Student Portal applications explained

QCAA Student Portal

Introduction

The Student Portal gives you secure access to your personal learning information. It currently includes five applications:

- **My Details** — where you will see your personal details and can update your email address and/or mobile phone number
- **My Learning Account** — where you will find your subject and course enrolments and learning providers, get your final results at the end of Year 12 and access statements and certificates. Unit results and assessment results will be displayed as they become available. You will also see results for any vocational education and training (VET) qualifications and QCE-recognised studies, once they have been entered by the relevant learning provider. You can access and print statements and certificates from 19 December 2020.
- **My Online Learning** — where you can complete the QCAA academic integrity course and print a certificate of completion
- **My AARA** — where you will see any access arrangements and reasonable adjustments (AARA) your school has sent to the QCAA
- **My Timetable** — where you will see your external assessment timetable when it is available.

More applications will be added to the Student Portal in the future.

This quick step demonstrates how to:

- access the Student Portal, p. 2
- access the My Details application, p. 3
- access the My Learning Account application, p. 7
- access the My Online Learning application, p. 14
- access the My AARA application, p. 15
- access the My Timetable application, p. 17
- access more information, p. 18.

Users granted access to this functionality are:

- Queensland school students.

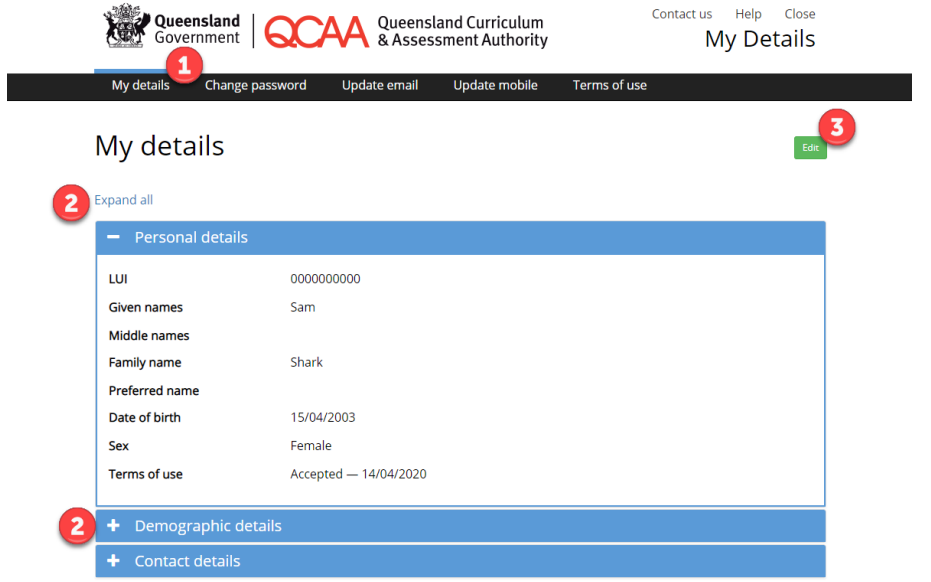
Access the Student Portal

Step	Screen
1 Go to myqce.qcaa.qld.edu.au in your internet browser. 2 Click **Access Student Portal**.	
3 Enter your **Email address** and **Password**. 4 Click **Continue**. **Note: Register** for an account if you do not already have one. Click the **Help** link at the top of the page for further support.	

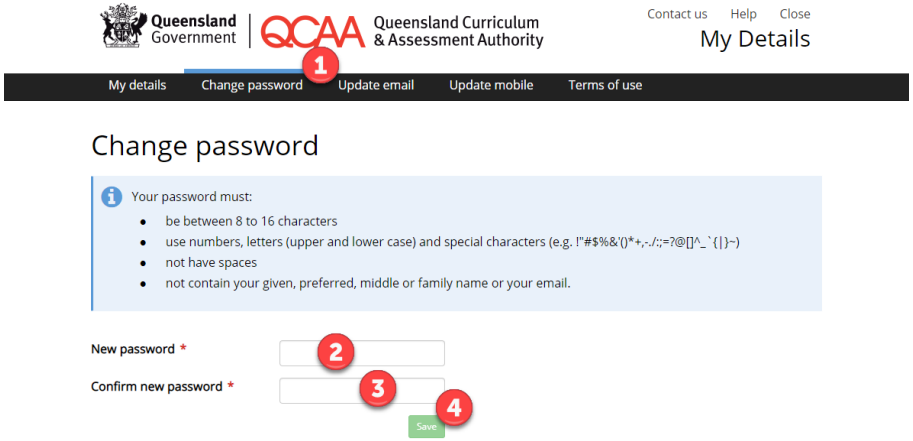
Access the My Details application

Step	Screen
Access the Student Portal. 1 Select the **My Details** application tile.	

