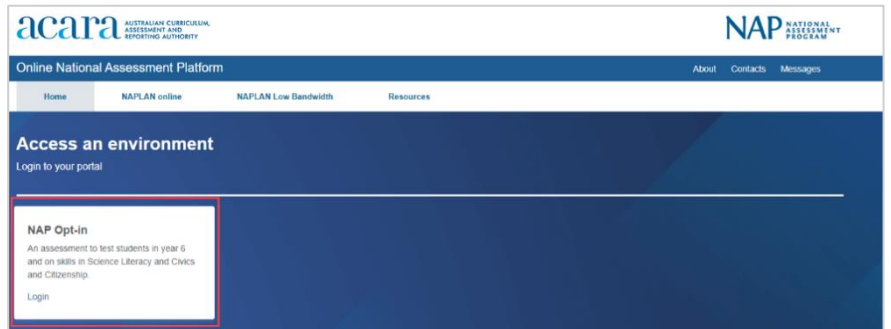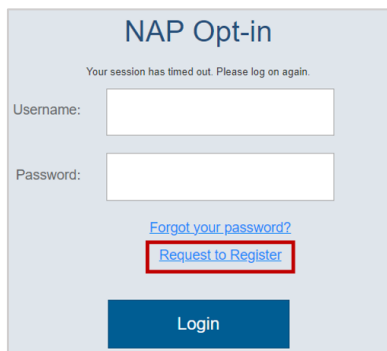# Principal Registration – Quick Guide

Note:

- Registration should be completed by principals only, not other school staff.
- Please use the same email address that has been used for enrolling in NAPLAN 2024, if applicable.
- If you manage multiple schools, you may select up to 10 schools, or you may use separate email addresses to register for each school.

1. Please use the link to navigate to Assessform website
   www.assessform.edu.au

2. Select the **'NAP Opt-in'** tile.

3. Select **'Request to Register'**.

4. Read the End User Licence Agreement. Click 'Accept' to continue.

5. Fill out the **'New Principal Registration'** form and click **'Register'** to proceed.

6. Check the details and click **'Confirm'** to proceed.

7. A confirmation screen will be displayed. If you have used the same email address for NAPLAN 2024 enrolment, you will receive an email with further instructions within 30 minutes.

> You have successfully submitted a registration request for the NAP Opt-in Assessment. You will receive an email within 30 minutes when your account is active, with login instructions.
> If you have not received an email in two business days, please contact the NAP Opt-in helpdesk:
>
> 1800 574 000
>
> NAPScience@acer.org

If you have used a new email address, the details will be validated manually, which may take up to 2 business days.

8. Once the information provided has been validated, you will receive an email with a username and instructions. Click the **'complete the registration'** link.

> Dear XXXXX,
>
> Welcome and thank you for expressing your interest in participating in the NAP Opt-in Assessment.
>
> Great news!
>
> Your details have been verified; you can begin the registration process.
>
> In completing your registration to the Online National Assessment Platform, you are confirming your acceptance of the Statement of Compliance for NAP Opt-in Assessment. You can view the statement at https://www.assessform.edu.au.
>
> Your username is XXXXXXXXX
>
> Please follow this link to complete the registration process.
>
> This link is valid for 30 days. It will become invalid once you have completed your registration.
>
> When your registration is complete, please visit the Online National Assessment Platform at https://www.assessform.edu.au for more information.
>
> You may have already received an information pack from your jurisdiction.
>
> Any Questions?
>
> If you have any questions, please contact NAPScience@acer.org
>
> This is an automated email – please do not reply to this email.

9. The link opens a browser to the login page where you can set your password for NAP Opt-in. The system sends a passcode to the registered mobile number for your account each time you log in.

10. Set a password and enter the passcode sent to your mobile. The two password fields should match.

11. If the passcode is not received, contact the NAP Opt-in Helpdesk for assistance. Once the mobile number has been checked, you can re-use the link from the email invite to complete the registration process.

12. Upon successful registration, a notification will appear on the screen to confirm your successful registration. From this notification screen, click on the link to access the dashboard.

> You have successfully activated your account.
>
> Click here to access your dashboard

Support

For all enquiries regarding the NAP Opt-in Assessment please contact the helpdesk.
e: NAPScience@acer.org **p:** 1800 574 000

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