Seed Certification Information System (SCIS)

Sign In

to access the
Seed Certification Information System

User Guide for: Initial Registration

This guide is to help Organisations with the initial registration into the Seed Certification Information System and Re-setting Password if required.

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Initial Registration Process

To be able to log into SCIS you must be an organisation. SCIS has eight organisation roles which are listed in table 1. The NSCO is the only organisation that can register organisations. The New Zealand Seeds Authority has contracted the AsureQuality seed business for the regulatory operational roles of SCIS. These include NSCO, FISP, LTSP and IVA. MPI also has a role as the NDA (National Designated Authority) for the OECD and EU scheme and overview on the New Zealand domestic seed varietal certification scheme.
All Organisations must contact the NSCO and request to be registered for SCIS; either by email seed@asurequality.com or phone 06 351 7962.

For new organisations The NSCO has a 'New Organization Form' they will send to complete and return. The organization can register for multiple roles if they are eligible. An organization with sites in multiple locations can have these identified as separate locations. Once the organization is registered, the staff who use SCIS within the organization must also be registered. They may also be registered of multiple roles if appropriate. Users must not share their login and password as this protects the confidentiality of each user.

Table 1 – Organisation Roles

NSCO	National Seed Certification Office - operates the administrative functions of SCIS.
MPI	Ministry for Primary Industries – approves final verification release of MD seed lots labelled with OECD and OECD-EU labels
IVA	Inspection and Verification Agency - operates the administration, inspection and official verification of SCIS
Grower	Plants, maintains and harvests production sites to create FD seed lines
Merchant	contracts Growers to produce seed for domestic and international market requirements
Processor	Receives, cleans, packages, labels and stores seed produced by Growers
FISP	Field Inspection Service Provider - inspects production sites during the growing season to ensure they meet the required rules, regulations and standards of the applicable certification schemes.
LTSP	Laboratory Testing Service Provider - tests MD seed lots to ensure they meet the required seed certification scheme seed lot purity and germination standards applicable to the labelled certification scheme

The first Email.

The NSCO will trigger the initial registration by entering a user for your organization. This will trigger an email to be sent to that user. The email should look like figure 1 below.
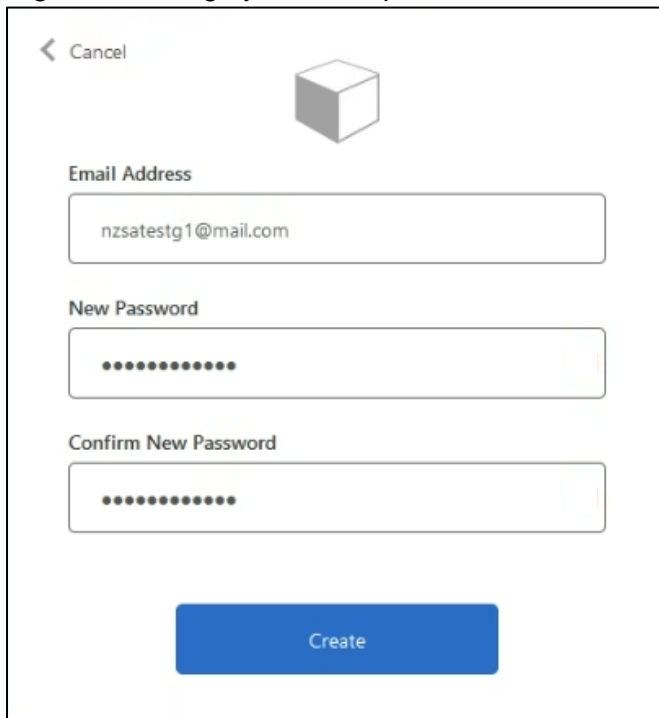
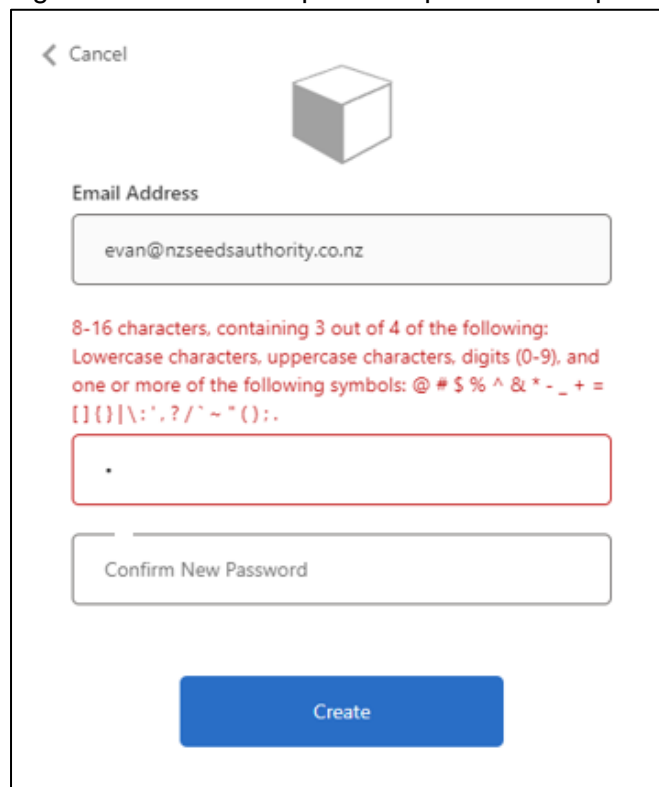Figure 1. Email to activate your SCIS access (this example is mail.com).

