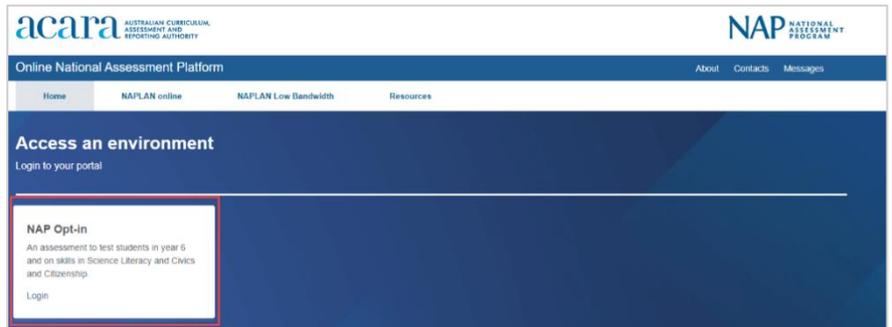


# Principal Registration – Quick Guide

## 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 2025, 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](http://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.

The screenshot shows the 'New Principal Registration' form. It includes input fields for 'First Name\*', 'Last Name\*', 'Email\*', 'Mobile\*', and 'School\*'. A search icon is next to the 'School\*' field. Below the fields is a 'Note' section with contact information: '1800 574 000' and 'NAPopt-in@acer.org'. At the bottom, there are 'Register' and 'Cancel' buttons, with 'Register' highlighted by a red box.

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

The screenshot shows the 'Principal Registration - Confirmation' page. It displays the user's details: First Name: Adam, Last Name: James, Email: adam@testschool.edu.au, Mobile: 0465896321, and School: South-West John Calvin Christian College [49134] Capel, Western Australia - Independent and All Souls St Gabriels School [48001] Charters Towers, Queensland - Independent. At the bottom, there are 'Confirm' and 'Cancel' buttons, with 'Confirm' highlighted by a red box.

## Principal Registration – Quick Guide

7. A confirmation screen will be displayed. If you have used the same email address for NAPLAN 2025 enrolment, you will receive an email with further instructions within 30 minutes.



**Note:** If you have used a new email address different than the one for NAPLAN 2025 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:

#### I. Provide participation estimates

- It is important to provide estimates of the number of students that may participate in the relevant 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.

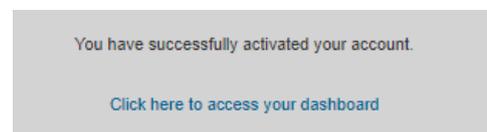
#### II. Register your school online

- The email will contain your username and a link to set your password to the platform.
- 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.
- 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.
- 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.

#### III. Learn more about the program

- 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.



## Support

For all enquiries regarding the NAP Opt-in Assessment please contact the helpdesk.

**e:** [NAPopt-in@acer.org](mailto:NAPopt-in@acer.org) **p:** 1800 574 000