

The NSI XML Interface

Overview

The National Student Index or NSI is a system that assigns unique identifiers to tertiary students. The unique identifier will be a lifetime identification number that students keep even if they study at more than one provider.

Tertiary education providers will be able to use information on the NSI system to `verify` an enrolling students' identity. The NSI will also contain information regarding whether students have paid their Record of Learning fee to NZQA and where applicable will advise providers that a student has died.

Accessing the XML Interface

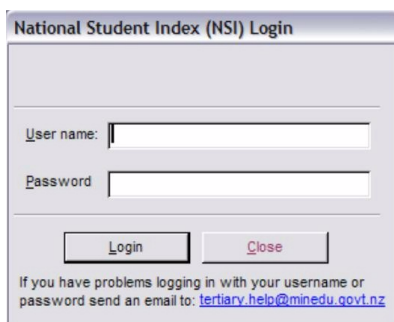
When saving a new student Nipper will display a prompt “Do the details you have entered for this student apply to the National Student Index?”

If you **click** on **Yes**, then you will need to record how the student’s identity and residency status was verified. If you **click** on **No**, you will be prompted to enter all NSI details.

Once you have saved the new student, you should search for the student to see whether there are any matches in the NSI database. If the student is already in the NSI database, you can automatically update your Nipper records from the NSI records. If no matching student is found, you will need to add the student to the NSI database so that they can be assigned an NSN.

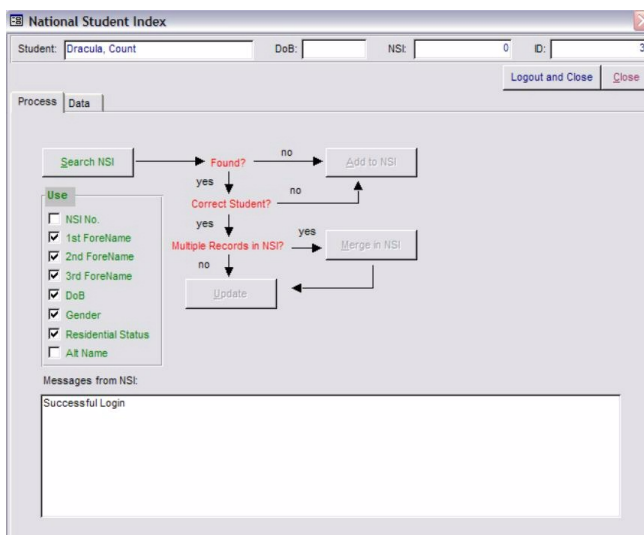
The National Student Index form

When you **click** the **NSI** button you will be asked to log in.



Enter your login credentials into the National Student Index (NSI) Login box.

The National Student Index form will appear allowing you to perform NSI functions.



Searching the NSI

1. For a new student who doesn't have an NSI number the **NSI No** check box to enable the other search options. For an existing student whom already has an NSI number leave the **NSI No** check box checked.

The minimum criteria required for a search is a name and date of birth or a NSI number. Otherwise you will be unable to perform a search.

2. After the search criteria on the **NSI Search** button.
3. A search of the NSI will be carried out.
4. If the student cannot be found a message will displayed.
5. If the search is successful and one or more matches were found you are moved to the Data tab where you can review the matched records.

Single Match

1. If a single match was found you will see the full NSI details for the matched student.

The screenshot shows the 'National Student Index' window. At the top, there are input fields for Student (Dracula, Count), DoB (16/10/1955), NSI (119638296), and ID (3). Below these are 'Logout and Close' and 'Close' buttons. The main area has two tabs: 'Process' and 'Data'. The 'Data' tab is active, showing 'Take2 NSI Details' and 'National Student Index (NSI)'. The 'Take2 NSI Details' section includes fields for NSI Number (119638296), NSI Checked (31/01/2006), Surname (Dracula), Forename 1 (Count), Forename 2, DoB (16/10/1955), DoD, Forename 3, Gender, Identify Verification (U), NSI Status (P), Hook On Paid (N), Residential Status (U), and Residency Verification (U). The 'National Student Index (NSI)' section includes fields for NSN (119638296), Ranking (100), MatchIndicator (0), Accept (checkbox), Update NSI (checkbox), NSI Surname (Dracula), Forename 1 (Count), Forename 2, DoB (16/10/1955), DoD, Forename 3, Gender (U), Identify Verification (U), Preferred? (N), NSI Status (P), Hook On Paid (U), Residential Status (U), Residency Verification (U), Created By (8487), and Created Date (31/01/2006). At the bottom, there is a table with columns: Alt. Surname, Alt. Fore 1, Alt. Fore 2, Alt. Fore 3, Preferred?, and Verified.

2. Tick the Accept field to signify that you wish to confirm the match and, if necessary, the **Update NSI** field if the details in Nipper should be updated into the NSI.
3. Now return to the Process tab and **Update**.

Multiple Matches

1. In the case of multiple matches review the information from the NSI. The **Created By** and **Created Date** may indicate which provider originally created the record and when.

2. If you are certain one of the records is your student, then tick the **Select** field and, if you wish to update the NSI. Now return to the **Process** tab and click **Update**.

If you believe that two or more of the records from the NSI relate to your student you can make a request to merge the two records together.

3. Tick the **Select** field for each of these records.
4. Return to the **Process** tab and click the **Merge** button.
5. You will be notified if the merge request is successful.

Adding an unmatched student to the NSI

1. If there are no matches and you wish to add the student to the NSI click the **Add to NSI** button.

A message will be displayed indicating that the student has been added to the NSI and that Nipper has been updated.

2. The student's new NSI number will be displayed at the top of the National Student Index form.
3. Close the National Student Index form if you have finished. If you want to process for another student, use the **Select Student** button. Click **Close** if you know you will be using the NSI again soon, or click **Logout and Close** if you know you have finished with the NSI.