

Instructions to Login and Set Up Profile on ACHPER QLD Database

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":

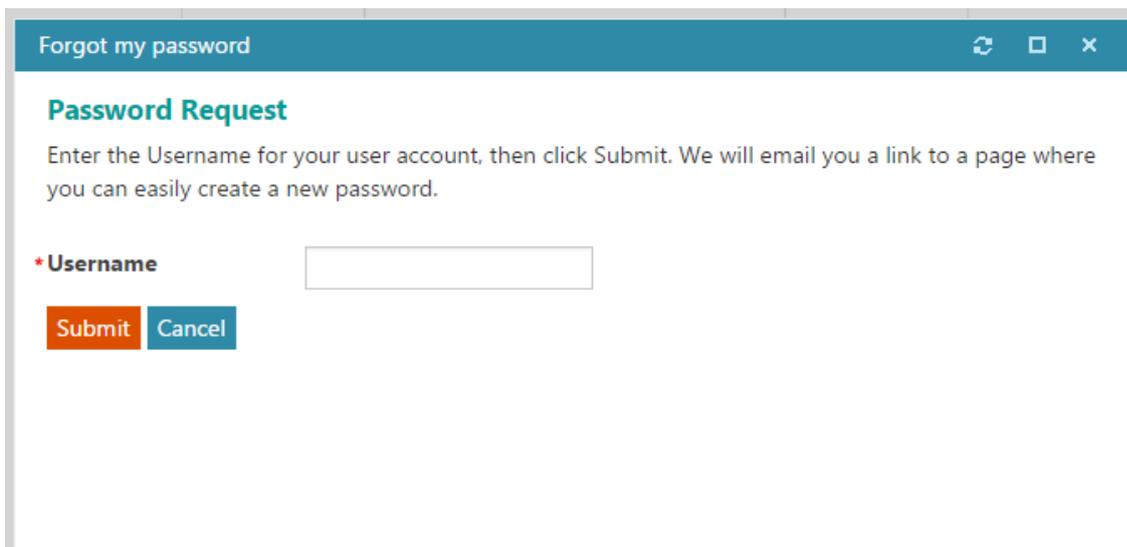


The screenshot shows a "Sign In" form with the following elements:

- Username:** A text input field containing "davmarsh55@gmail.com".
- Password:** An empty text input field.
- Required:** A red label below the password field.
- Sign In:** A brown button.
- Forgot username? | Forgot password?:** A link with a red arrow pointing to it.
- Create a new account:** A link below the "Forgot password?" link.

Step 2. Request a Password

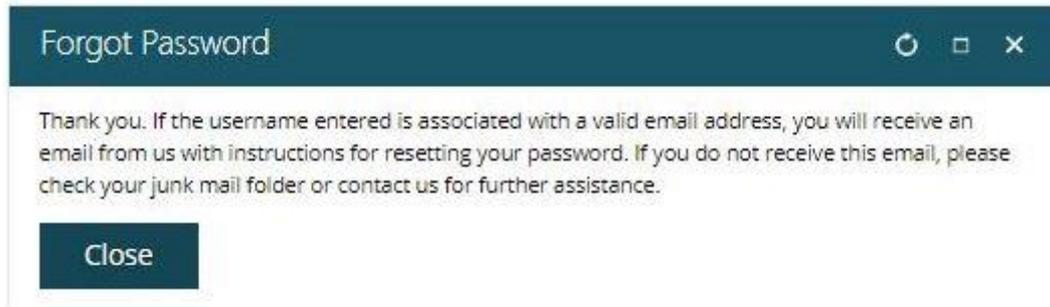
Enter your user name, this is your email address, and click submit.