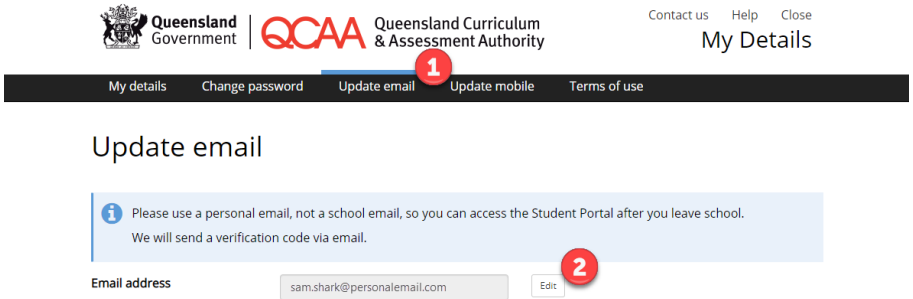
View your details

Step	Screen
Access the My Details application. 1 Select **My details**. 2 Click **Expand all** or the **+** Expand icon to view your details. 3 Click **Edit** if changes are required. **Note:** If you are still at school, contact your school to make any necessary updates. If you have finished school, you are able to edit your contact details only. For all other updates to personal and demographic details, email the QCAA Certification Unit at certification@qcaa.qld.edu.au.	

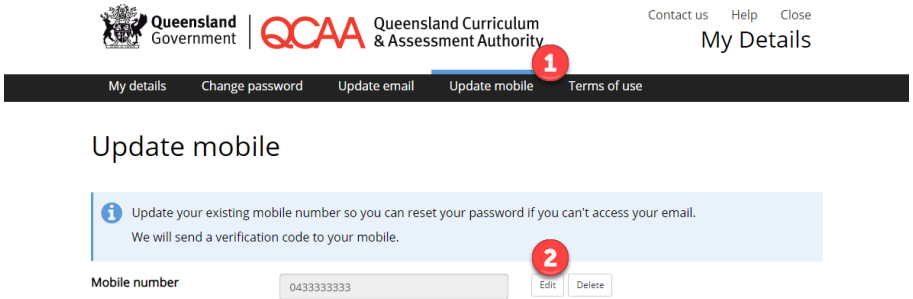
Change your password

Step	Screen
Access the My Details application. 1 Select **Change password**. 2 Enter **New password**. 3 **Confirm new password.** **Note:** Your password must: • be between 8 to 16 characters • use numbers, letters (upper and lower case) and special characters (e.g. !"#$%&'()*+,-./:;=?@[]^_`{|}~) • not have spaces • not contain your given, preferred, middle or family name, or your email. 4 Click **Save**.	

