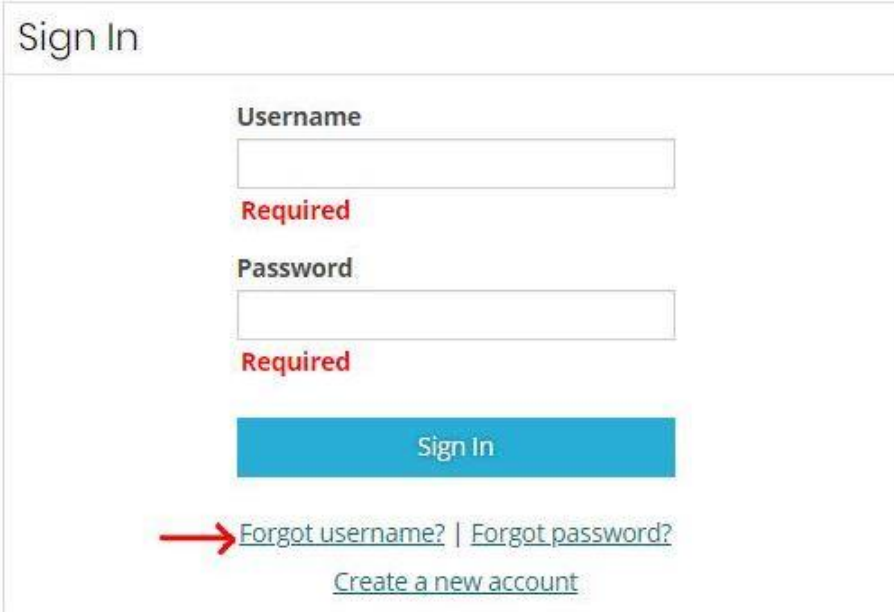


Instructions to Login and Set Up Profile on ACHPER QLD Database

For security reasons you need to generate your **username** and set up a new **password** to gain access to your account. To do this follow the steps noted below.

Step 1. Go to "Sign In" and choose "Forgot username"

Go to the new website: www.achperqld.org.au and select "Sign In" at the top of your screen. On the Sign In page, click on 'Forgot Username'



Sign In

Username

Required

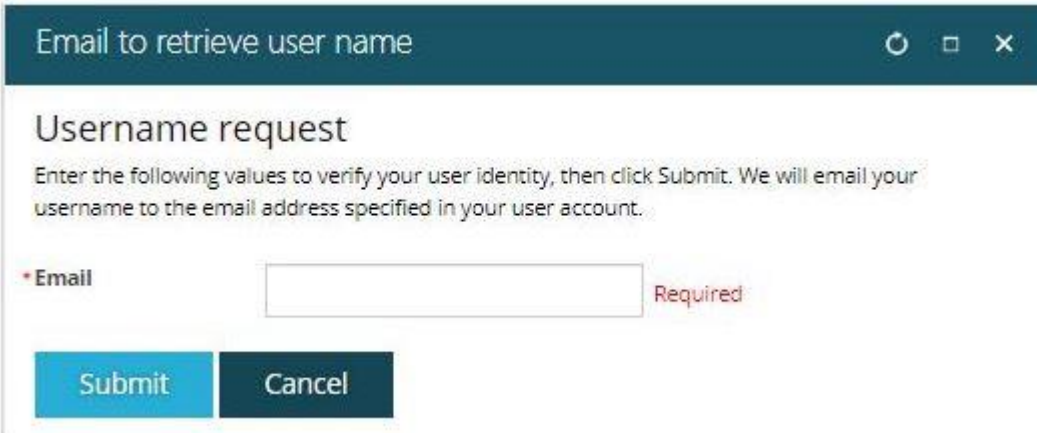
Password

Required

Sign In

[Forgot username?](#) | [Forgot password?](#)
[Create a new account](#)

Step 2. Enter your Email Address in the Username field and Click "Submit"



Email to retrieve user name

Username request

Enter the following values to verify your user identity, then click Submit. We will email your username to the email address specified in your user account.

