

Overview

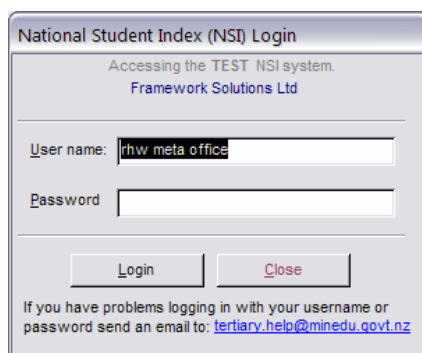
The XML NSI interface has a number of benefits compared to using the NSI web site: records are automatically updated (no copy and pasting), and tasks can be completed more quickly.

The National Student Index (NSI) is a database maintained by the Ministry of Education. As of 2002/2003, every tertiary student has been allocated a unique identifier (NSI number) that will remain with them throughout their life. If your organisation receives student component funding (and therefore has to return the SDR), or if you receive targeted funding from TEC (TOPS, Youth Training, Skill Enhancement) every student who enrolls with you MUST have an NSI number.

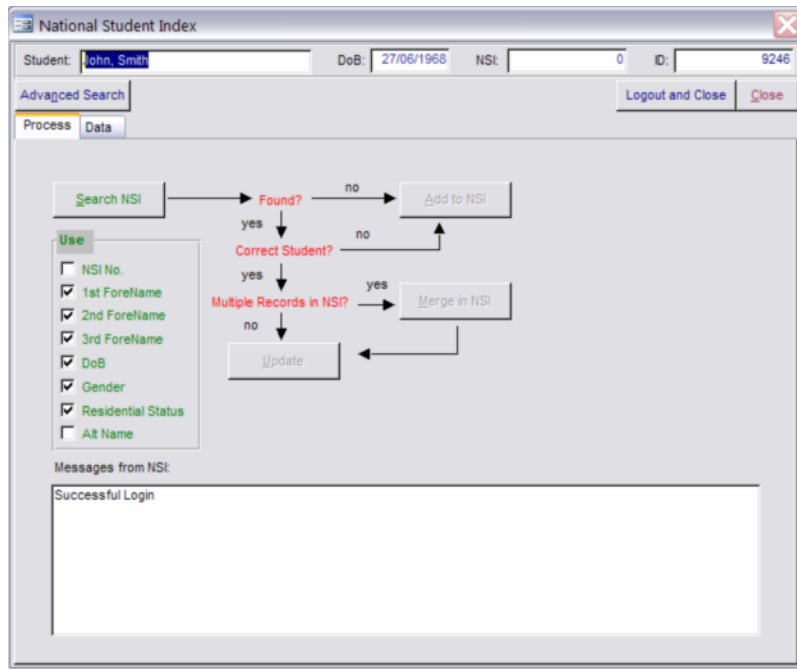
Before you can use the XML interface, you must undergo integration testing. The NSI related buttons do not appear until this is complete. Please contact the Meta-Office helpdesk for assistance.

Getting Started

1. the *NSI* button after you have added a new student in *Take2*. However, you can also open and use the form for an existing student. You will be asked to log in.

A screenshot of a 'National Student Index (NSI) Login' dialog box. The title bar reads 'National Student Index (NSI) Login'. Below the title bar, it says 'Accessing the TEST NSI system.' and 'Framework Solutions Ltd'. There are two input fields: 'User name:' with the text 'rhw meta office' and 'Password'. Below the fields are two buttons: 'Login' and 'Close'. At the bottom, there is a small text block: 'If you have problems logging in with your username or password send an email to: tertiary_help@minedu.govt.nz'.

2. When the *National Student Index* form opens only the *Search NSI* button is enabled. If you are dealing with a new student, chances are that you do not have an existing NSI number for the student, so the *Use NSI No.* option. This will enable the other search options so, potentially, you can search with only a bare minimum of items. Obviously, though, the more items you submit in the search the better your chance of success. An alternate name exists if, when you added a student to *Take2*, you entered a different name in the NSI details from the name that you entered in the *Family Name* and *First Name* fields. If, though, you do have an NSI number for the student, leave this option ticked. Now *Search NSI*, and providing that you have recorded at least a name and date of birth (or an NSI number if you left the option ticked), for the student, a search message will be sent to the NSI.