The screenshot shows a "Forgot my password" window with the following elements:

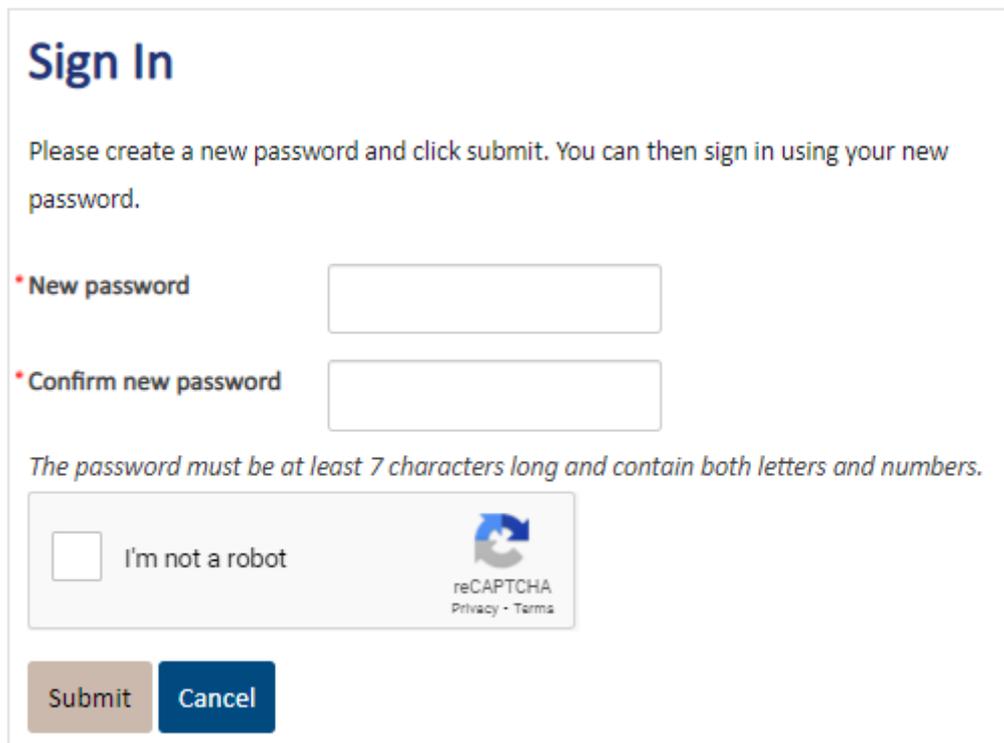
- Forgot my password:** Window title bar.
- Password Request:** Section header.
- Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password.** Instructional text.
- +Username:** A label next to an empty text input field.
- Submit:** An orange button.
- Cancel:** A blue button.

You will receive the following confirmation message:



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.



The image shows a "Sign In" form. The title "Sign In" is in blue. Below it, the text says: "Please create a new password and click submit. You can then sign in using your new password." There are two input fields: "New password" and "Confirm new password", both with red asterisks. Below the fields is a note: "The password must be at least 7 characters long and contain both letters and numbers." At the bottom of the form is a reCAPTCHA widget with the text "I'm not a robot" and a checkbox. To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the very bottom of the form are two buttons: "Submit" (light blue) and "Cancel" (dark blue).

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.

David Marshall
davmarsh55@mail.com
Type Non Member

About Me
My Participation
Preferences

Personal details

Qualifications

| QualificationType | Course Title | Institution | Year Completed |
|-------------------|--------------|-------------|----------------|
| Diploma | Happy Days | | |
| Masters | Education | UQ | |

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

David Marshall
davmarsh55@mail.com
Type Non Member

Personal details

Mobile Phone Number
Email davmarsh55@mail.com
Gender

Qualifications

| QualificationType | Course Title | Institution | Year Completed |
|-------------------|--------------|-------------|----------------|
| Diploma | Happy Days | | |
| Masters | Education | UQ | |

Area of Involvement

Become a Member Now
Go to HPE Community

hpe community | BROUGHT TO YOU BY **achper QUEENSLAND**

HOME COMMUNITIES - DIRECTORY EVENTS RESOURCES - PARTICIPATE -

DAVID MARSHALL

MY PROFILE | MY CONNECTIONS - | MY CONTRIBUTIONS - | MY ACCOUNT - | MY INBOX

BIO
Share information about yourself - your work life and personal interests

CONTACT DETAILS ✓
davmarsh55@mail.com

SOCIAL LINKS
Link to other social media accounts

EDUCATION
Share where and when you received your education

JOB HISTORY
Provide an overview of employment experience

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