

Updating your Study with New Zealand website profile

Maximise the chances of referrals to your institution's website by having an up-to-date profile on [StudyWithNewZealand.govt.nz](https://www.studywithnewzealand.govt.nz)

1. Check if your institution has a profile already

[Visit our site](#) and search by your institution's name to see if you have a profile on the site already.

The Study with New Zealand website has an admin area for institutions that allows users to manage their institution profile directly, decide what is displayed online, and keep their contact information up to date.

2. Your institution already features on the Study with New Zealand website.

This means that someone at your institution is likely already set up with an account to access the admin area or has in the past.

If you don't know who has access or you would like to have access to it, please contact us on info@studywithnewzealand.govt.nz and we can help you with this.

If you know your login details to the admin area – you can login here:

<https://my.idp-connect.com/cmint/home.html>

3. You can't find your institution on the Study with New Zealand website.

If you can't find your institution, please contact us on info@studywithnewzealand.govt.nz and we can help get this set up for you. We will ask you to supply some basic information and then we will get your profile set up and provide you with your login details.

Please note all institutions listed on the Study with New Zealand website are subject to Terms and Conditions. You can review the T&Cs here:

<https://www.studywithnewzealand.govt.nz/terms-and-conditions-for-providers>

3. Keeping your profile up to date

While we carry out a major data upgrade for all institutions twice a year (via our partner IDP), now is a good time to check your information is displaying accurately on our Study with New Zealand website.

Why is this important?

Updating this yourself also enables you to customise the content shown to make your institution and courses stand out to perspective students. The information in your profile is also used by our search tool so ensuring this contains accurate and detailed information will help surface your institution and courses to the right audiences.

4. How to update your institutions' profile:

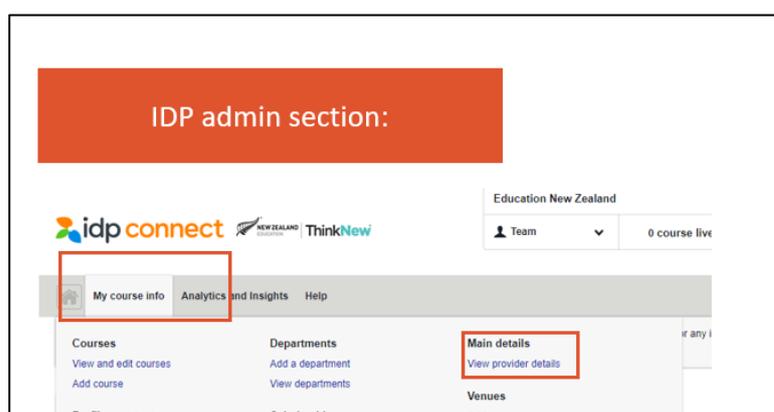
IMPORTANT: It takes 24 hours for any changes you do in the admin portal to be reflected on the site. It's also important to note that there are sections of the admin portal which content does not flow through and won't appear on our website. This guide only explains how to update the content which is shown on our website.

A. Where to update your main name and provider type: Please note you are not able to update your logo in the admin portal. If you need this updated, please contact: internationalaccountmanagers@idp.com

