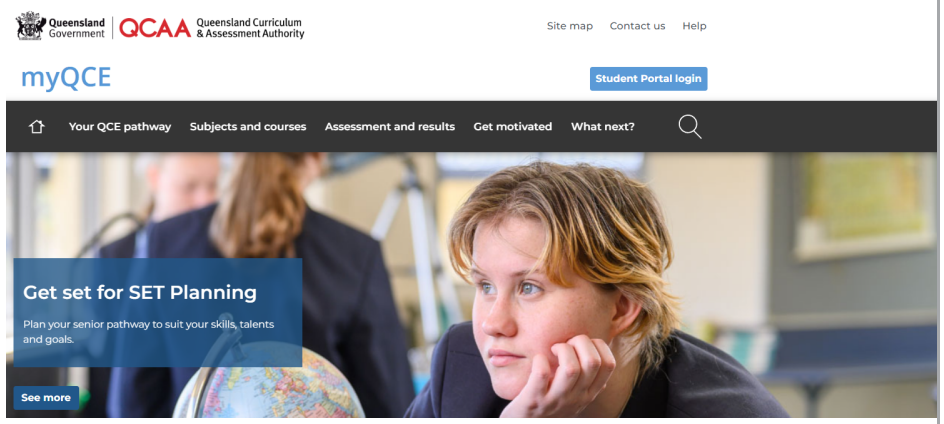
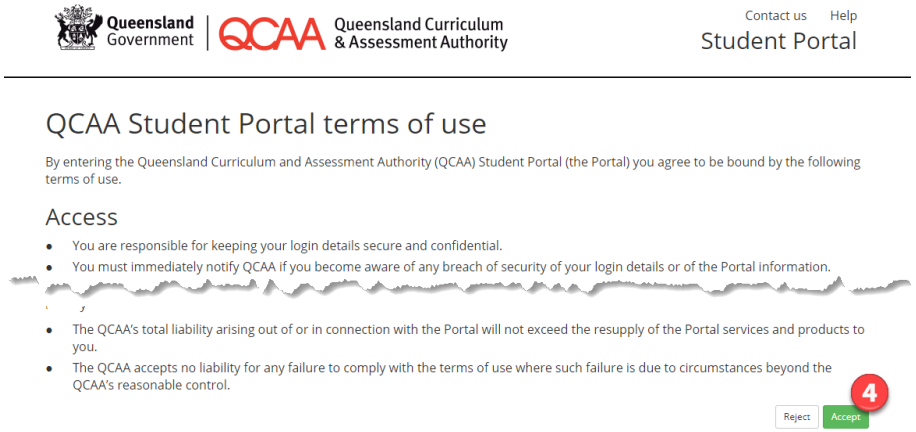
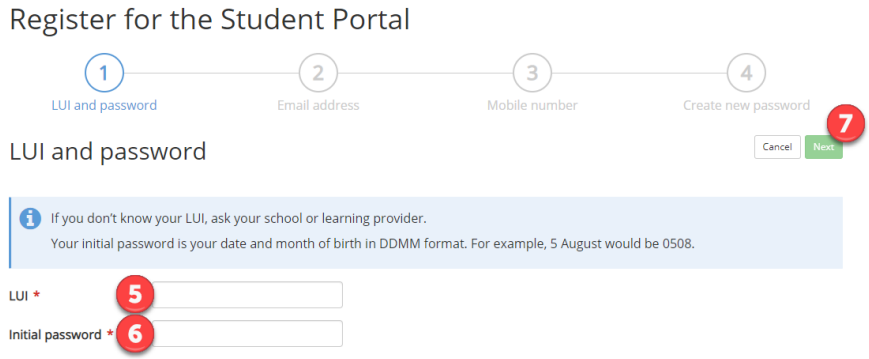
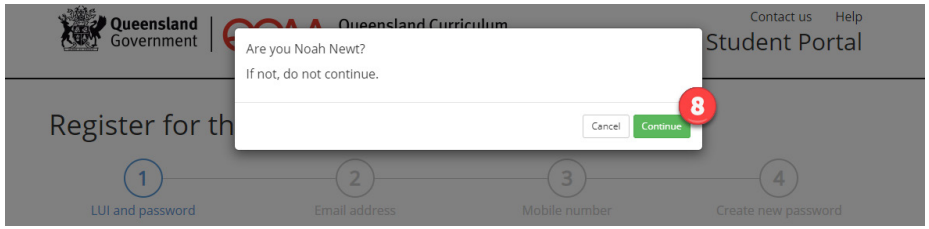
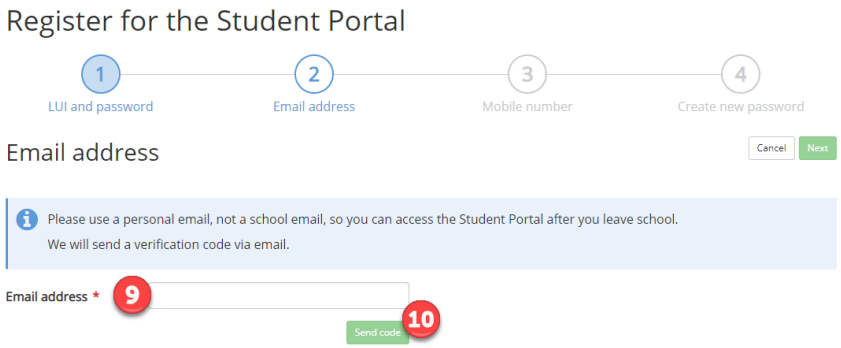
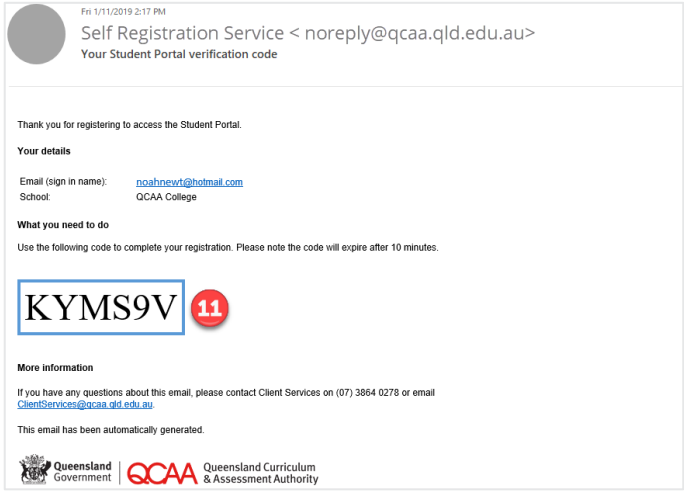
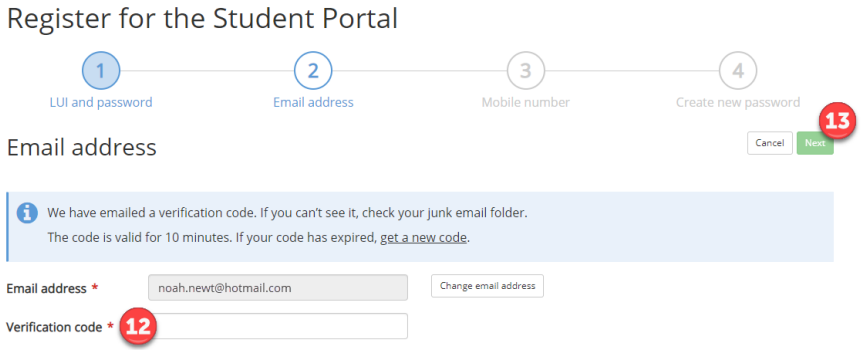
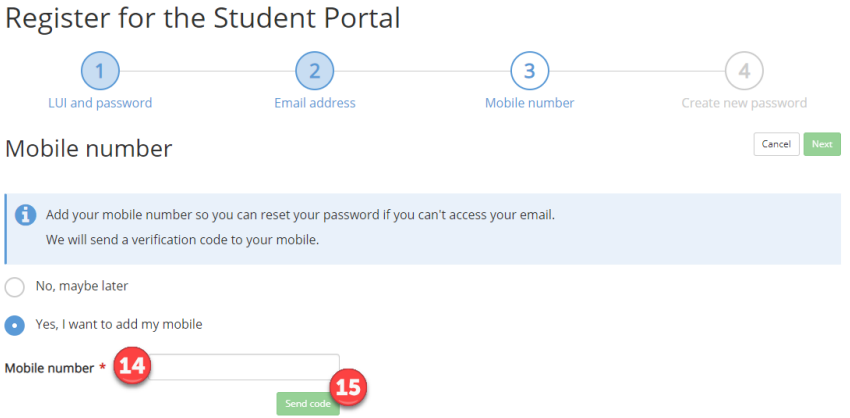
Registering for the Student Portal