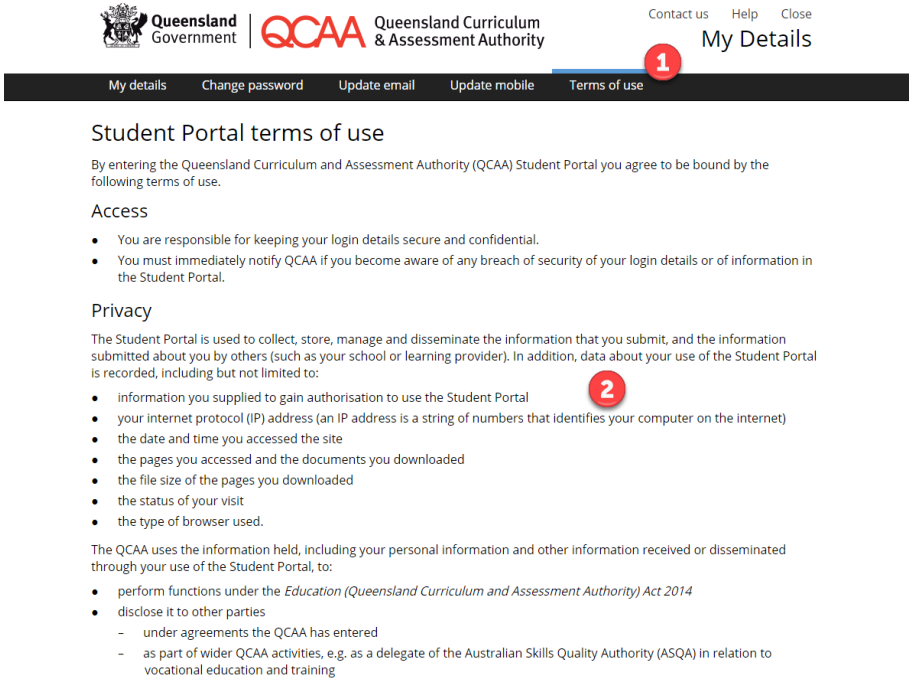
Update your email address

Step	Screen
Access the My Details application. 1 Select **Update email**. 2 Click **Edit**. **Note:** Enter your new personal email address, then click the **Get verification code** button that appears. The verification code will be sent to your new email address. Enter the verification code and click **Save**.	

Update your mobile number

Step	Screen
Access the My Details application. 1 Select **Update mobile**. 2 Click **Edit**. **Notes:** • If you have not added a mobile number, click **Add**. • Enter your new mobile number, then click **Get verification code** button that appears. The verification code will be sent to your new mobile number. Enter the verification code and click **Save**.	

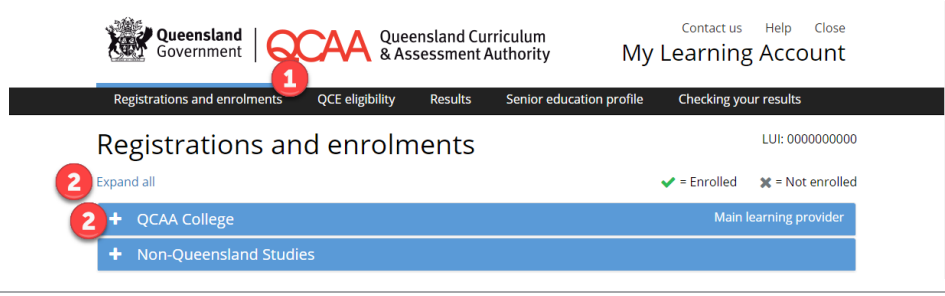
Review the Student Portal terms of use

Step	Screen
Access the My Details application. 1 Select **Terms of use**. 2 Review the Student Portal terms of use.	

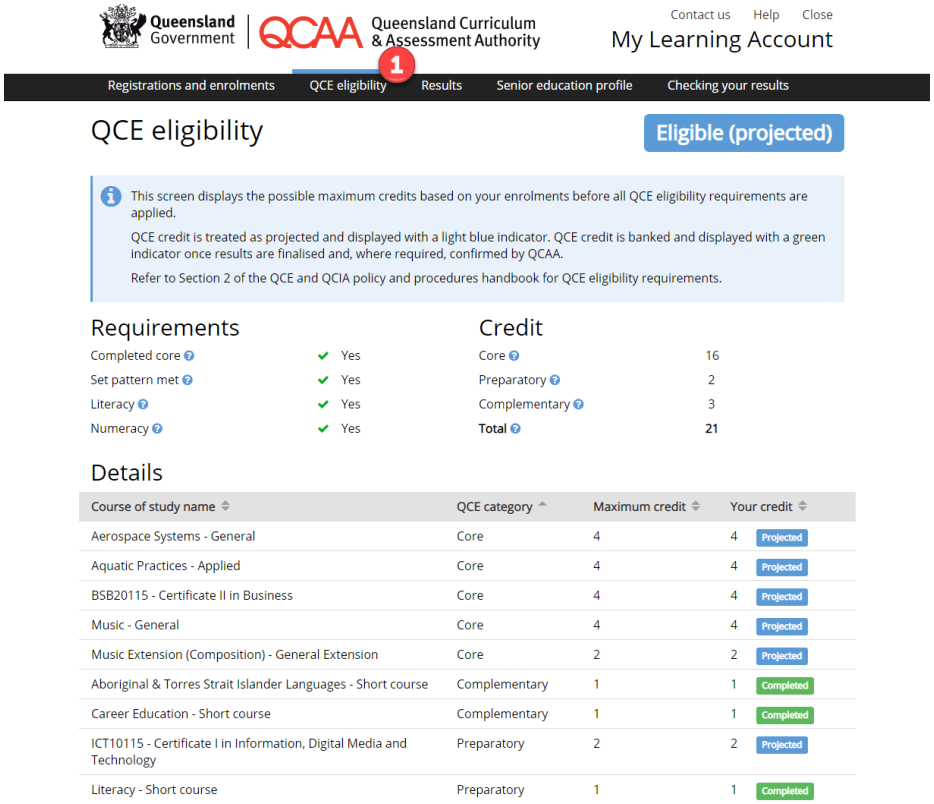
Access the My Learning Account application

Step	Screen
Access the Student Portal. 1 Select the **My Learning Account** application tile.	

