

Step 1: Go to QTAC www.qtac.edu.au

- Select the button for ATAR Registration
- Select Register or LOG IN to the ATAR Portal
- There is a short instructional video to watch



Step 2: Register (see required information below)

A screenshot of a web page with a red header that says "REGISTER or LOG IN to the ATAR PORTAL". Below the header, it says "Have the following personal details ready before you get started:". There is a list of four requirements, each with a red checkmark: "Full name (as shown on your QCAA learning account)", "Date of birth", "LUI number", and "Personal email address (do not use your school email)".A screenshot of a web page titled "Sign-up". It says "Please provide your details to access your ATAR once released." There are three input fields: "Email Address *", "Password *", and "Confirm Password *". Below the fields is a note: "Note: Please use a personal email address, not your school email address." At the bottom is a grey button that says "SIGN UP".

Step 3: Make sure you use the exact name as registered in your **QCAA Student Portal**. If these don't match it will flag an error. Remember to **use an email account that IS NOT your school one**.

Step 4: Fill in all the required information

Step 5: Tick the **first box** to agree to the terms of QTAC

Step 6: We ask that you **DO NOT TICK** the next **two boxes**. The first one allows the college to see who has registered for an ATAR and the score. The school uses this data only for analysis purposes (eg: the number of students in particular scores ranges), it is for our own data capture purposes.

The second box (leave unticked) gets your permission to send you a text message to remind you when the scores are released. This comes in handy as a few students for whatever reason seem to forget.

Step 7: To apply for university courses for 2023 you need complete a **QTAC application**. **This is a separate registration to your ATAR score**. Go back to the QTAC home page: www.qtac.edu.au. Select the QTAC Application button.



Step 8: When you create your QTAC Application account, please give your permission for the college to see your course selections and offers. This assists us to analyse the percentage of students who get their university offers and the choice of university and courses selected. It is part of our data analysis also.