Te Rito

Setting up and using Te Rito

Te Rito is a secure, cloud-based platform connecting education systems with a unique learning record for every kura or school-enrolled student in New Zealand.

Accessible by educators and students at any time, each record is a reliable, up-to-date profile that moves with them throughout their education.

This guide explains how to set up Te Rito so you can start using it. It outlines the steps required to connect your SMS and activate user accounts, the access rights of Te Rito's main user roles, managing student access, and considerations as you launch Te Rito in your kura or school.

Three easy steps

There is no cost to connect to Te Rito and there are just three simple steps – register, connect and use.

Register

School register for Te Rito

Principal submits registration form.

School Administrator checks staff names are correct in SMS and ESL.

Connect

School's SMS is connected to Te Rito

Principal activates their account and send staff instructions for activating theirs.

Use

School's staff are using Te Rito

Staff follow instructions and log into Te Rito for the first time.

Te Tāhuhu o te Mātauranga
Ministry of Education

Te Kāwanatanga o Aotearoa
New Zealand Government

Register

To start the process, register at www.terito.govt.nz

If you've changed your SMS or are about to, register with the new SMS details to maintain your connection and ensure uninterrupted data flow.

Connect

All major SMS are connected to Te Rito and below are instructions for connecting each type.

eTap – *Takes 1 minute*	
Connection instructions	The eTap team will do it all for you. Either: 1. Forward your registration confirmation email to etap@etap.co.nz; or 2. Call them and ask for your school to be connected. Phone (09) 263 4827 or email at the address above.
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/how-to-connect-your-etap-school-to-te-rito
Edge – *Takes 1–2 minutes*	
Connection instructions	Once you login to your SMS: › Go to Admin Panel › Click School Settings › Tick the Te Rito check box
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/how-to-connect-edge
KAMAR – *Takes 1–2 minutes (once you've received your credentials)*	
Connection instructions	1. Email teritosupport@edsby.com to request your KAMAR credentials (you should receive a same day reply). 2. Once your credentials are received, follow the Knowledge Base instructions.
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/how-to-connect-kamar
Hero	
Connection instructions	Contact the Hero team about connecting.
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/how-to-connect-your-hero-school-to-te-rito
Helix – *Takes 1 minute*	
Connection instructions	Once you login to your SMS: › Go to Admin panel › Click School Settings › Tick the Te Rito check box
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/how-to-connect-helix

For all other SMS, please email terito@education.govt.nz for connection instructions.

Use

Once your SMS connection is confirmed, the next step is activating user accounts.

School staff must have an ESL account to access Te Rito. The information it holds is subject to the Privacy Act and only those directly involved in a student's learning can access it.

Below are steps for setting up you and your teams with Te Rito access.

Step 1: Principal activates their own account	
Setting up staff instructions	**1.** Confirmation of a school's SMS connection generates instructions to be emailed to the principal. **2.** The instructions outline steps for setting up their own access and inviting others to do the same. **3.** Follow the account activation instructions.
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/activating-your-te-rito-account
Step 2: Administrator manages user information	

Setting up staff instructions	**1.** For staff accounts to appear in Te Rito, first name, last name and email address must be in your SMS and up to date.
	
	2. Administrators can check details and add or remove Te Rito access in ESL.
	
	  › If **new staff** joined your school after 10 June 2025, Administrators must assign a Te Rito role to them in ESL.
	
	  › When **staff leave** your school, Administrators must remove their Te Rito role in ESL.

Further guidance	See Knowledge Base: https://teritosupport.edsby.com/activating-your-te-rito-account
Step 3: Principal invites others to start using Te Rito by activating their accounts	
Setting up staff instructions	**1.** Email teritosupport@edsby.com to request your KAMAR credentials (you should receive a same day reply). **2.** Once your credentials are received, follow the Knowledge Base instructions.
Further guidance	See Knowledge Base: https://teritosupport.edsby.com/activating-your-te-rito-account

For all other SMS, please email terito@education.govt.nz for connection instructions.

Roles

Access

School staff

Access for school staff is based on the work they do and the level of access needed to support them in their role. Principals and school administrators manage Te Rito access for school staff.

Students

Students access Te Rito using the Learner Identity Broker – a secure system similar to ESL, providing them with access to Te Rito plus other Ministry-approved platforms.

To set up access for students, email terito@education.govt.nz

For more information about the Learner Identity Broker, see the Ministry of Education website.