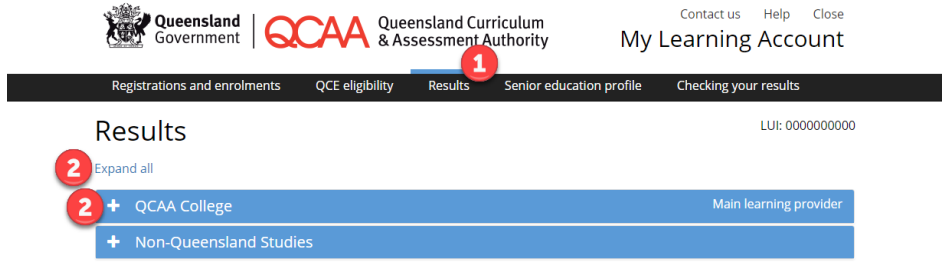
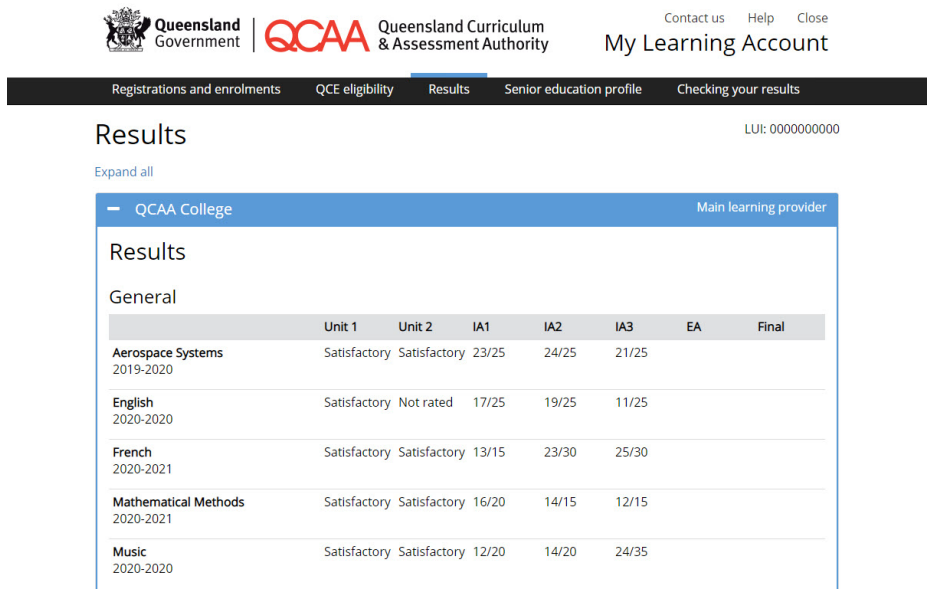
View your registrations and enrolments

Step	Screen
Access the My Learning Account application. 1 Select **Registrations and enrolments**. 2 Click **Expand all** or the **+ Expand** icon to view your registrations and enrolments.	