3. The NSI is searched and a message is sent back to *Take2*.
4. If the search was unsuccessful – i.e. no matching student could be found – a message to this effect will appear in the message box.

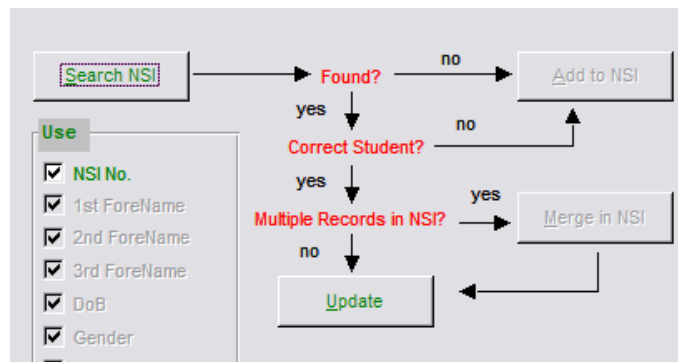
Adding a Student

If you have completed the previous steps and the search was unsuccessful, click *Add to NSI* and a message will be returned to let you know that your student has been added to the NSI, and that *Take2* has been appropriately updated. You will see the student's new NSI number at the top of the *National Student Index* form.

Matching a Record

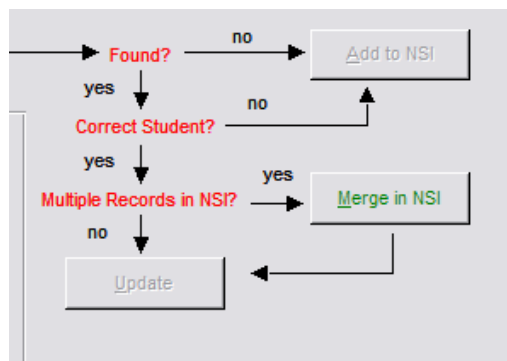
1. If the search is successful and one or more matches were found you are moved to the *Data* tab where you can review the matched records.

- If only a single match was found you will see the full NSI details for the matched student. If multiple matches were found you will see a datasheet of the matches. Double click the datasheet record to show the full NSI details for that student. Click *Datasheet* to see all matched students again.
- In the case of a single student match you can tick the *Accept* field to signify that you wish to confirm the match and, if necessary, the *Update NSI* field if the details in *Take2* should be updated into the NSI. This would happen if, for example, the NSI record shows the student's identity as unverified but you have verified the student's identity and recorded this in *Take2*.
- Now return to the *Process* tab and click *Update*.



Multiple Matches

- In the case of multiple matches you need to carefully review the information from the NSI. You may find it useful to look at the *Created By* and *Created Date* fields to get an idea of which provider originally created the record and when. Note the *Created By* codes can be looked up in the SDR Manual Appendices. Code "9999" is NZQA. If one record is clearly your student, then tick the *Select* field and, if you wish to update the NSI, tick the *NSI Update* field. 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, tick the *Select* field for each of these records. Now return to the *Process* tab and click the *Merge* button. You will be notified if the merge request is successful.



3. At this point you have to make an intelligent guess about which of the records you have just merged will be the one that the NSI Unit decides to retain as a master record.¹ Records for which the hook-on fee has been paid are favoured ahead of those where the fee has not been paid. So, return to the *Data* tab and the *Select* field for all but one record. If appropriate the *Update* field for this record. Now return to the *Process* tab and .
4. Now you can close the *National Student Index* form if you have finished or, if you want to process for another student, use the *Select Student* button. if you know you will be using the NSI again soon, or if you know you have finished with the NSI for some time.

¹ You will find out if your guess was successful when you receive a change notification from the Ministry – see section 14.7 of the Take2 Manual