

# NAPLAN — Preparing

## Platform guide 3: Invite NAPLAN coordinators



The **principal** must invite the NAPLAN coordinators to register in the [assessment platform](#).

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**.

Do not alter this text.

Send Invitations

Cancel

### Invite NAPLAN Coordinators via secure link

Invite new NAPLAN Coordinators 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: QCAA Training School

Email Addresses:

Link expiry (hours): 720

Email Subject: Invitation to register for NAPLAN Online Training

Email Body:

Edit | Insert | View | Format | Table

Welcome.

[Inviter.FullName] from [Inviter.OrgUnit] of [Invitation.OrgUnit] for the NAPLAN Online training environment. Your username is your email address. Follow this link to complete the registration: [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.assesform.edu.au/Help/Support.aspx>. When your registration is complete, please visit the Online National Assessment Platform at <https://www.assesform.edu.au> for more information. This is an automated email - please do not reply to this email.

Words: 91

4. Provide each NAPLAN coordinator with the **School PIN** and an **unused grid card**.

## 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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1. Assessment platform screenshots have been accessed via [www.assessform.edu.au](http://www.assessform.edu.au) and are used with permission of Education Services Australia (ESA).