* Email Required

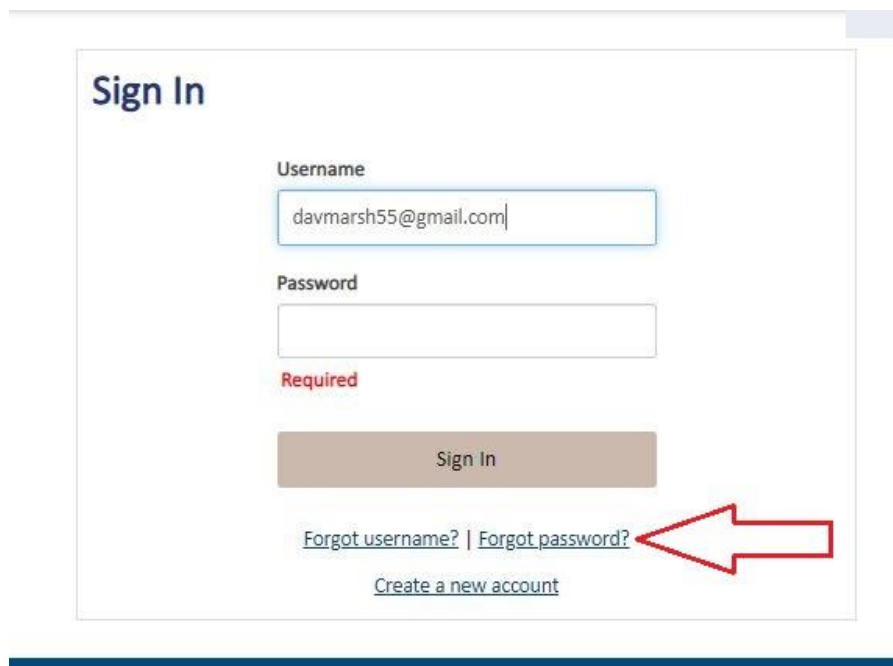
Submit Cancel

Step 3. A Link will be emailed to you from info@achperqld.org.au

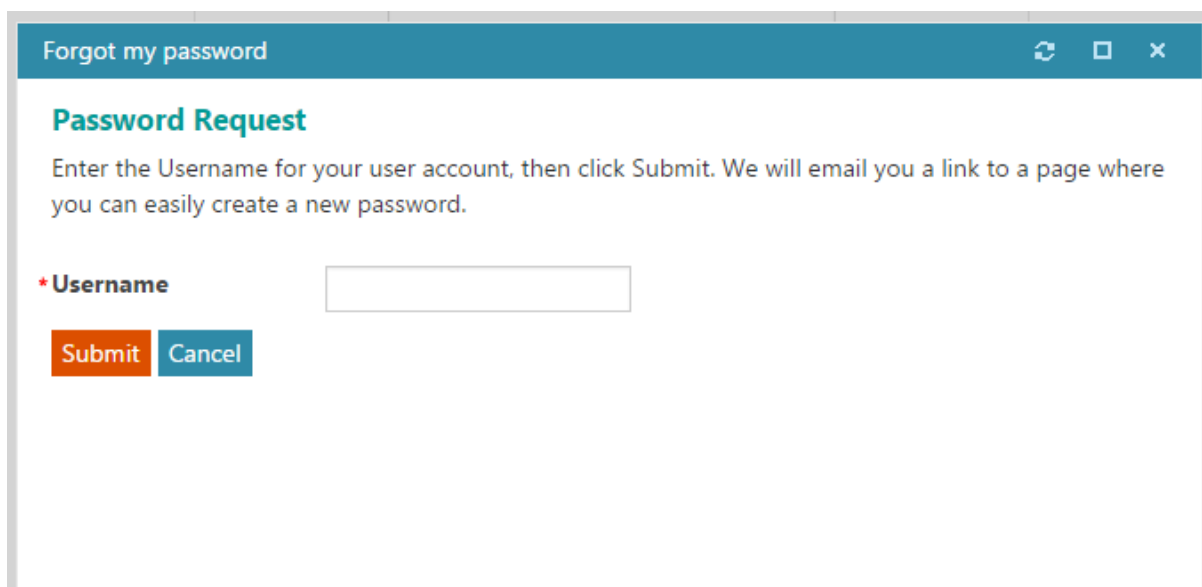
Check your email (and your Junk folder) for an email and click on the link in the email to return to the website.

Step 4. Request a Password

Once back on the website go to Sign In, enter your username (email) again and choose "Forgot Password" then click on "Submit":