Change Your Password

If you don't receive this email, please check your junk or spam mailbox. Where you see Click here – move your curser to **here** and click. This will open the link to a screen that will allow you to enter and confirm a new password (see figure 2 below).

Figure 2. Change your initial password.

When you begin typing your password (pw), **red** writing pops up detailing the pw format requirements – take note as this may disappear after you begin typing your pw and before you finish typing. Type in your pw, confirm the pw then click on the Create button.

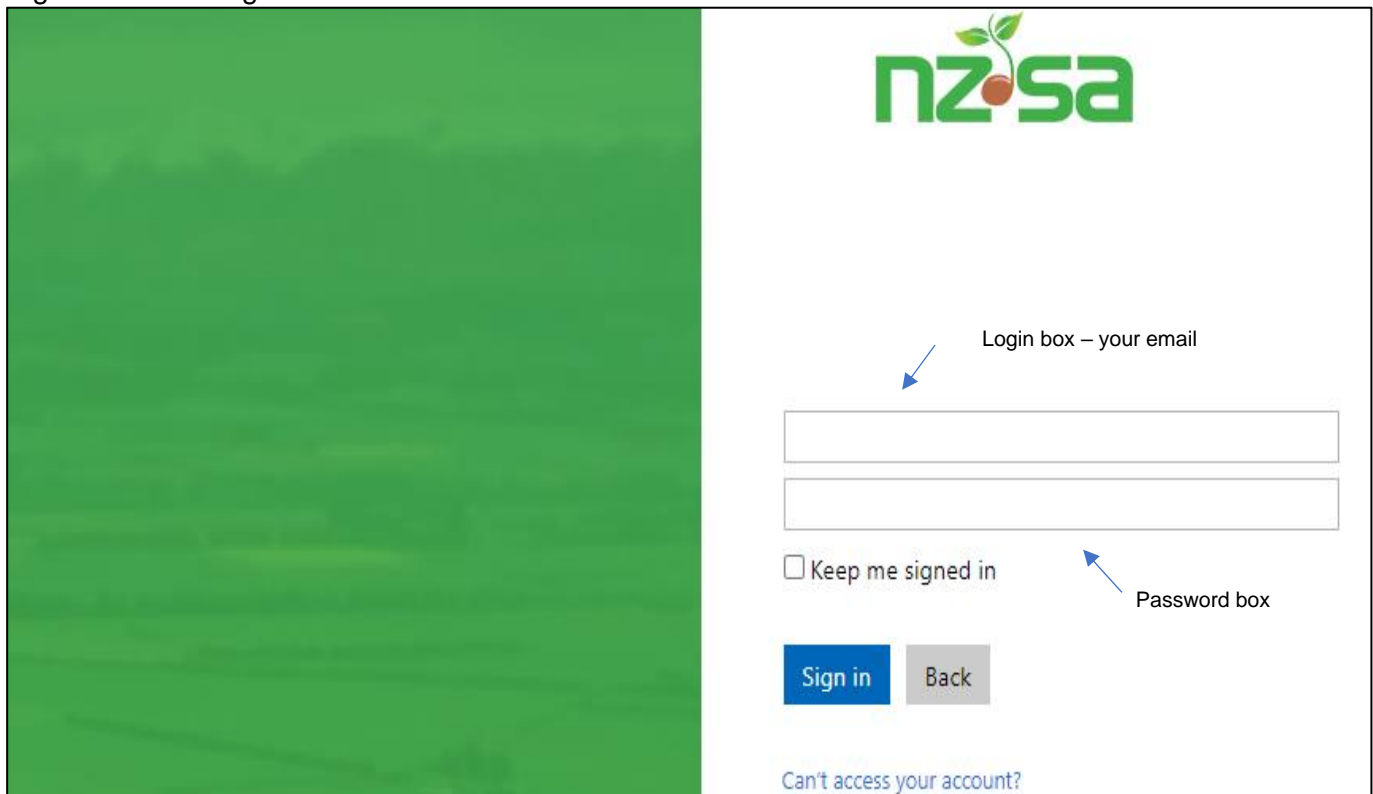Figure 3 – Character options required for the password

