

# Tip Sheet No.03

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## Download Curriculum from the NZQA Website

1. Navigate to the NZQA website at <http://www.nzqa.govt.nz>.
2. Click on the **Log In** link located at the top right hand corner.
3. Use the Tertiary education organisations Login link.
4. Enter your user ID and password.

### Login to Tertiary Education Organisation

Please enter your Education Sector User Name/ID and Password:

User Name/ID	<input type="text"/>
Password	<input type="password"/>

5. Click on the **File Downloads** link.
6. Three files are required, the Qualifications.txt, Units.txt and the Consents.txt. Right-Click on a file and choose the **Save Target As** option from the menu.

File Name	Type	Size	Description
<a href="#">Qualifications.txt</a>	Dynamic	-	Qualifications File
<a href="#">Units.txt</a>	Dynamic	-	Directory of Assessment Standards File
<a href="#">Units SSBs.txt</a>	Dynamic	-	Directory of Assessment Standards with Standard Setting Bodies (SSBs)
<a href="#">Consents.txt</a>	Dynamic	-	Standards your organisation has Consent to Assess file

- Open
- Open in New Tab
- Open in New Window
- Save Target As...
- Print Target

7. Save the file in the same location as the Nipper back-end data file.
8. Repeat this process for the remaining files to be downloaded.

**Note:** The Consents file will be saved as "Accreds.txt". This is correct. Do not change the name from "Accreds.txt".

9. Click on the **Logout** link when you have finished.