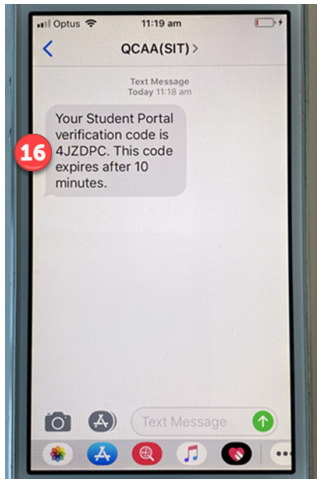
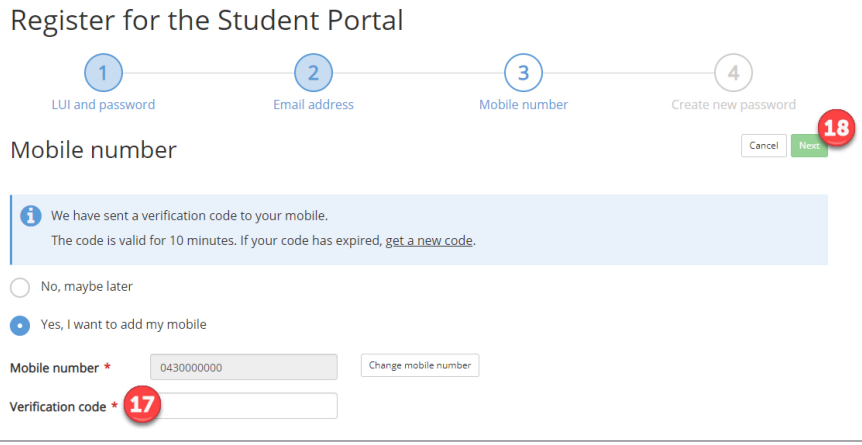
Student Portal

