

NAPLAN — Preparing

Platform guide 2: Registration



The **principal**, **NAPLAN coordinator** and **school technical support officer** must complete the registration process in the [online national assessment platform \(assessment platform\)](#).

You must **register within 30 days** and complete all steps of the registration the first time you access the link.

Items required to complete registration

Roles	Invitation email	School PIN	Grid card
Principal	✓	✓	✓
NAPLAN coordinator	✓	✓	✓
School technical support officer	✓	Not required	

The QCAA will invite the principal via the assessment platform (email from notifications@assessform.edu.au). The principal is responsible for inviting other school staff in the assessment platform (see [Platform guide 3: Invite NAPLAN coordinators](#) and [Platform guide 4: Invite school technical support officer](#)).

1. Select the link in the email from notifications@assessform.edu.au to begin registration.

The screenshot shows a 'Sign Up' form with the following elements:

- Header: 'Sign Up' and 'Create your account. [Login](#) if you already have an account.'
- Invitation message: 'Invitation to sample.principal@email.com.au for the role of the 'Principal' at Sample school.'
- Form fields: 'First name*' and 'Last name*' (both mandatory).
- Button: 'Sign Up'.
- Footnote: '* denotes mandatory fields'.

Numbered instructions are overlaid on the form:

2. Enter details. (Points to the first name and last name fields)
3. Select **Sign Up**. (Points to the Sign Up button)

The principal and NAPLAN coordinator must complete a two-step verification process using the **school PIN** and their individual secure **grid card**.

Two-step verification process

Principal and NAPLAN coordinator only.

Step 1

The screenshot shows the 'Set my password' form with the following steps highlighted in red boxes:

- 4. Create password. (New Password* field)
- 5. Re-enter password. (Confirm Password* field)
- 6. Enter your **school PIN**. (School PIN* field)
- 7. Select **Set Password**. (Set Password button)

Text on the form: Password requires at least 9 characters, one uppercase letter, one number, one special character (e.g. l@#5%). Enter your School PIN to confirm your password change. Upon selecting 'Set Password' you will be presented with the NAP secure login reference to complete.

School PIN is required for the initial login only.

Step 2

A grid card is required to complete your login. Use **one** grid card from the set provided in your QCAA welcome pack.

The screenshot shows the 'Set my password' form with the following steps highlighted in red boxes:

- 8. Use **grid card** and enter grid reference values. (Grid Reference: A 7 B 4 G 10, Value* field)
- 9. Select **Set Password**. (Set Password button)

Text on the form: Password requires at least 9 characters, one uppercase letter, one number, one special character (e.g. l@#5%). Use the grid references to find the appropriate letters for the access key. Eg Grid reference A1 is the top left cell of the NAP secure login card. Use this NAP secure login card to respond to the challenge below. If you do not have NAP secure login card, please contact your principal or administrator.

Keep your grid card secure — it is assigned specifically to you and is required for all your future logins to the [assessment platform](#).

Subsequent logins will only require a username (the email address the registration link was sent to) and grid card reference.

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).