A Hint
Write your proposed password (pw) down before starting to enter it. That should help you put in the same password when you repeat it to confirm. If you accidentally type the confirm password different to the first password, a warning will appear at the top of the Password screen.

After clicking the Create , the SCIS sign in screen should appear. Click on the Sign In button to get the login screen.
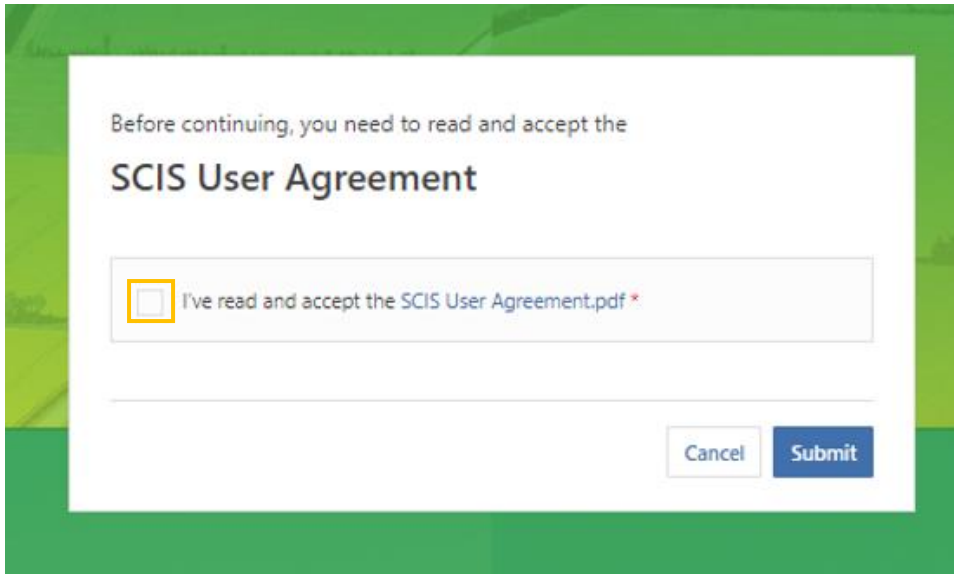
Figure 4. SCIS sign in screen

New Zealand Seeds Authority

NZSA's mission is that through effective policy and governance, New Zealand has professionally and efficiently managed seed certification schemes delivering product that meets all statutory and regulatory standards.

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Figure 5. SCIS Login screen

Login box – your email

☐ Keep me signed in

Password box

Sign in   Back

Can't access your account?

SCIS User Agreement

When you login for the first time, the SCIS User Agreement screen will appear. This only happens the first time you login.
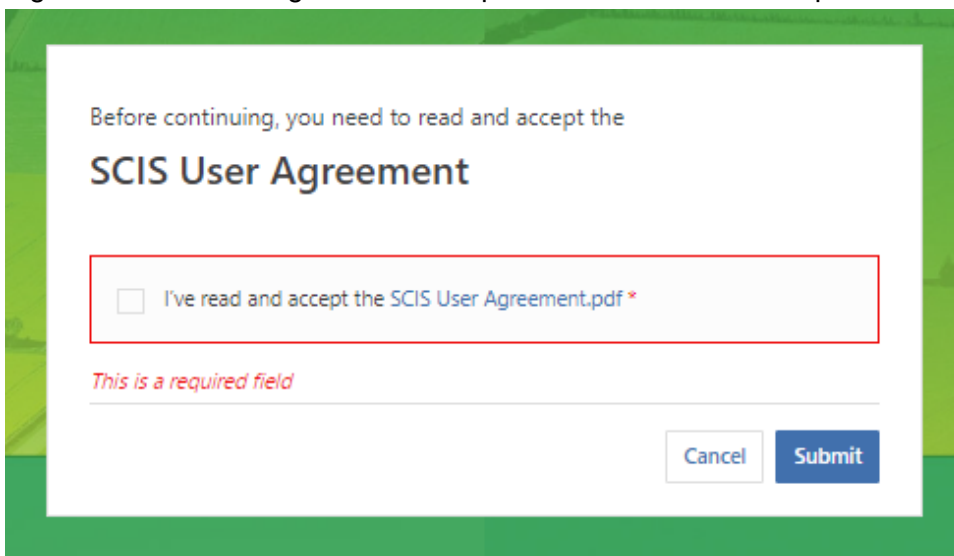
Figure 6. SCIS user agreement acceptance screen