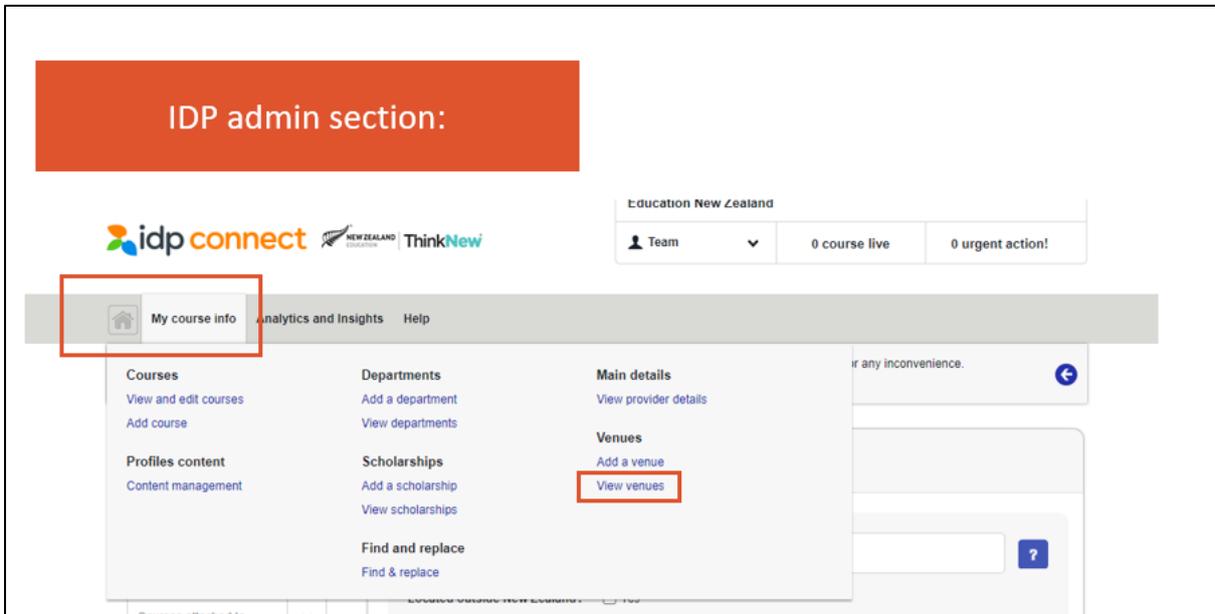
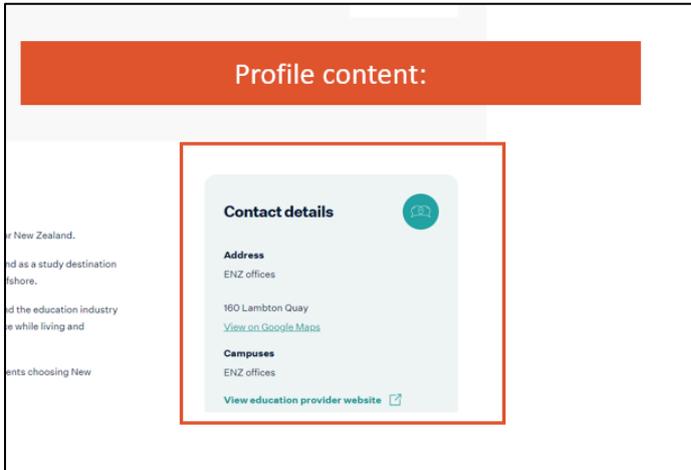
Profile content:



IDP admin section:

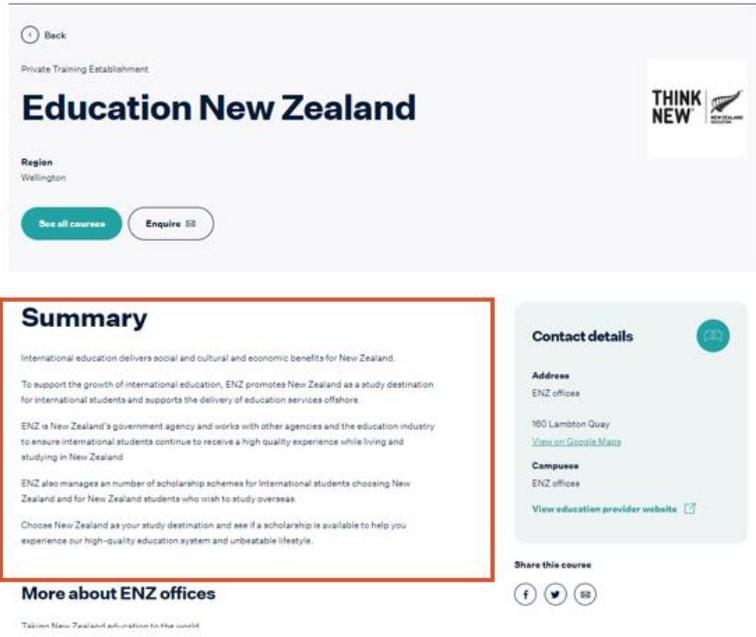


B. Where to update your contact details:



C. Where to update the “summary” section:

Profile content:



Profile content:

Back

Private Training Establishment

Education New Zealand

Region
Wellington

See all courses Enquire

Summary

International education delivers social and cultural and economic benefits for New Zealand.