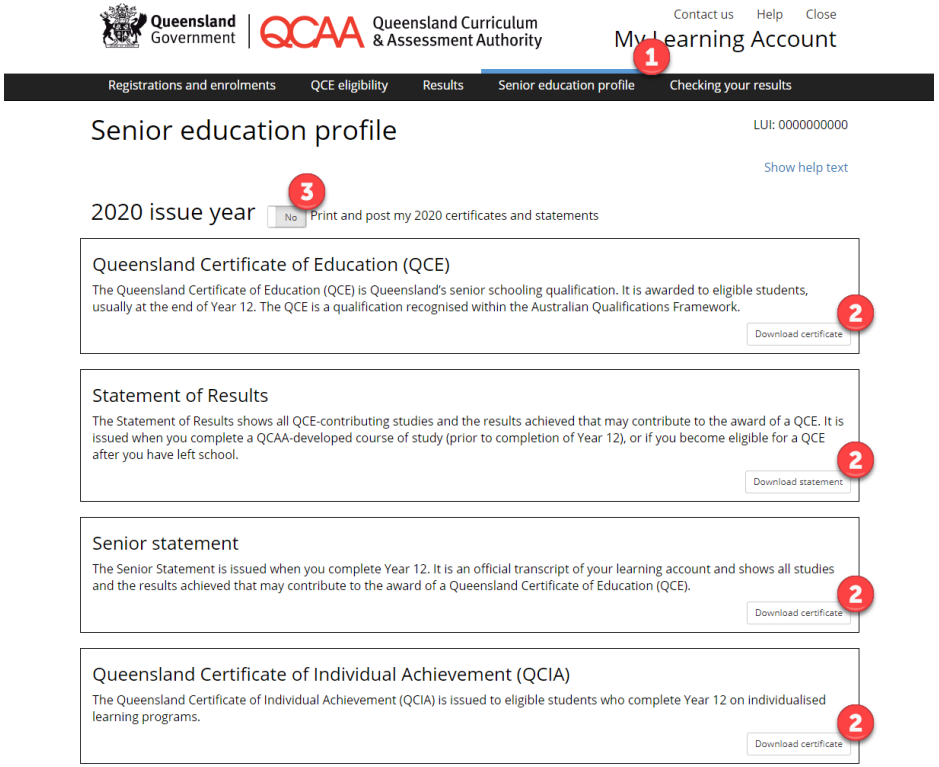
View your QCE eligibility

Step	Screen
Access the My Learning Account application. 1 Select **QCE eligibility**.	

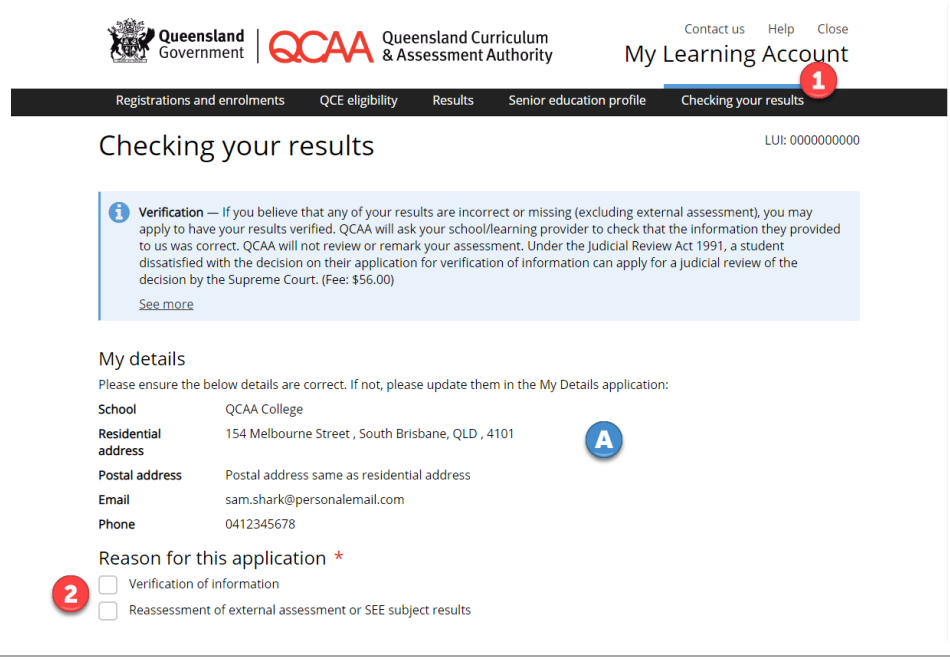
View your results

Step	Screen
Access the My Learning Account application. 1 Select **Results**. 2 Click **Expand all** or the **+ Expand** icon to view your results.	
Results displayed include: • Unit 1 and Unit 2 results — after you have completed all course requirements and your school has entered your results • summative internal assessment results (Units 3 and 4) for General subjects — after they have been confirmed by the QCAA • summative internal assessment results (Units 3 and 4) for Applied subjects — in December • final results — in December • results for non-QCAA subjects — VET, non-Queensland studies, higher education, recognised studies, International Baccalaureate (IB) and previous QCE.	

