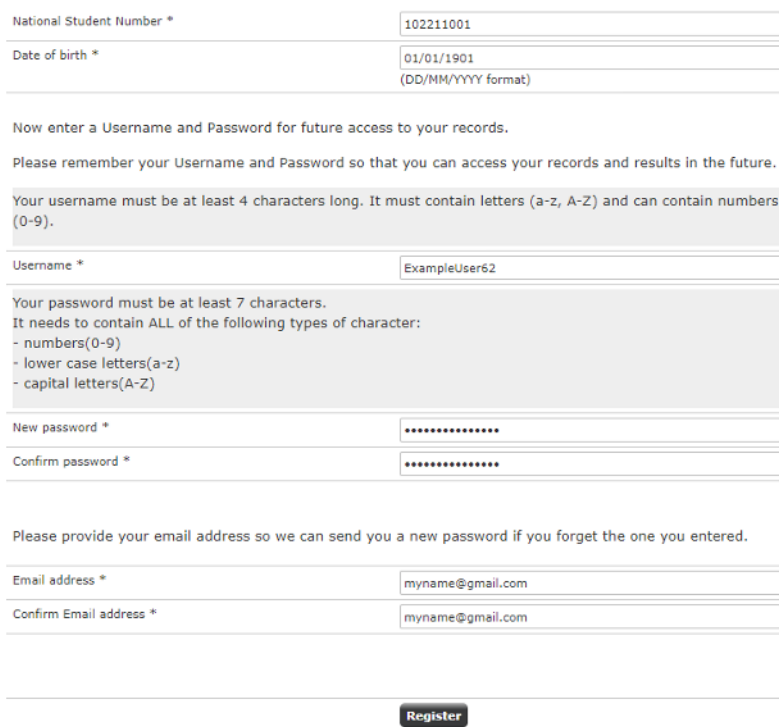
Login	Register
Students & learners Login	New users: Register now
Schools & Tertiary Education Organisations (TEOs) Login <i>(Education Sector Provisioning Applications  only)</i>	New users: Register (with the MoE)
Qualifications Recognition Services (QRS) Applications <i>For applications submitted on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

Example



National Student Number *

Date of birth *
(DD/MM/YYYY format)

Now enter a Username and Password for future access to your records.

Please remember your Username and Password so that you can access your records and results in the future.

Your username must be at least 4 characters long. It must contain letters (a-z, A-Z) and can contain numbers (0-9).

Username *

Your password must be at least 7 characters.
It needs to contain ALL of the following types of character:

- numbers(0-9)
- lower case letters(a-z)
- capital letters(A-Z)

New password *

Confirm password *

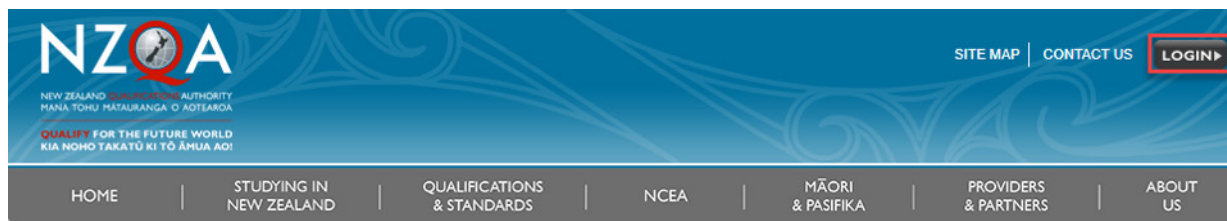
Please provide your email address so we can send you a new password if you forget the one you entered.

