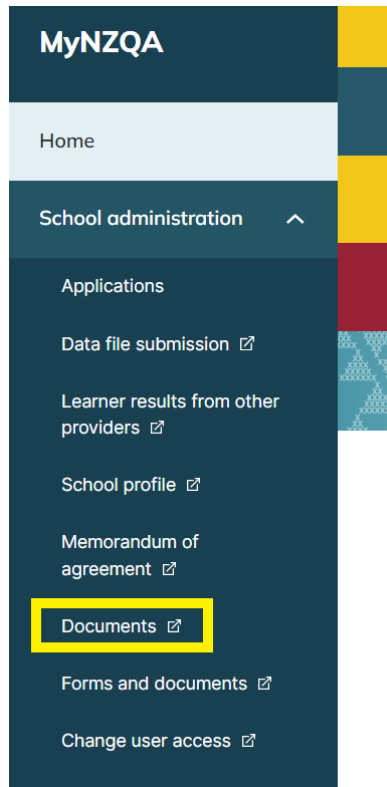


How to upload Code of Practice Attestation

Important: Please ensure that you have Education Sector Logon (ESL) to log into MyNZQA portal. For more information about ESL, please click [here](#) or contact service.desk@education.govt.nz.

1. Log in to your ESL and click MyNZQA
2. Under School Administration, click on **Documents**



3. Click **Upload** under Academic Year Documents

Academic Year Documents	
Year Ending	COP Attestation
2024	Upload by: 1 Dec 2024

4. Under Upload, click **Choose File** and select the file from your desktop and click **Upload**

The image shows an 'Upload' form. It has a title 'Upload' and a label 'File to upload *'. There is a 'Choose File' button (highlighted with a yellow box) and a 'No file chosen' text. Below this, there is a note: 'Please convert the document to P'. At the bottom, there are two buttons: 'Upload' (highlighted with a yellow box) and 'Return'.

Note: Please ensure that the file is saved as PDF. Click [here](#) to know more about how to convert a document to PDF.

5. Done!

Should you encounter an error uploading the file, please contact Code.Enquiries@nzqa.govt.nz.