

# NAPLAN — Delivering

## Factsheet 13: Create and manage TA session logins

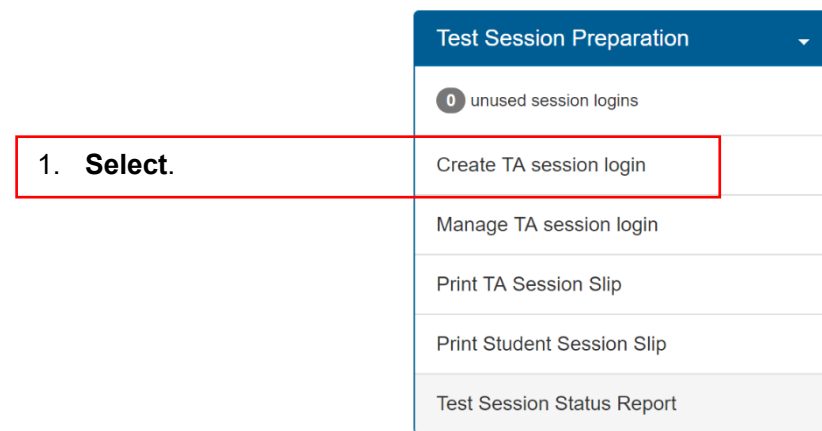


The **Principal** or **NAPLAN Coordinator** must create a **TA session login** for every test session. TA session logins must be created prior to printing (see [Factsheet 14: Print TA session slips](#)).

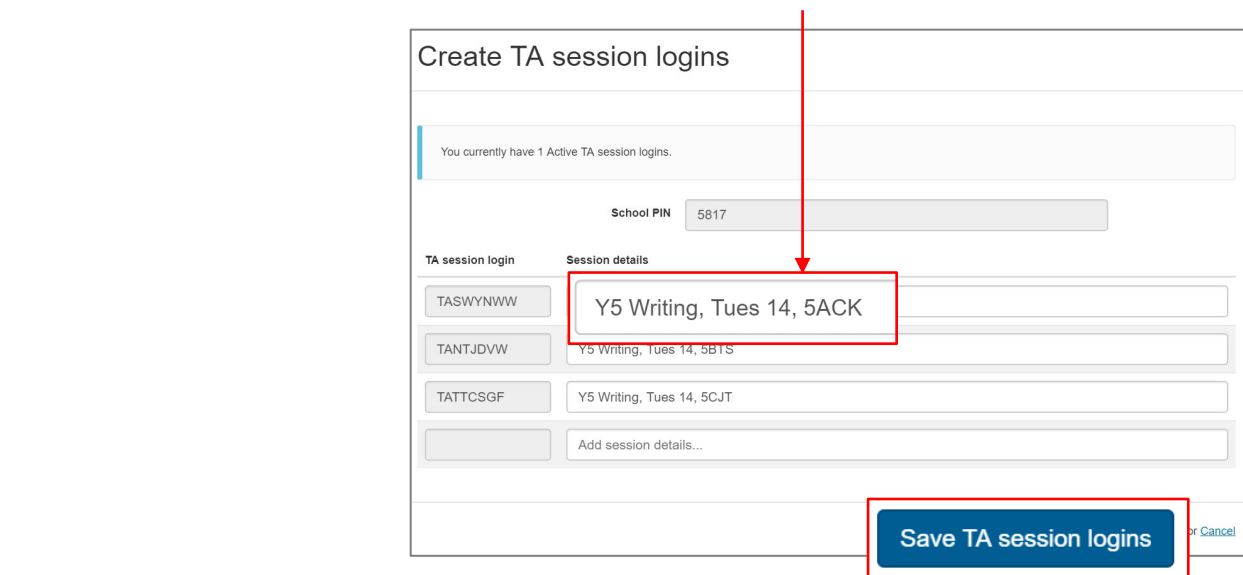
Determine the total number of test sessions to be created by referring to the school test schedule. It is recommended to use the same naming conventions.

### Create TA session logins

It is recommended to create **all** the TA session logins that you need at the same time — based on the naming conventions used in the school test schedule.

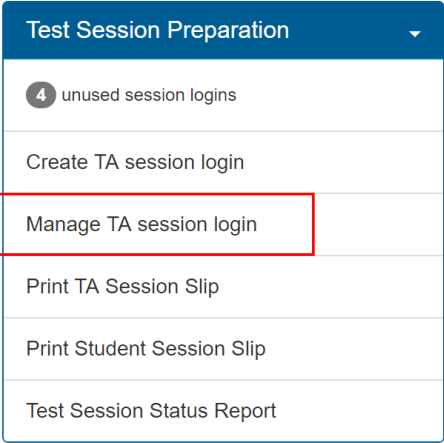


2 Select **Add session details**.

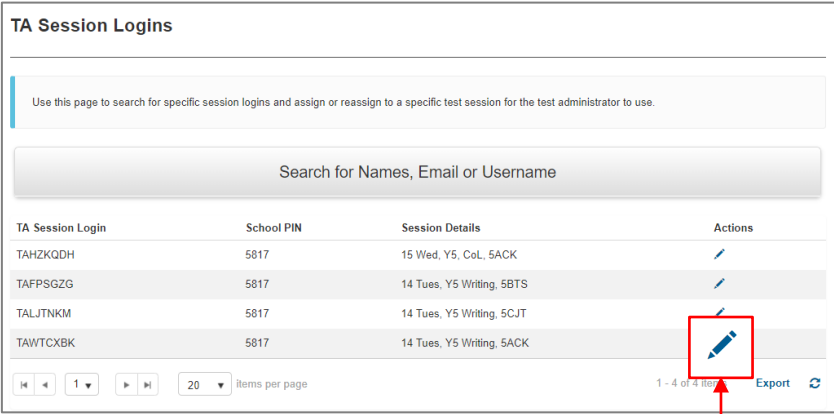



# Manage TA session login

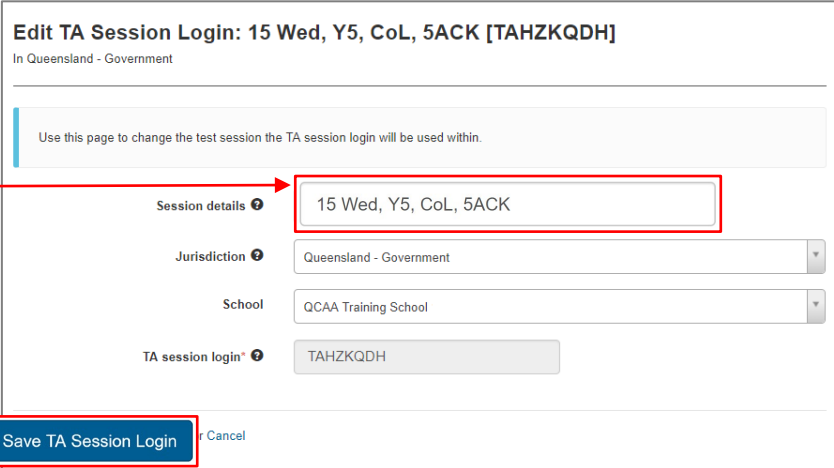
Unused TA session logins cannot be deleted; however, they can be renamed.




1. Select.



2. Select the pencil icon .



3. Select and edit details.



4. Select **Save TA Session Login**.

## More information

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



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