

# Upload the FDC file 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 appear.  
Enter your provider details as indicated below.

### Tertiary Provider Login

Please enter Provider Code, Location Code and Password:

\* Provider Code

\* Provider Location

\* Password

\* indicates mandatory fields

5. 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 c

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

[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 onl

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

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

You will receive a message saying that your data file has been uploaded successfully.