Please read the terms and conditions of the user agreement carefully before you start using this platform.

If use is on behalf of an organisation you confirm that you are authorised to, and do in fact, agree to these terms and conditions on that organisation's behalf and that, by agreeing to these terms and conditions, that organisation is bound by these terms and conditions. You can print it and save it in a file for future reference.

After reading them, click in the small box then click on the Submit button (you cannot get access to SCIS if you don't click in that box) and this will open your SCIS screen at the Notifications page (see figure 6).

Figure 7. SCIS user agreement acceptance reminder it is a required to access SCIS

Figure 8. Copy of SCIS user agreement

Seed Certification Information System Terms and Conditions

These terms and conditions apply to the use of this Seed Certification Information System (SCIS) via the www.nzseedsauthority.co.nz platform.

Please read the following terms and conditions carefully before you start using this platform. By using this platform, you agree to be bound to these terms and conditions. If use is on behalf of an organisation (e.g. a company), you confirm that you are authorised to, and do in fact, agree to these terms and conditions on that organisation's behalf and that, by agreeing to these terms and conditions, that organisation is bound by these terms and conditions.

1. **Intellectual property rights and data ownership**
   The New Zealand Seeds Authority (NZSA) hold all copyright and other intellectual property rights in this platform and the underlying software system. All data on this platform required for the purposes of meeting eligibility for certification in domestic, OECD and OECD-EU schemes is owned by the Ministry for Primary Industries.

2. **Your use of the platform**
   a. You are responsible for any and all activity initiated in, on, or from your accounts when accessing this platform.

   b. Your access to this platform is limited based on user profiles defined by this software and automatically enforced. Access is assessed and provided by the SCIS system administrator.

   c. You agree to use the platform in a manner that complies with all applicable New Zealand laws and regulations and that does not infringe the rights of anyone else, nor restrict or inhibit their use of the platform.
      You agree not to:
      - damage or harm the platform, or any underlying or connected network or system;
      - introduce any content or code to the platform which is technologically harmful;
      - upload or post any content on the platform (or use the platform to transmit any communication) which is illegal, obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy or otherwise objectionable.

3. **Our Liability**
   NZSA will not be liable for any loss or damage (direct or otherwise) you suffer in connection with your use of this platform. NZSA also exclude any condition or warranty that could be implied into these terms (but only to the extent that this is allowed by law).

Figure 8 continued

4. **Security**
   a. NZSA have digital and managerial processes and polices in place to protect the information collected on this platform. Any information sent through the platform is passed through a cloud-based server using encryption technology. All stored data is protected with secure passwords, user log-ons and other security procedures.

   b. You are responsible for taking all reasonable steps to:
      • prevent someone misusing or getting unauthorised access to your computer system or to any codes or passwords you have to access this platform.
      • ensure your computer system and data are free of viruses, malware and other forms of corruption and harmful applications.
      • ensure that your computer software, including security applications, are kept up to date with the latest updates and patches.
      • keep your account and password confidential and not authorise or permit any third party to view, access, or use the Platform.

   c. NZSA monitor usage and interaction with this platform for security and privacy purposes. We use third party service providers to facilitate this monitoring.

   d. All documentation entered in this platform is passed through and scanned by a malware application.

