
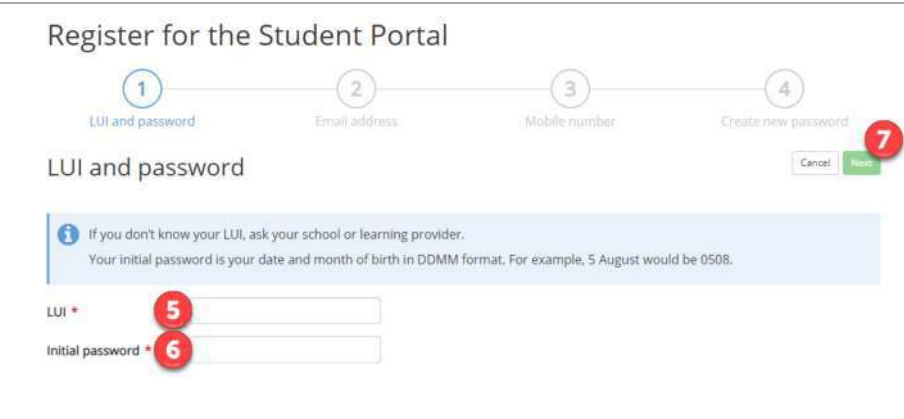
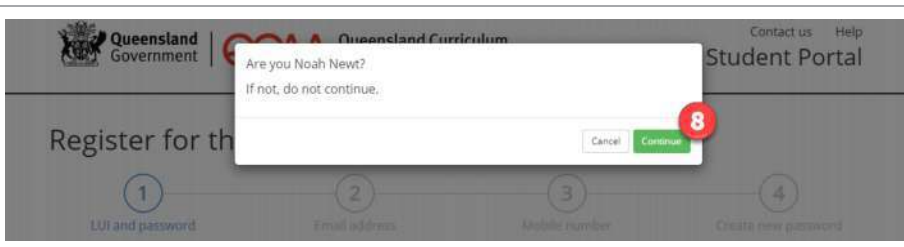


# Registering for Student Portal

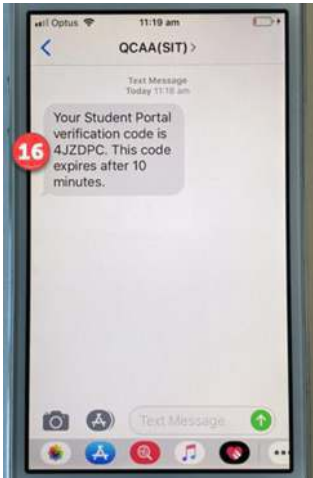
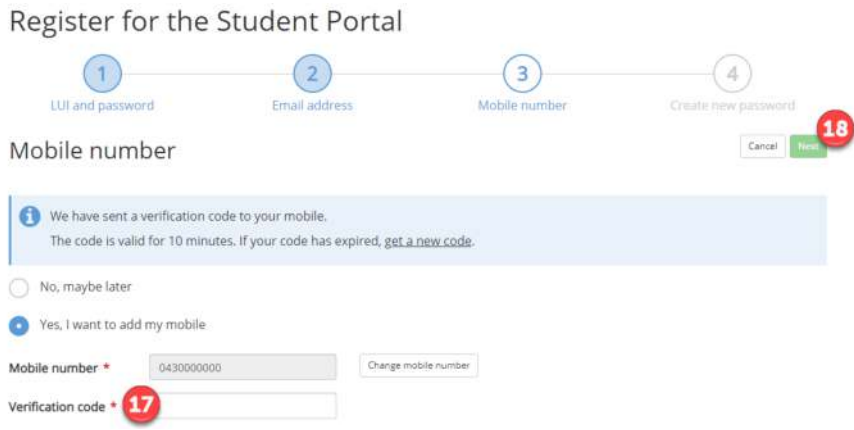
## QCAA Student Portal

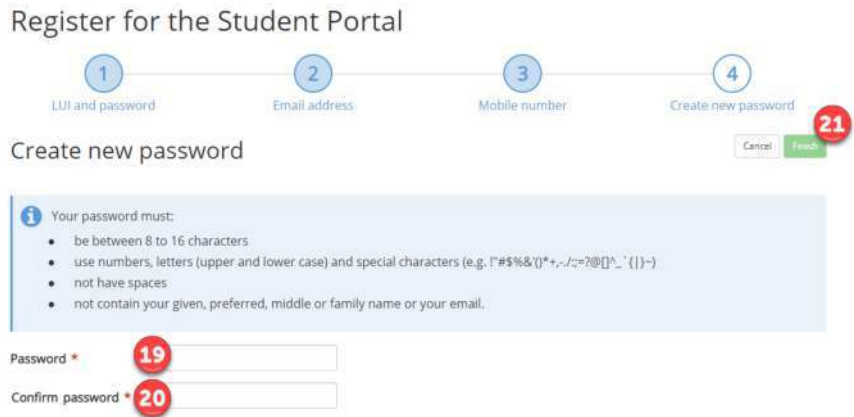
| Step   | Screen |
|--|--------|
| <p><b>Access the Student Portal</b></p> <ol style="list-style-type: none"> <li>Go to <a href="https://myqce.qcaa.qld.edu.au/">https://myqce.qcaa.qld.edu.au/</a> in your internet browser.</li> <li>Click <b>Access Student Portal</b>.</li> </ol> |        |
| <ol style="list-style-type: none"> <li>Click <b>Register</b> for Student Portal.</li> </ol> <p><b>Note:</b> You will need your LUI to register.</p>  |        |

