

# Tip Sheet No.06

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## Upload Results to NZQA

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. Click on the [Tertiary Education Organisation Login](#) link.
4. The Tertiary Provider Login will display.
5. Enter your details as indicated below.

### Tertiary Provider Login

Please enter Provider Code, Location Code and Password:

\* Provider Code

\* Provider Location

\* Password

\* indicates mandatory fields

6. Click on the [Submit Data File](#) link.

[Record of Learning](#) (Search and view the National Qualifications Framework)

[File Downloads](#) (Download accreditations, qualifications, standards etc)

[Standard Results Search](#) (For a specific year, displays all results you reported by other providers using your accreditation)

[Enter NQF Results](#) (Use this application to data enter NQF results) ([User](#))

[Enter Qualification Check](#) (Use this application to enter requests for qualification)

[Submit Data File](#) (Use this application to submit an NQF electronic data file)

[View Batches](#) (Use this application to view the status of submitted batches)

[Assessment Plans](#) (Use this application to enter your assessment plans on

7. Click on the [Submit Data File](#) link.

8. Click on the **Browse** button and locate your file.
9. Click on the **Submit** button to submit the file.

You will receive a message saying that your data file has been uploaded successfully. Your files will be processed overnight and any reports will then be available to be downloaded for checking.