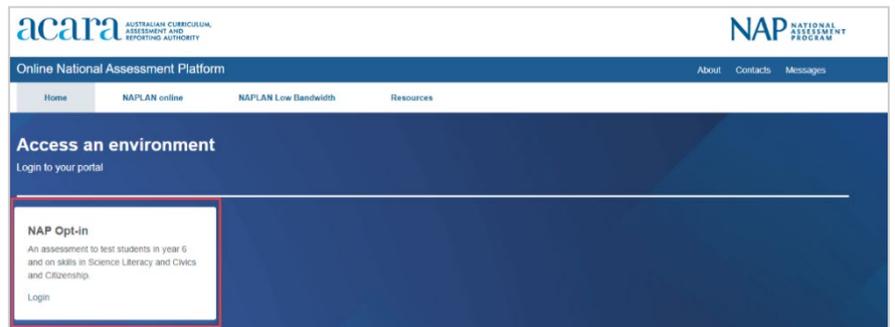# Principal registration – quick guide

Note

1. Registration should be completed by principals only, not other school staff.
2. Please use the same email address that has been used for enrolling in NAPLAN 2026, if applicable.
3. If you manage multiple schools, you may select up to 10 schools, or you may use separate email addresses to register for each school.
4. We strongly recommend that schools complete student enrolment soon after the registration is completed and before 30 April to ensure smooth test delivery.
5. The ICT literacy test will be delivered on a different platform. Instructions for ICTL test administration will be provided to you separately in early May. If you complete any student enrolment after 30 April for ICTL test, **please inform the helpdesk** by email to NAPopt-in@acer.org and wait for further instructions.

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.

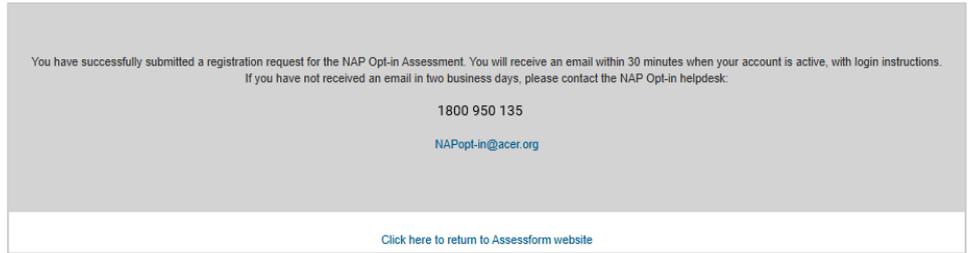5. Fill out the **'New Principal Registration'** form and click **'Register'** to proceed.

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 2026 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 950 135
>
> NAPopt-in@acer.org
>
> Click here to return to Assessform website

Note: If you have used a new email address different than the one for NAPLAN 2026 enrolment, your 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 to complete your registration.

   Follow the steps in the email to complete the registration process.

   a. **Provide participation estimates**
      o It is important to provide estimates of the number of students that may participate in each assessment. This information is critical to ensuring the successful preparation of the marking operation. Follow the link in the email to complete this short survey.

   b. **Register your school online**

      o The email will contain your username and a link to set your password to the platform.
      o The link opens a browser to the login page where you can set your password for NAP Opt-in. You can also copy and paste the URL into your web browser if you are unable to click on the link. This link is valid for 30 days. It will become invalid once you have completed your registration.
      o Set a password and enter the passcode sent to your mobile number. The system sends a passcode to the registered mobile number for your account each time you log in.
      o 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.

   c. **Learn more about the program**
      o Visit https://www.nap.edu.au/opt-in/schools to access resources and explore more about the program.

9. 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: NAPopt-in@acer.org **p:** 1800 950 135