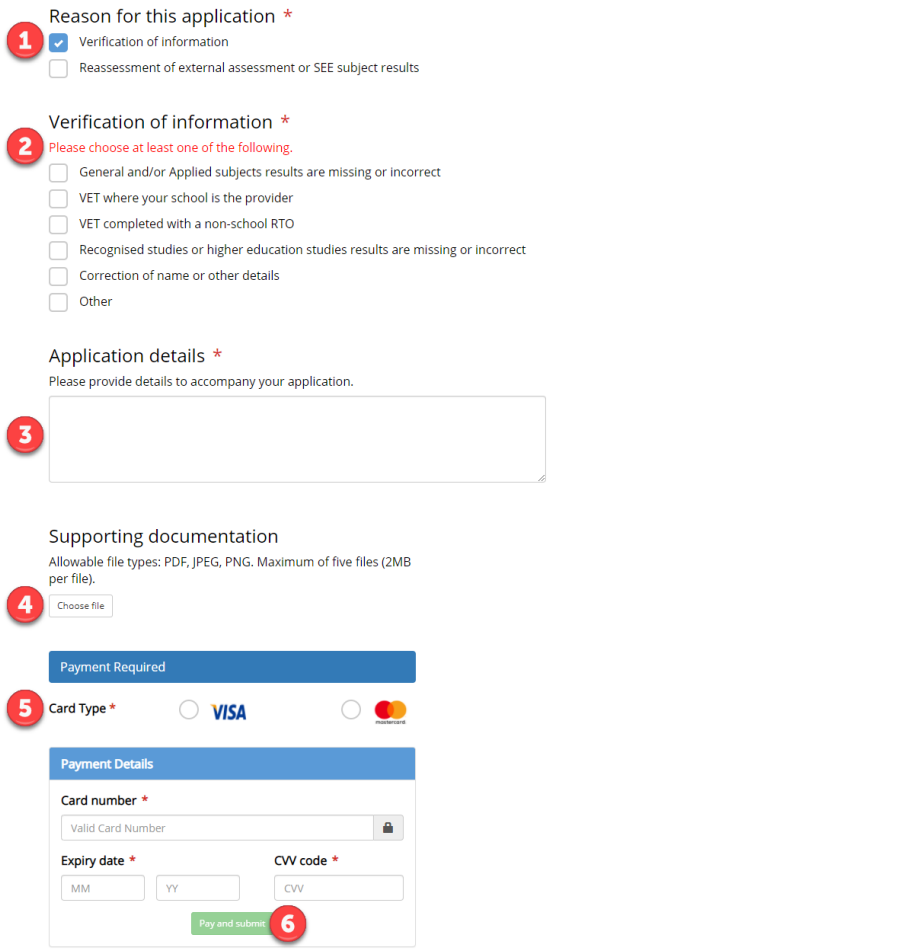
View your senior education profile

Step	Screen
Access the My Learning Account application. 1 Select **Senior education profile**. 2 Click the **Download certificate** or **Download statement** button for the required certificate or statement. **Note:** Only certificates and statements relevant to your learning will be displayed. This example is showing all certificates and statements. 3 Click **No** to change to **Yes** if you would like your certificates and statements posted to you. **Note:** Yes Print and post my 2020 certificates and statements This option is only available for one year after certificates and statements are issued.	