To support the growth of international education, ENZ promotes New Zealand as a study destination for international students and supports the delivery of education services offshore.

ENZ is New Zealand's government agency and works with other agencies and the education industry to ensure international students continue to receive a high quality experience while living and studying in New Zealand

ENZ also manages a number of scholarship schemes for international students choosing New Zealand and for New Zealand students who wish to study overseas.

Choose New Zealand as your study destination and see if a scholarship is available to help you experience our high-quality education system and unbeatable lifestyle.

More about ENZ offices

Taking New Zealand education to the world

Contact details

Address
ENZ offices

160 Lambton Quay
[View on Google Maps](#)

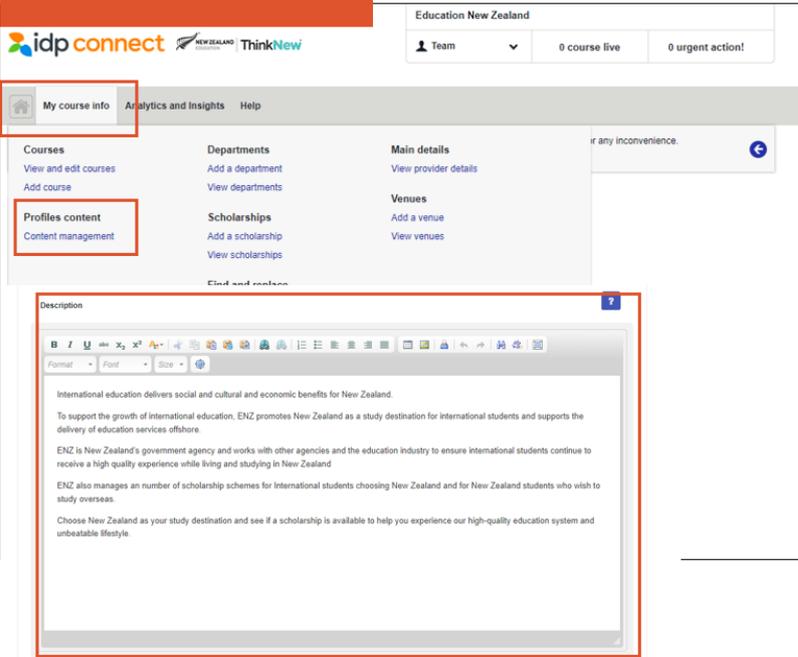
Compass
ENZ offices

[View education provider website](#)

Share this course

f t g+

IDP admin section:



IDP admin section:

Education New Zealand

Team 0 course live 0 urgent action!

My course info Analytics and Insights Help

Courses
View and edit courses
Add course

Departments
Add a department
View departments

Main details
View provider details

Profiles content
Content management

Scholarships
Add a scholarship
View scholarships

Venues
Add a venue
View venues

Description

International education delivers social and cultural and economic benefits for New Zealand.

