

NAPLAN — Preparing

Platform guide 4: Invite school technical support officer



The **principal** or **NAPLAN coordinator** may invite the **school technical support officer (STSO)** to register in the [assessment platform](#).

The STSO does not require a **School PIN** or **grid card** to register.

Manage School-based Users

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

1. Select.

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* 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

Do not alter this text.

Welcome.
[Inviter.FullName] from [Inviter.MainRole] of [Invitation.OrgUnit] for the NAPLAN Online training platform.
Your username is your email address.
Follow this link to complete 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.assessform.edu.au/Help/Suport.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

Send Invitations Cancel

2. Enter email addresses.

3. Select **Send Invitations**.

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).