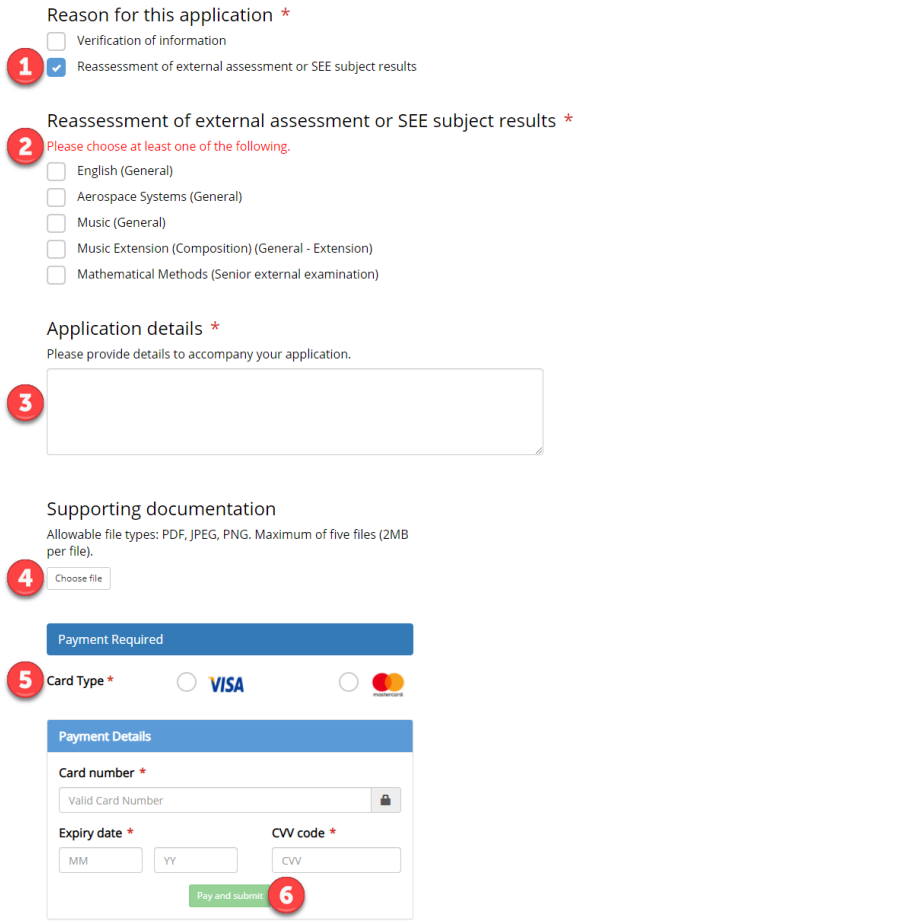
Check your results

Step	Screen
Access the My Learning Account application. 1 Select **Checking your results**. A Review your details. If you have any corrections, make them in the My Details application. See p. 3 for further support. 2 Select the **Reason for this application**. **Notes:** • For further support, see – Verification of information, p. 12 – Reassessment of external assessment or SEE subject results, p. 13. • The last day on which applications will be accepted at the QCAA is **18 January 2021**.	

Verification of information

Step	Screen
Complete Check your results, p. 11. 1 Select **Verification of information**. 2 Select the required **Verification of information**. 3 Enter **Application details**. 4 Click **Choose file** to add **Supporting documentation** as required. Navigate to where you saved the file and select it. **Note:** Allowable file types: .pdf, .jpeg, .png. Maximum of five files (2MB per file). 5 Enter **Payment Details**. 6 Click the **Pay and submit** button.	

Reassessment of external assessment or SEE subject results

Step	Screen
Complete Check your results, p. 11. 1 Select **Reassessment of external assessment or SEE subject results**. 2 Select the required **Reassessment of external assessment or SEE subject results**. 3 Enter **Application details**. 4 Click **Choose file** to add **Supporting documentation** as required. Navigate to where you saved the file and select it. **Note:** Allowable file types: .pdf, .jpeg, .png. Maximum of five files (2MB per file). 5 Enter **Payment Details**. 6 Click the **Pay and submit** button.	

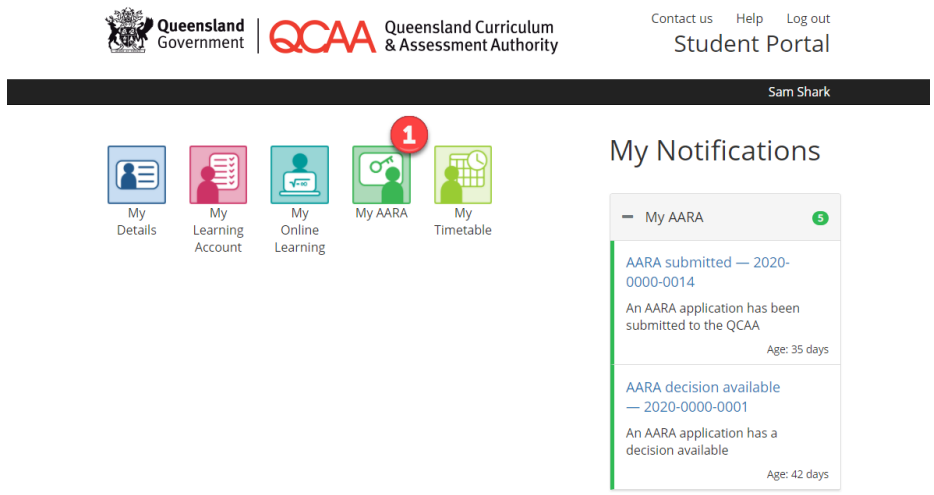
Access the My Online Learning application

Step	Screen
Access the Student Portal. 1 Select the **My Online Learning** application tile.	