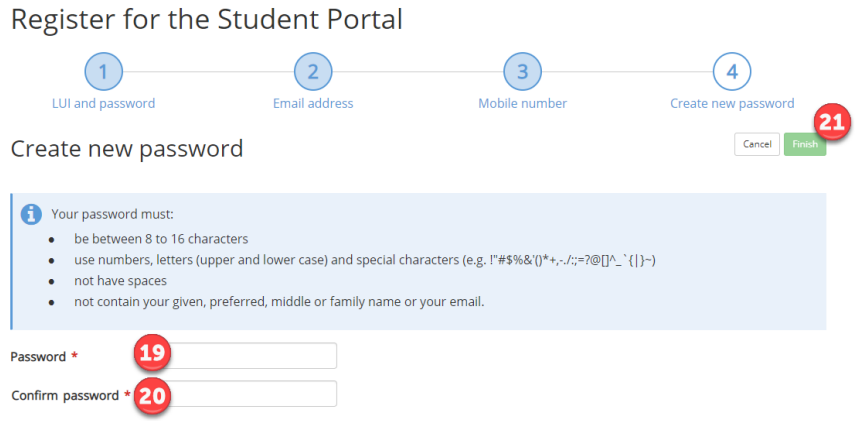
Step	Screen
Access the Student Portal 1 Go to https://myqce.qcaa.qld.edu.au in your internet browser. 2 Click **Student Portal login** (blue button top left corner)	
3 Click **Register** for Student Portal. **Note:** You will need your learner unique identifier (LUI) to register. You will find this on SIA in your **Profile**.	

Step	Screen
4 Read and **Accept** the QCAA Student Portal terms of use. **Note:** Access to the QCAA Student Portal is denied if you do not accept the terms and conditions.	
Step 1 — LUI and password 5 Enter your **LUI**. **Note:** Contact your school if you do not know your LUI. **Note:** Within the Student Portal, all fields marked with a red asterisk * are mandatory. 6 Enter your **Initial password**. Your initial password is your date and month of birth in DDMM format, e.g. 5 August would be 0508. 7 Click **Next**. **Note:** View the registration wizard for mobile devices in More information, p. 6.	

Step	Screen
Note: 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 **Cancel**. 8 Click **Continue** if you are the person who matches the LUI and initial password.	
Step 2 — Email address 9 Enter an **Email address** that you can access now and after you leave school. A verification code will be sent to this email address. 10 Click **Send code**.	
Verification email A verification code will be sent to the email address entered in the previous step. The subject of the email will be '*Your Student Portal verification code*'. 11 Copy the six-character verification code. **Note:** If you do not receive an email with the code, check your spam or junk folder.	

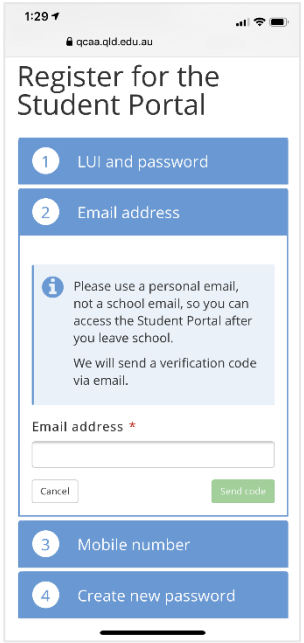
Step	Screen
12 Paste the six-character code into the **Verification code** text box. 13 Click **Next**. **Note:** The code is valid for 10 minutes. Click **get a new code** link to issue a new code if required.	
Step 3 — Mobile number Add your mobile number so you can reset your password if you can't access your email. You can add a mobile number at any time. 14 Enter your **Mobile number**. **Note:** To enter your mobile number later select the **No, maybe later** radio button and click **Next**. 15 Click **Send code**.	

Step	Screen
Verification text A verification code will be sent to the mobile number entered in the previous step. 16 Copy the six-character verification code.	
17 Paste the six-character code into the **Verification code** text box. 18 Click **Send code**.	

Step	Screen
Step 4 — Create new password 19 Enter a **Password** that meets the password requirements. **Note:** Your password must: • be between 8 and 16 characters • use numbers, letters (upper and lowercase) and special characters (e.g. !"#$%&'()*+,-./:;=?@[\]^_`{|}~) • not contain spaces • not contain your given, preferred, middle or family name or email. 20 Enter the password again to **Confirm password**. 21 Click **Finish**.	

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 you have completed the current step.



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