<u>Instructions to Login and Set Up Profile on ACHPER QLD Database</u>

To generate a password for your ACHPER QLD account follow the steps noted below.

Step 1. Forgot Password

Go to www.achperqld.org.au and click on the sign in button in the top right-hand corner. Choose "Forgot Password" on the bottom right, then click on "Submit":
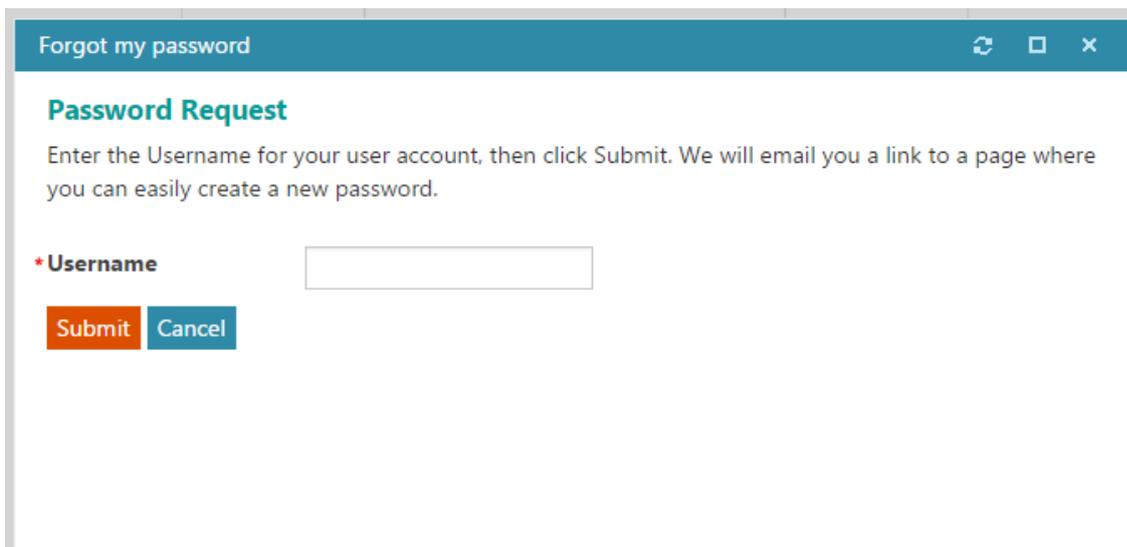

Step 2. Request a Password

Enter your user name, this is your email address, and click submit.

You will receive the following confirmation message:

Forgot Password

Thank you. If the username entered is associated with a valid email address, you will receive an email from us with instructions for resetting your password. If you do not receive this email, please check your junk mail folder or contact us for further assistance.

Close
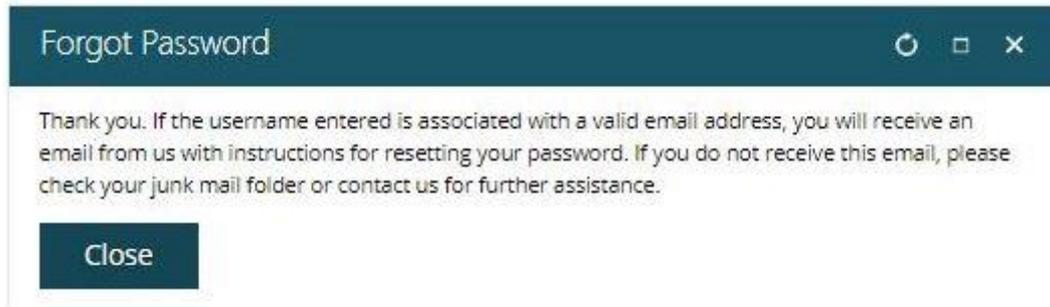
If the system cannot locate your email address, please contact info@achperqld.org.au. Please do not try to create a new account as this will create a second record for you in the system.

Step 3. Once your link to create a new password is emailed to you, submit your new password.
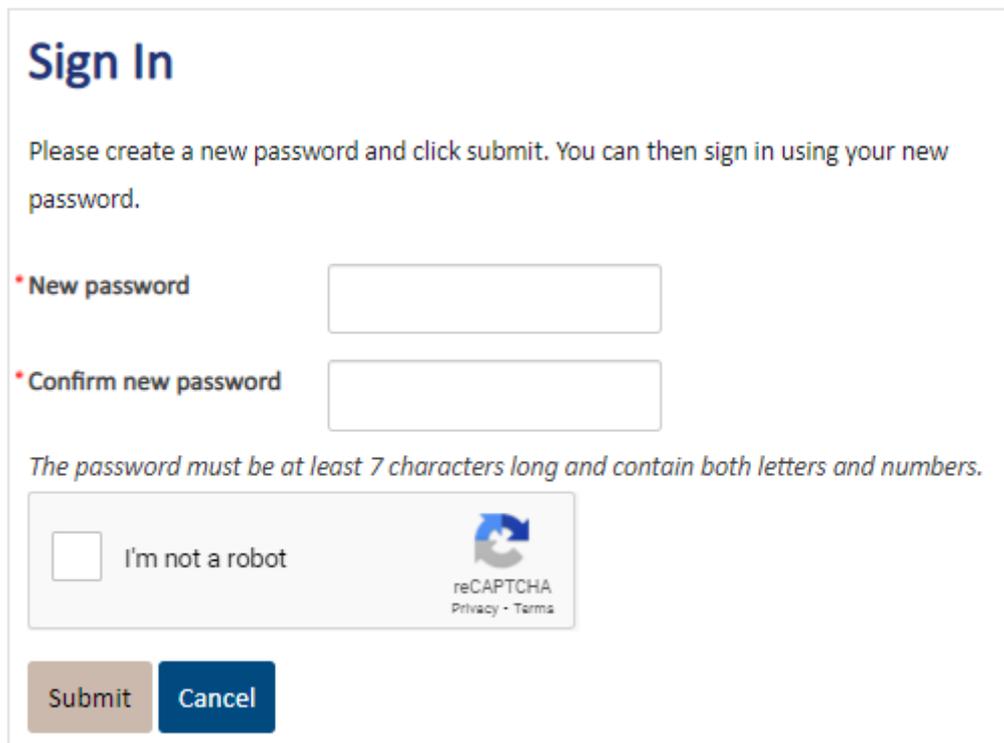
Sign In

Please create a new password and click submit. You can then sign in using your new password.

* New password

* Confirm new password

The password must be at least 7 characters long and contain both letters and numbers.

I'm not a robot
reCAPTCHA
Privacy · Terms

Submit   Cancel

Step 4. You can then return to the site and log into the system.

Once you are logged in you will still see the ACHPER QLD website. You can access your personal profile by selecting your **name, located in the upper right between the Sign Out and Cart links**, to access your contact record.

You can then add information to your profile by clicking on the pencils next to the data fields.

Step 5: You can now go directly to HPE Community from your profile page.

If you are experiencing any difficulties, please contact Katia at info@achperqld.org.au