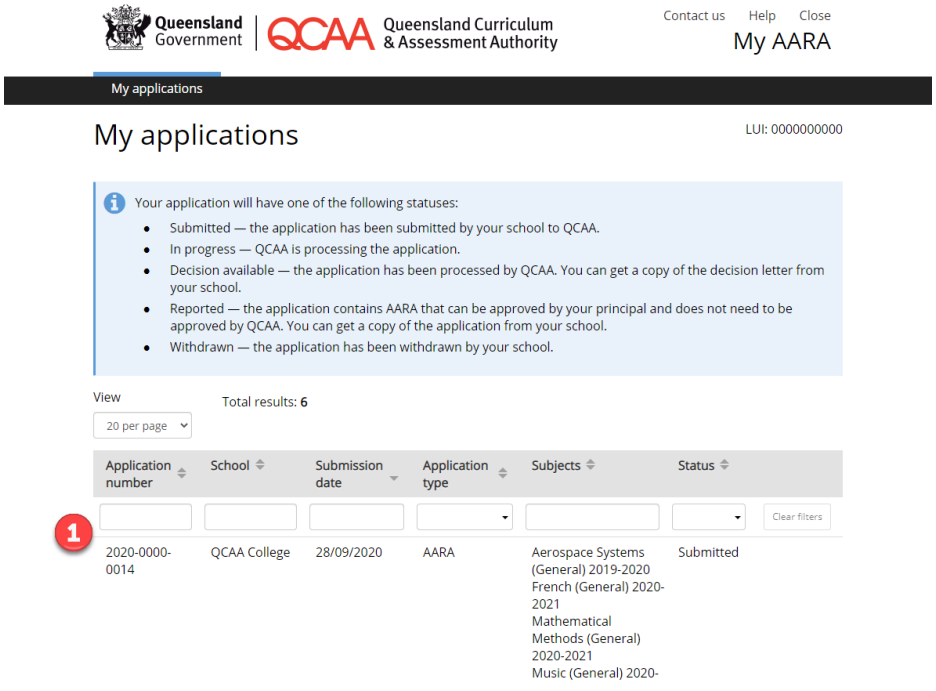
View and complete your online learning

Step	Screen
Access the My Online Learning application. 1 Click **View course** and then click **Open course**. **Note:** Click the **Download certificate** button when you have completed the course.	

Access the My AARA application

Step	Screen
Access the Student Portal. 1 Select the **My AARA** application tile. **Note:** Notifications will display on the right-hand side of the screen. Click the blue link to open the My AARA application.	

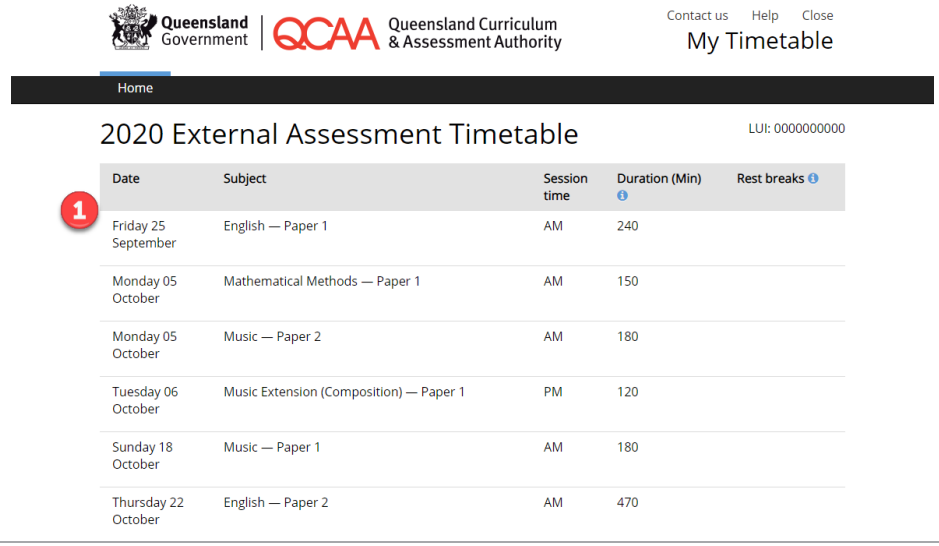
View your AARA applications

Step	Screen
Access the My AARA application. 1 View your AARA applications. **Note:** Type into filter fields or click arrows to sort displayed AARA applications.	

Access the My Timetable application

Step	Screen
Access the Student Portal. 1 Select the **My Timetable** application tile.	

View your timetable

Step	Screen
Access the My Timetable application. 1 View your external assessment timetable.	

More information

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