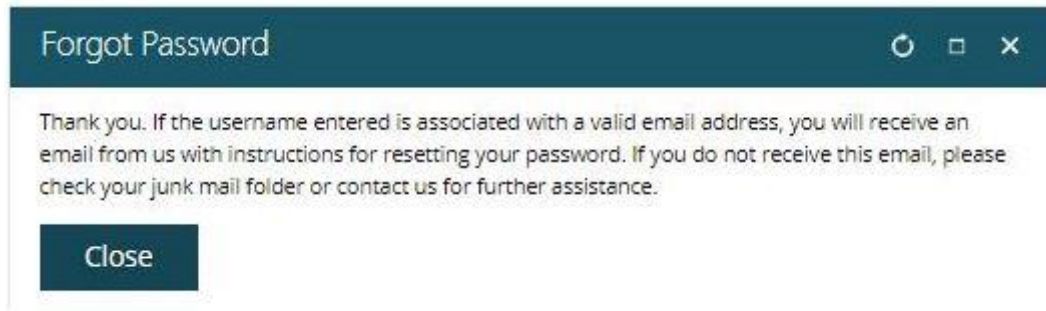


The screenshot shows a web browser window with a "Sign In" form. The form has two input fields: "Username" containing "davmarsh55@gmail.com" and "Password" which is empty. Below the password field is a red "Required" label. A brown "Sign In" button is positioned below the fields. At the bottom of the form, there are two links: "Forgot username?" and "Forgot password?". A red arrow points to the "Forgot password?" link. Below these links is a "Create a new account" link.



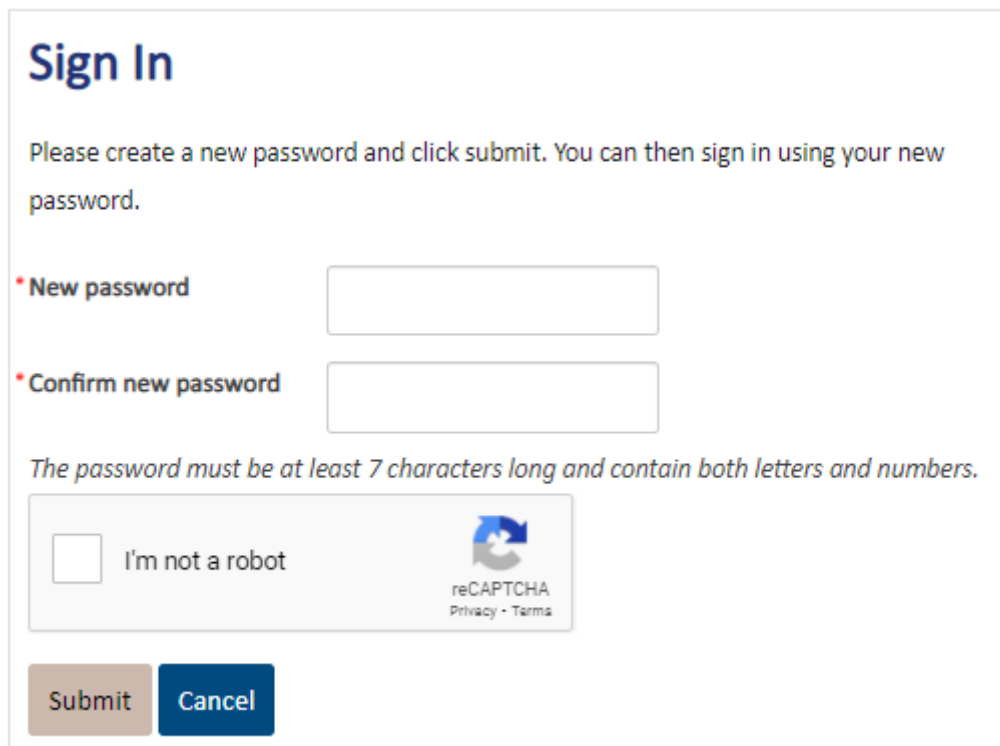
The screenshot shows a web browser window titled "Forgot my password". The page has a teal header with the title and window controls. The main content area is titled "Password Request" in teal. Below the title is a paragraph: "Enter the Username for your user account, then click Submit. We will email you a link to a page where you can easily create a new password." There is a red asterisk next to the label "*Username". Below the label is an empty text input field. At the bottom left, there are two buttons: "Submit" (orange) and "Cancel" (blue).

You will receive the following confirmation message:



If the system cannot locate your email address, please contact us (see contact details below). Please do not try to create a new account as this will create a second record for you in the system.

Step 5. Once your link to create a new password is emailed to you, submit your new password.



A screenshot of a web form titled "Sign In" in blue. Below the title is the instruction: "Please create a new password and click submit. You can then sign in using your new password." There are two input fields: the first is labeled "* New password" and the second is labeled "* Confirm new password". Below the fields is the text: "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 brown) and "Cancel" (dark blue).

Step 6. 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.


2

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 7: 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

[ADD](#)

CONTACT DETAILS

davmarsh55@mail.com

SOCIAL LINKS

Link to other social media accounts

[ADD -](#)

EDUCATION

Share where and when you received your education

[ADD](#)

JOB HISTORY

Provide an overview of employment experience

[ADD](#)

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