5. **Privacy Statement**
   a. Personal information is collected about you through the platform if:
      • you are registering on the platform to use any facility or online tool on this platform;
      • you are submitting a grower application and participating in the NZ Seed Varietal Certification scheme. The provision of personal information for this purpose is a Ministry for Primary Industries requirement

   b. In each case, this personal information is only used for the purpose for which it was collected. NZSA will keep any personal information you provide secure and will not disclose it to any other parties without your prior consent or as required or permitted by the Privacy Act 2020 or otherwise required or permitted by law. NZSA's Privacy Policy is available on this platform.

   c. Information held in the SCIS is subject to the Official Information Act 1982 and may be subject to requests for information under that Act.

   d. If NZSA consider that you have breached these terms or any applicable law NZSA may provide your personal details as seen fit to enable NZSA or any third party to take court proceedings, enforce or apply these terms, or to protect any party's rights, property or safety.
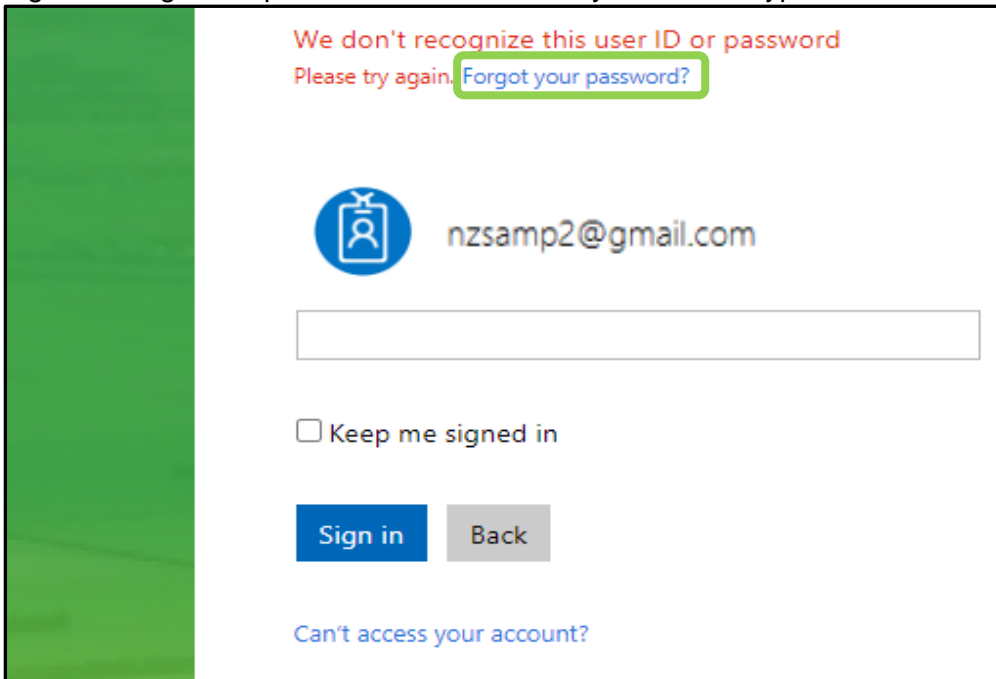
6. **NZSA and MPI Rights**
   NZSA reserves the right at any time, and from time to time to amend, modify, replace, terminate or make exceptions to these terms without prior notice to Users. It will, however, inform users of the new changes. Continued use of this Platform following these changes will be deemed as "implied consent". Users will not be asked to accept revised Terms and Conditions.
   MPI and NZSA reserve the right to suspend or terminate your access to the Platform at any time, without incurring liability, including in the event that you violate these Terms and Conditions of use.

Changing Your 'Password' after you are already SCIS Registered

There are 2 options regarding changing your password. Both options occur on the login screen. For figure 9, try retyping your login and password just in case you mistyped it.
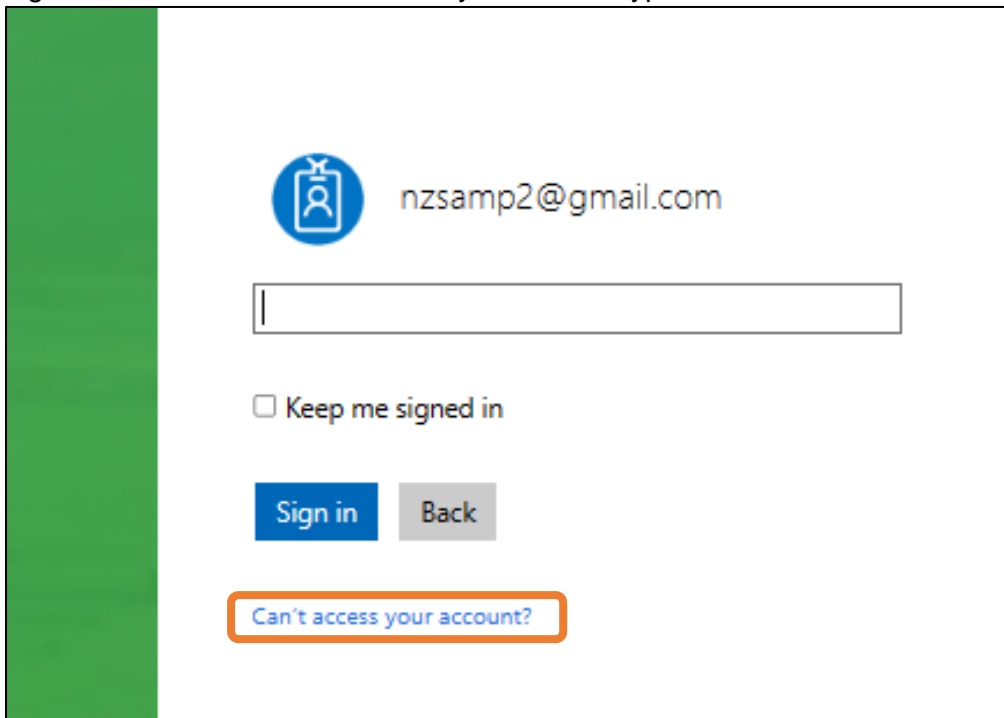
Figure 9. Login and password have most likely been miss typed

