

NAPLAN — Preparing

Factsheet 4: Invite School Technical Support Officer



The **Principal** or **NAPLAN Coordinator** must invite the School Technical Support Officer (STSO) to register in the Assessment Platform (www.assessform.edu.au).

1. Select.

Manage School-based Users	
	Invite NAPLAN Coordinators
	Manage NAPLAN Coordinator
	Invite School Technical Support Officer
	Manage School Technical Support Officer

2. Enter email addresses.

3. Select **Send Invitations**.

Invite School Technical Support Officers via secure link

Invite new School Technical Support Officers to self-register by emailing a secure link. Please complete the information below, and send the invitations. You can invite up to 30 users at a time. Note that the people you invite will not be able to choose their own username, or specify an email address different to the one chosen by you.

School*

Email Addresses*

Link expiry (hours)*

Email Subject*

Email Body*

Do not alter this text.

Welcome.

[Inviter.FullName] from [Inviter.FullName] ([Inviter.EmailAddress]) on behalf of [Inviter.MainRole] of [Invitation.OrgUnit] for the NAPLAN Online training session.

Your username is your email address.

Follow this link to complete the registration process: [Link]

This link is valid for 30 days. It will become invalid once you have completed your registration.

For registration queries, please contact your Jurisdiction helpdesk - <https://www.assessform.edu.au/Help/Support.aspx>.

When your registration is complete, please visit the Online National Assessment Platform at <https://www.assessform.edu.au> for more information.

This is an automated email - please do not reply to this email.

Words: 91

More information

If you would like more information, please visit the QCAA website at www.qcaa.qld.edu.au and search for 'NAPLAN'. Alternatively, phone 1300 214 452 or email naplan@qcaa.qld.edu.au.



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1. Assessment Platform screenshots have been accessed via www.assessform.edu.au and are used with permission of Education Services Australia (ESA).