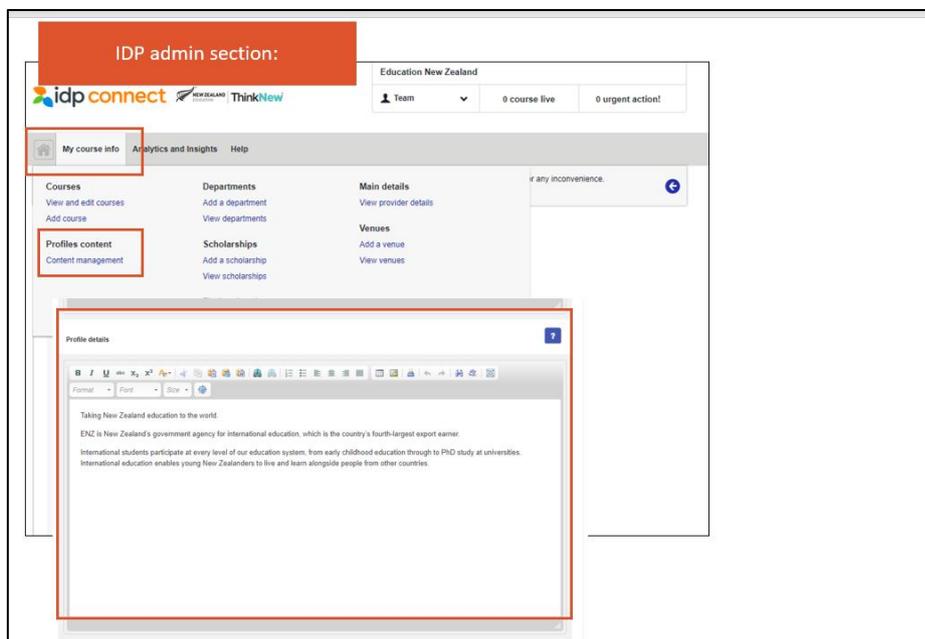
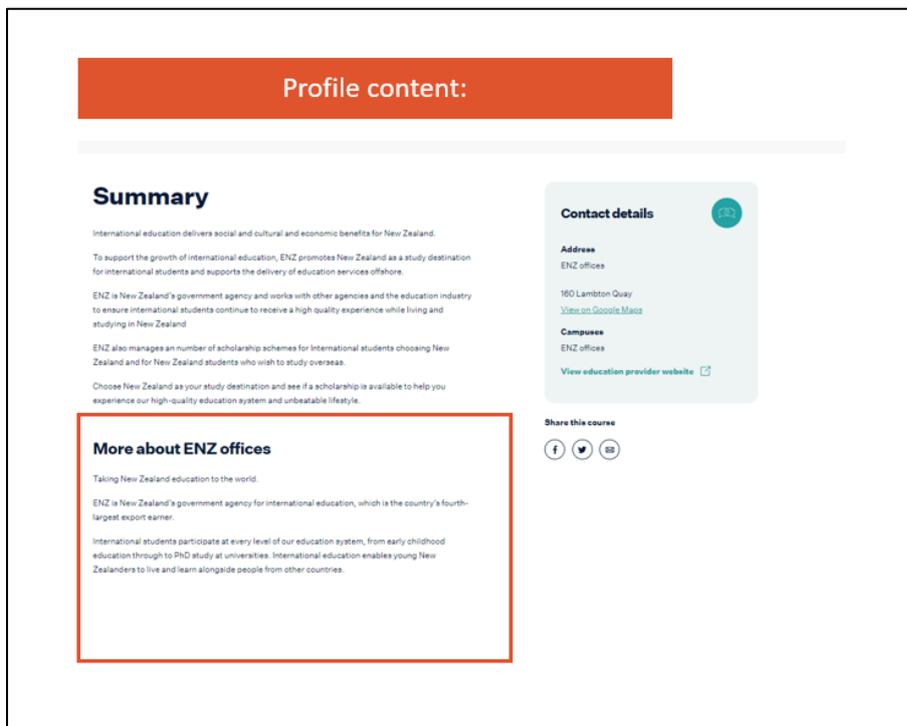
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D. Where to update the “more about” section:



E. Adding gallery images to your profile. IMPORTANT: Images should be 480 pixels in width by 270 pixels in height. They should be saved as JPG files. Max file size should be 5MB. Please note that videos are not able to be displayed on the Study with New Zealand website at this time.



Profile content:

Gallery




○
○
○

IDP admin section:





[COURSE INFO](#)
[ANALYTICS AND INSIGHTS](#)
[HELP](#)

COURSES	PROFILES CONTENT	DEPARTMENTS	MAIN DETAILS
View and edit courses Add course	Content management	Add a department View departments	View provider details
		SCHOLARSHIPS Add a scholarship View scholarships	VENUES Add a venue View venues
		FIND AND REPLACE	

IDP admin section:

Save

PROFILE IMAGES Add image



Kapiti College, Music
Submitted 11/12/2017

[Delete image](#)



Kapiti College, Beach
Submitted 11/12/2017

[Delete image](#)



Kapiti College, Flying
Submitted 11/12/2017

[Delete image](#)



Kapiti College, Island
Submitted 11/12/2017

[Delete image](#)



Kapiti College Students
Submitted 11/12/2017

[Delete image](#)

5. How to update your institutions' courses or add a new course:

IMPORTANT: It takes 24 hours for any changes you do in the admin portal to be reflected live on the site.