Feature	Te Rito Roles					
	Principals	School Admins	Deputy Principals	Teachers	SENCOs	Students
Administrative rights						
Enter, update and view user information	✔	✔				
Access to staff information						
Enter and view staff information	✔	✔	✔			
Access to dashboards						
View dashboards specific to own school	✔		✔			
View shared dashboards across clusters of schools	✔					
Access to student information						
View student information*	✔	✔	✔	✔	✔**	✔
View parent information	✔	✔	✔	✔	✔**	
View academic achievement information	✔	✔	✔	✔	✔	✔
View student portfolio***	✔	✔	✔	✔	✔	✔
Access to other tools**						
Use additional classroom / learning management features	✔	✔	✔	✔	✔	✔

* Student information is displayed in a secure area called the student panorama.
** Teachers can only view student and parent information of students in their class.
*** Students can publish posts to a downloadable learning portfolio.
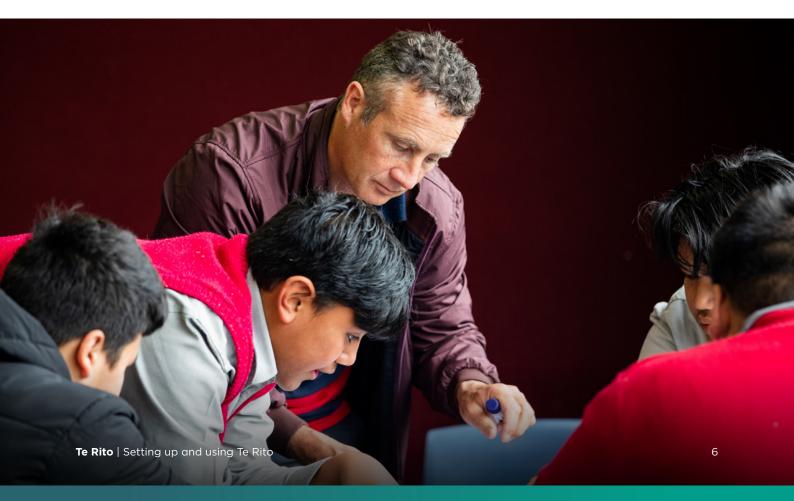**** Te Rito has a range of other tools and features that schools might choose to use.

Things to think about

Below are key considerations for key people when setting up Te Rito in your school.

Role	Considerations
School Boards	School Boards should consider: › How you will launch Te Rito in your school. › Talking with other schools about their use of Te Rito and potential collaboration opportunities. › Refreshing your understanding of requirements and responsibilities under the Privacy Act.
Principals	Principals should consider: › Who in your school will be using Te Rito, and any support they might need to set up their account. › Talking with your School Administrator about steps to take if you change SMS provider, and for maintaining staff accounts. › Talking with your school's Privacy Officer about: – Everyone's understanding of their responsibilities under the Privacy Act. – Whether your privacy policy and statements (and enrolment form) are up to date. – Managing requests for access or corrections to student or parent information. – The Office of the Privacy Commissioner's 'Privacy ABC for Schools' learning module.
School Administrators	School Administrators should consider processes to ensure: › Staff details are correct and up to date in your SMS. › ESL is updated when staff join or leave your school. › When a student leaves your school, any updates to their record are made in Te Rito within 3 weeks, before your school's access to make changes is denied. › When a parent or caregiver provides you with a statement of correction to their child's information, it's uploaded to Te Rito. › Your school's data continues to flow into the platform if your school changes SMS provider.
Deputy Principals	Deputy Principals should consider: › Understanding the features, access rights and considerations of the principal role, particularly in relation to supporting staff and students in their use of Te Rito.

Teachers	Teachers should consider:
	› Responsibilities for managing the security and privacy of student and parent information.
	› Requirements for supporting students in their access and use of Te Rito.
	› Engaging with teachers at other schools about incoming and outgoing students, and collaboration opportunities using Te Rito.
	› Reviewing guidance on Te Rito's other features such as setting up groups and managing classes.
SENCOs	SENCOs should consider:
	› Reviewing the notes of previous schools to understand specific needs, and any additional information to be updated or uploaded.
	› Any support funding previously allocated and how to ensure continuity so a student's learning isn't disrupted.
Students	Working with their teachers, students should consider:
	› What Te Rito offers, how to access and view their information, showcase their work.
	› How to interact with each other, and their teachers, parents and whānau about their learning.
	› What information others can view about them, how access to it is managed, and what to do if its incorrect.
	› Getting familiar with guidance on how to use Te Rito responsibly.

Connecting your community with Te Rito

Launching Te Rito in your kura or school is an opportunity to ensure everyone – students, teachers and whānau – understands the difference it will make for your tamariki.

Taking time to explain its benefits, how access and information will be managed, and what help and support is available for everyone, will help your community get ready for Te Rito too.

See the Te Rito website for a range of resources you can use when engaging with others about Te Rito. As well as self-help guides, there are other useful tools you can use such as short videos, case studies and posters you can download.

Help and support

Te Rito website
terito.govt.nz/resources

Te Rito Knowledge Base
teritosupport.edsby.com

Te Rito's in-platform **Collaboration Support Group** and shared resources

Education Service Desk
For all ESL-related queries
0800 422 599
(8am-5pm, Monday to Friday)

Te Rito Technical Support
For all other queries
teritosupport@edsby.com
0800 787 017
(9am-5pm, Monday to Friday excluding public holidays)

Me tīaki te mana o te tamaiti me tōna whānau

Protect and uphold the mana of the child and their family

Te Rito's whakatauāki acknowledges that student information is taonga and must be protected. The name Te Rito was gifted by Te Aupōuri. It represents the young flax at the heart of the harakeke, where it is secure and protected as it grows and flourishes – reflecting our protection of information as taonga.