For figure 10, try retyping your password just in case you mistyped it.
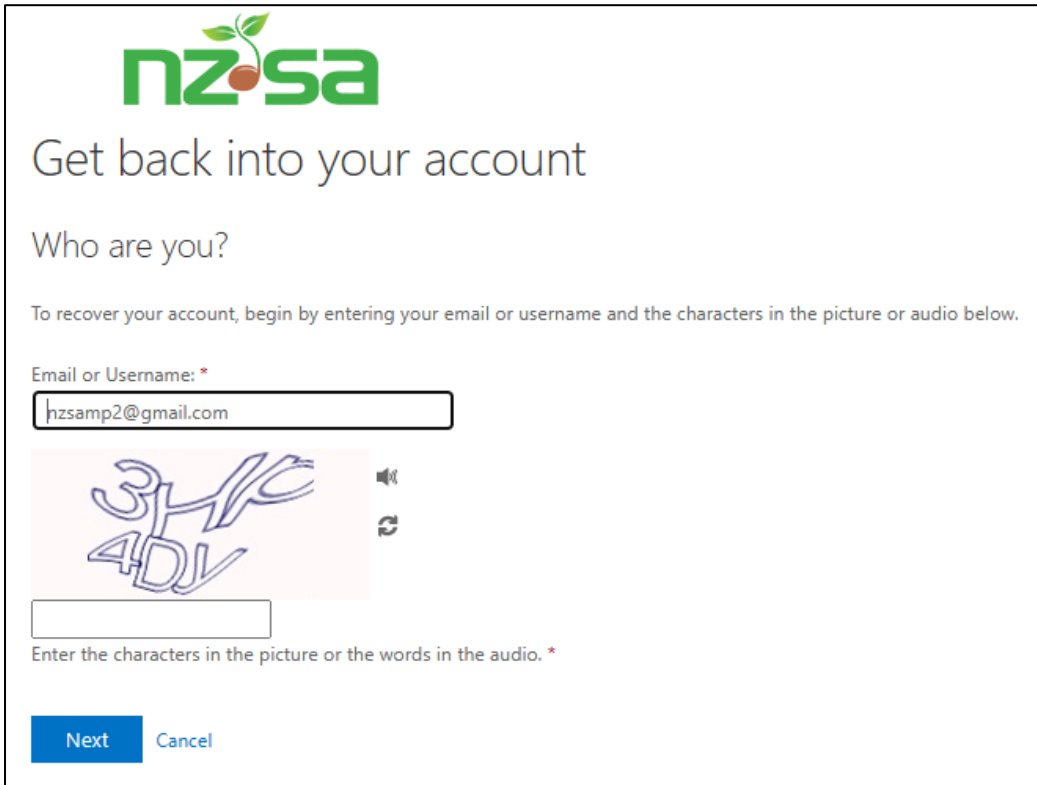
Figure 10. Password has most likely been miss typed

When this screen pops up, enter your correct Email address. The characters in the picture to be entered can be entered as lower case. There is an audio option but the 'characters' option is simpler. Click on Next to get the pop up to enter your chosen password.

Figure 11. Screen to initiate Password change.

Enter your chose password where it says **verification step 1** > choose a new password then click the Email .

Figure 12. Enter a new password