Email address *

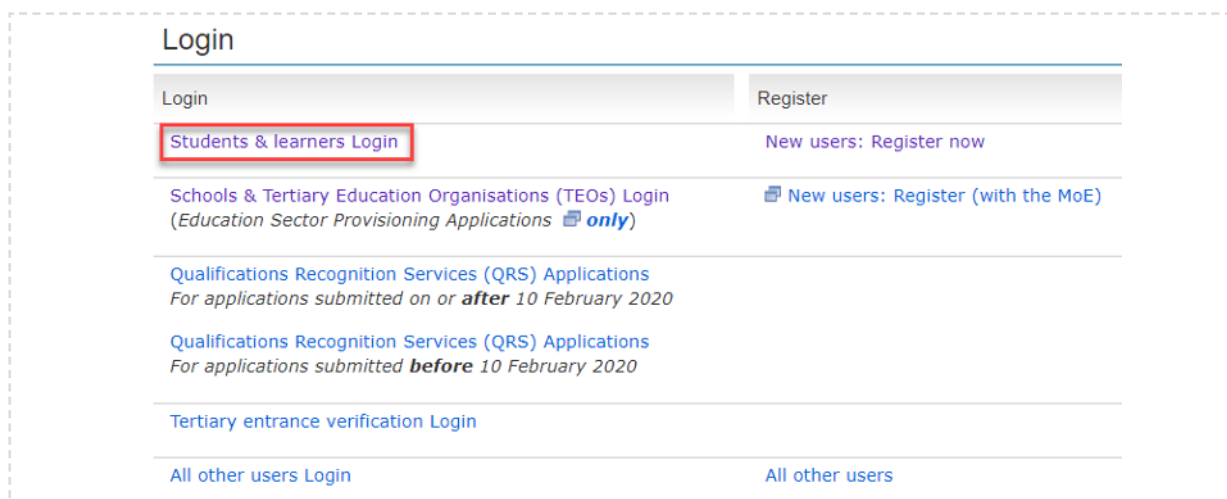
Confirm Email address *

* required information

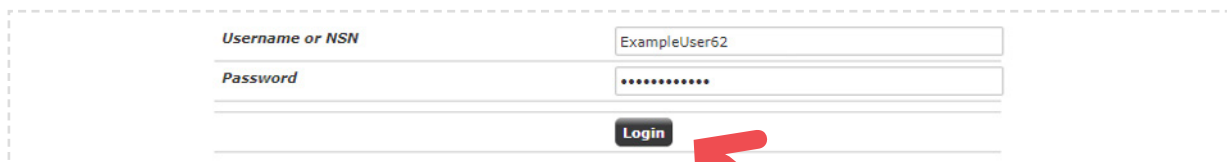
5. You can now access your RoA. Select **Login** found on the upper right-hand corner of the NZQA home page.



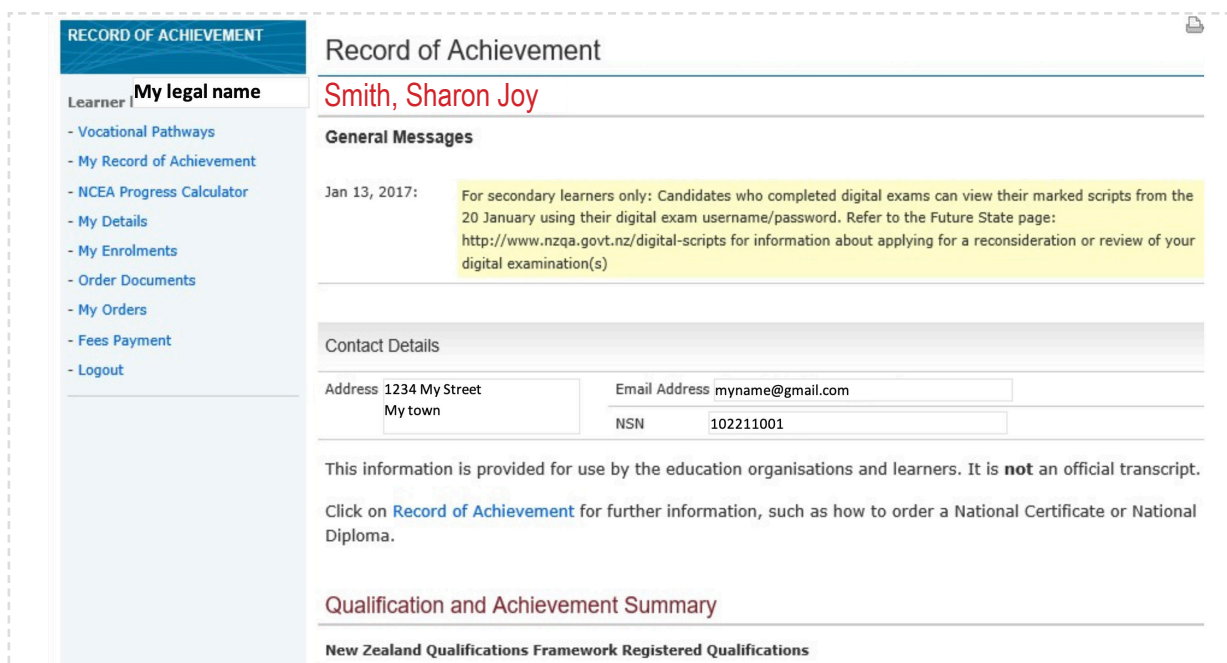
6. Click on **Students & learners Login**.



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



8. Your **Record of Achievement** is now displayed.



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Skills for Good.*

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