| Step   | Screen  |
|--|---|
| <p><b>4</b> Read and <b>Accept</b> the QCAA Student Portal terms of use.</p> <p><b>Note:</b> Access to the QCAA Student Portal is denied if you do not accept the terms and conditions.</p>  |    |
| <p><b>Step 1 — LUI and password</b></p> <p><b>5</b> Enter your <b>LUI</b>.</p> <p><b>Note:</b> Contact your school if you do not know your LUI.</p> <p><b>Note:</b> Within the Student Portal, all fields marked with a red asterisk * are mandatory.</p> <p><b>6</b> Enter your <b>Initial password</b>.</p> <p><b>7</b> Click <b>Next</b>.</p> <p><b>Note:</b> View mobile version of the registration wizard in More information, p. 6.</p> |   |
| <p><b>Note:</b> You will be asked to verify that you are the person who matches the LUI and initial password entered. If you are not that person, click <b>Cancel</b>.</p> <p><b>8</b> Click <b>Continue</b> if you are the person who matches the LUI and initial password.</p>   |  |

| Step  | Screen |
|---|--------|
| <p><b>Step 2 — Email address</b></p> <p><b>9</b> Enter an <b>Email address</b> that you can access after you leave school.</p> <p><b>10</b> Click <b>Send code</b>.</p> <p><b>Note:</b> The code is valid for 10 minutes. Click resend email to issue a new code if required.</p>   |        |
| <p><b>Verification email</b></p> <p>A verification code will be sent to the email address entered in the previous step. The subject of the email will be '<i>Your Student Portal verification code</i>'.</p> <p><b>11</b> Copy the six-character verification code.</p> <p><b>Note:</b> If you do not receive an email with the code, check your spam or junk folder.</p> |        |

| Step  | Screen   |
|---|--|
| <p><b>12</b> Paste the six-character code into the <b>Verification code</b> text box.</p> <p><b>13</b> Click <b>Next</b>.</p>   | <p>Register for the Student Portal</p> <p>1 LJI and password 2 Email address 3 Mobile number 4 Create new password</p> <p>Email address</p> <p>We have emailed a verification code. If you can't see it, check your junk email folder. The code is valid for 10 minutes. If your code has expired, <a href="#">get a new code</a>.</p> <p>Email address * noah.newt@hotmail.com Change email address</p> <p>Verification code * 12</p> <p>Cancel Next 13</p>                 |
| <p><b>Step 3 — Mobile number</b></p> <p><b>14</b> Enter your <b>Mobile number</b>.</p> <p><b>Note:</b> To enter your mobile number later select the <b>No, maybe later</b> radio button and click <b>Next</b>.</p> <p><b>15</b> Click <b>Send code</b>.</p> | <p>Register for the Student Portal</p> <p>1 LJI and password 2 Email address 3 Mobile number 4 Create new password</p> <p>Mobile number</p> <p>Add your mobile number so you can reset your password if you can't access your email. We will send a verification code to your mobile.</p> <p><input type="radio"/> No, maybe later</p> <p><input checked="" type="radio"/> Yes, I want to add my mobile</p> <p>Mobile number * 14</p> <p>Send code 15</p> <p>Cancel Next</p> |

| Step  | Screen   |
|---|--|
| <p><b>Verification text</b></p> <p>A verification code will be sent to the mobile number entered in the previous step.</p> <p><b>16</b> Copy the six-character verification code.</p>   |   |
| <p><b>17</b> Paste the six-character code into the <b>Verification code</b> text box.</p> <p><b>Note:</b> To enter your mobile number later select the <b>No, maybe later</b> radio button and click <b>Next</b>.</p> <p><b>18</b> Click <b>Next</b>.</p> |  |

| Step  | Screen  |
|---|---|
| <p><b>Step 4 — Create new password</b></p> <p><b>19</b> Enter a <b>Password</b> that meets the password requirements.</p> <p><b>Note:</b> Your password must:</p> <ul style="list-style-type: none"> <li>• be between 8 and 16 characters</li> <li>• use numbers, letters (upper and lowercase) and special characters (e.g. !"#\$%&amp;'()*+,-./:;=?@[\\]^_`{ }~)</li> <li>• not contain spaces</li> <li>• not contain your given, preferred, middle or family name or email.</li> </ul> <p><b>20</b> Enter the password again to <b>Confirm password</b>.</p> <p><b>21</b> Click <b>Finish</b>.</p> |  |

## More information

The registration wizard in a mobile device (pictured on the right) displays differently from the web version featured in this document but works the same way. You cannot move on to the next step until the step you are on is complete.

If your questions have not been answered, contact QCAA Client Services on (07) 3864 0278 or email [clientservices@qcaa.qld.edu.au](mailto:clientservices@qcaa.qld.edu.au).

