Preparing your school for Secure Access launch

Welcome to the last phase of your school's Wi-Fi network upgrade, which is part of the Ministry of Education's Te Mana Tūhono programme to provide long-term IT support to schools. There are several steps your school needs to follow in preparation for the launch.

1 All aboard

Your school will have already signed an Agreement to Proceed (ATP) at the start of Equipment Replacement, and Secure Access is the next phase. Once Equipment Replacement is complete, Secure Access can kick off.

There are a few points to clarify with you before we start the mahi, and we'll be working closely with your school or kura to get Secure Access up and running. We'll need you to provide information such as your user and device directories to complete our designs of your new network and support your assigned N4L IT partner, including testing and sign-off.
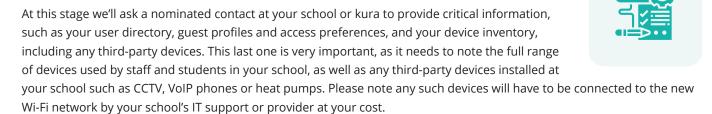
Although our services are covered by your annual Te Mana Tūhono contribution, there may be a few additional costs for your school to cover that you should be prepared for.

We'll keep you informed throughout the process, starting with a couple of heads-up emails with important things to be aware of.

2 Prepare for launch

Once everything is in place and we've aligned on dates, your assigned IT partner will visit your school and gather all information required for a successful migration.

At this stage we'll ask a nominated contact at your school or kura to provide critical information, such as your user directory, guest profiles and access preferences, and your device inventory, including any third-party devices. This last one is very important, as it needs to note the full range of devices used by staff and students in your school, as well as any third-party devices installed at your school such as CCTV, VoIP phones or heat pumps. Please note any such devices will have to be connected to the new Wi-Fi network by your school's IT support or provider at your cost.

Schools find it helps to nominate a key contact, and include your IT provider (if you have one), to liaise with our IT partner and N4L for this vital prep work.

③ Lift off, we have migration

On migration day your assigned IT partner will visit your school or kura and try to enrol all available devices to your network. Any remaining devices will have to be enrolled by your nominated staff who will be trained by our IT partner to do that in future.

If your school has an external IT provider we recommend that they join the migration day to be across the changes resulting from Secure Access.

Your assigned IT partner will also walk your team through Secure Access including the benefits, so they know how it impacts everyone. There will be a few other post-migration tasks for us, but after this you'll be good to go. We ask that schools then sign off the migration process as complete.

④ Wi-Fi access secured!

We've given you control of how ākonga, kaiako and guests access your school network, and what they can access when they're on it. Your school network is now less vulnerable to security breaches and online threats, protecting your school's student and staff data. Just as you wouldn't let someone enter your school buildings without signing in and identifying themselves, Secure Access helps control who is using your online environment and minimise threats to it. When combined with MyN4L, Secure Access also helps you understand what's being accessed on your school network, providing a powerful cybersafety tool.

Moving forward, we'll check in about how Secure Access went for your school through our survey.

You can reach out to our Customer Support team on **0800 LEARNING** Monday – Friday, 8am to 5pm, while your School Relationship Manager is also on hand to support you.

For more information see our website as well as Secure Access resources.