

Memo

Queensland Curriculum and Assessment Authority

27 January 2026

All schools

Number: 005/26

Updating QCAA Portal access

Purpose

To remind schools to:

- update their staff access and roles and application (app) set-up in the [QCAA Portal](#) to
 - reflect current staffing
 - prepare for the delivery of NAPLAN
 - maximise app functionality
- ask their staff to ensure their details are up to date in the QCAA Portal.

Information

Schools use a range of QCAA Portal apps to complete processes such as endorsement, confirmation and NAPLAN administration.

To ensure ongoing access to and use of the relevant apps, it is recommended that your school completes the following four tasks as you prepare for the school year.

Review and update roles

The Access Management Administrator for your school should:

- [check staff access](#) by generating Staff QCAA Portal access reports for principal review. The review of these reports ensures only approved staff have access to the relevant apps and appropriate roles within apps
- [assign and revoke roles](#) for staff in your school, including
 - assigning roles for new staff
 - updating app access for existing staff
 - revoking access for staff who have left your school
- assign the
 - [Principal position](#) to the principal in your school
 - [Principal's delegate NAPLAN position](#) to the nominated delegate/s
 - [Principal's delegate QCE position](#) to the nominated delegate/s. **Note:** To avoid unnecessary communication from the QCAA around Queensland Certificate of Education (QCE) system procedures, ensure this role is not allocated to staff at schools that do not deliver the QCE, e.g. junior schools.

Advise staff to update their details

All staff should review and update their details in the [My Details](#) app. This includes:

- updating the email they use to log in to the QCAA Portal
- updating personal/contact information
- requesting a new app role, e.g. fileShare Submitter.

Note: Schools should ensure they have two Access Management Administrators. The Access Management Administrator role is required to [action role access requests](#). If needed, request another Access Management Administrator for your school using the [Access Management Administrator request form](#).

Review and update NAPLAN Administration roles

To ensure your school is prepared for NAPLAN, check that staff have [been assigned appropriate roles](#) in the NAPLAN Administration, NAPLAN AARA and fileShare apps. The Staff QCAA Portal access reports allow you to view users assigned each role or all roles assigned to a specific user.

Review and update P–10 Planning app set-up

To enhance the functionality of the P–10 Planning app, we suggest that administrators:

- configure the 2026 term dates
- update learning area / subject offerings if they have changed
- reassign ownership of year level / band plans and unit plans if the owner has left the school
- reassign learning areas / subjects and year levels to users.

What you need to do

Ensure that the relevant staff in your school complete the above tasks to review and update staff access and roles in the QCAA Portal.

Finding out more

For more information:

- access the [QCAA Portal help guides](#)
- view the [QCAA Portal for NAPLAN page](#) for NAPLAN administrators
- email Client Services at clientservices@qcaa.qld.edu.au or phone (07) 3864 0299.

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