A. Where to edit your existing courses:

IDP admin section:

The screenshot shows the IDP admin interface. At the top, there's a navigation bar with 'My course info', 'My advertising', 'Analytics and Insights', and 'Help'. Below this is a sidebar menu with 'Courses' highlighted in a red box. An orange callout box with an arrow points to the 'Courses' menu item, containing the text 'Click here to edit existing courses.' Other menu items include 'View courses', 'Add a course', 'Add an EFL course', 'View all EFL courses', 'Profiles content', 'Content management', 'View departments', 'Add an institution summary', 'Scholarships', 'Add a scholarship', 'View scholarships', 'Find and replace', 'Find & replace', 'Venues', 'Add a venue', 'View venues', and 'Status'.

IDP admin section:

The screenshot shows the 'Postgraduate Diploma in Horticultural Science' course details page. The page has a 'Back to all courses' button at the top right. Below the course title, there's a 'SAVED' indicator. The 'ABOUT THE COURSE' section includes 'Add TNE info' and 'Add Major/Concentration' buttons. The 'Qualification' is 'Postgraduate Diploma' and the 'Summary' is 'Deepen your understanding and advanced knowledge of horticultural s...'. The 'Edit course info' button is highlighted with a red box and a callout box that says 'Click to edit the course information.' The 'NOW ADD A DELIVERY... INCLUDING DATES, VENUES AND PRICES' section includes 'Add new delivery' and 'Edit this delivery' buttons. The 'Add new delivery' button is highlighted with a red box and a callout box that says 'Add new delivery mode (study mode, course length, different venue (campus)).' The 'Edit this delivery' button is highlighted with a red box and a callout box that says 'Edit existing delivery modes.'

B. Updating the name and level of study of a course:

Profile content:

University
Lincoln University

Postgraduate Diploma in Horticultural Science

This course is available On-Campus Show more course options	Level of Study Postgraduate Certificate or Diploma	Duration 1 year	Next start date Expected Jul 2022	Campus Lincoln University
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IDP admin section:

Postgraduate Diploma in Horticultural Science [Back to all courses](#)

(SAVED)

ABOUT THE COURSE

Course title*	Postgraduate Diploma in Horticultural Science	Course name
Qualification*	Postgraduate Diploma	Level of study

C. Updating and adding delivery mode information:

Profile content:

University
Lincoln University

Postgraduate Diploma in Horticultural Science

This course is available On-Campus	Level of Study Postgraduate Certificate or Diploma	Duration 1 year	Next start date Expected Jul 2022	Campus Lincoln University
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[Show more course options](#)

IDP admin section:

NOW ADD A DELIVERY... INCLUDING DATES, VENUES AND PRICES CANCEL SAVE

Start dates *

Mon 18 th Jul 2022	X
Mon 20 th Feb 2023	X
Mon 17 th Jul 2023	X

DD/MM/YY Add start date Delete all dates

More start options

Study mode * Full time i

Duration 6 months

Duration description

Application deadline

Application details i
Applicants must apply online. If you need to apply for admission please submit your complete application for admission at least 6 months before the intended start date.

Venue* University of Canterbury ADD A VENUE i

Annotations:

- Add future start dates for this course for this particular study mode.
- Add study mode (full-time means they need to study in New Zealand in person so will show as 'On-Campus').
- Add duration of this course (time needed to complete).
- Add campus (venue) for this course

IMPORTANT: Accessing your enquiries from the Study with New Zealand website.

We'd also encourage you to join MaiENZ to access any prospective student enquiries from your profile – instructions for that follow. You can register for a MaiENZ account at <https://maienz.enz.govt.nz/>. MaiENZ is an online hub for ENZ's digital tools and services.

How to access Enrolment Opportunities.

1. Make sure you have a MaiENZ account – if not please register for one here: <https://maienz.enz.govt.nz/>
2. If you have an account sign in here: <https://maienz.enz.govt.nz/>
3. Then check you have access to Enrolment Opportunities. If you don't have access (it will appear greyed out on your dashboard) please contact us on maiENZ@enz.govt.nz and we can sort this out for you.

Any questions: Contact us at info@studywithnewzealand.govt.nz and we will be happy to help.