

## Joining a course on the SQA Academy



You may find it useful to print out this document for reference.

There are two steps to joining an SQA Academy course.

First you need an account with the SQA Academy, if you need to set one up, instructions on how to do this are in the section titled '[Setting up an account](#)'.

Secondly to join most of the courses, you will also have to enter a one time only 'Enrolment Key'. Instructions on how to do this are in the section titled '[Enrolling on a course](#)'.

Once you've set up an account there is a chance you will forget your password. If you do forget your password the SQA Academy has a built in feature which allows you to reset your password. Instructions on how to do this are in the section titled '[Forgotten your password?](#)'.

## Setting up an account

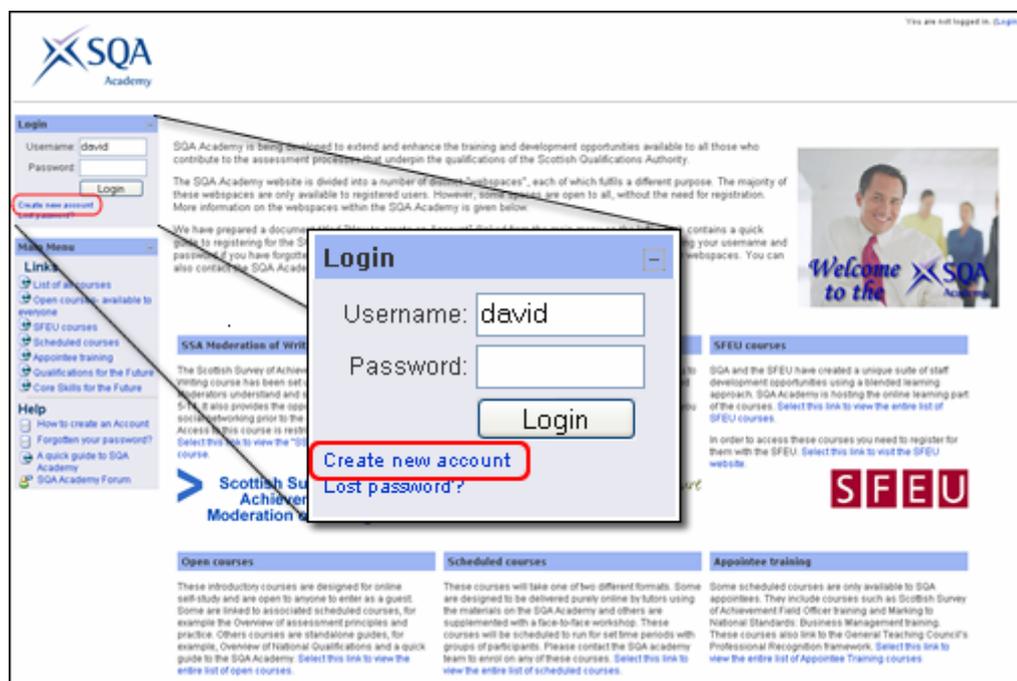


Figure 1: 'Create new account'

Go to SQA Academy the website address is <http://www.sqaacademy.org.uk>

If you are new to the SQA Academy, and want to create a new account, you will see a link at the bottom of the login box, "Create new Account" as shown in Figure 1.

Clicking on this link will take you to page where you can start creating a new account with the SQA Academy as shown in Figure 2. The steps to create a new account are as follows.

Figure 2: New Account page

Choose a username and password for yourself. The username should contain only letters and numbers, and have no spaces.

We recommend that you use your first name, last name and a number together e.g. davidkettle12

Microsoft has a guide on how to create a secure password, it is available from the following link: <http://www.microsoft.com/protect/yourself/password/create.msp>

Enter your email address (twice), your first and last names, your city and country. Enter the letters shown in the distorted image, to complete the security test. Click on the “Create my new account” button.

You should now see the page shown in Figure 3.

Figure 3: E-mail sent page

An e-mail will have been sent to the e-mail address you entered when creating your account, it may take a little time before the e-mail arrives.

**If you do not receive an e-mail within a day asking you to confirm your account please contact the SQA Academy team (details on page 5).**

You must open this e-mail before you can complete the registration process.

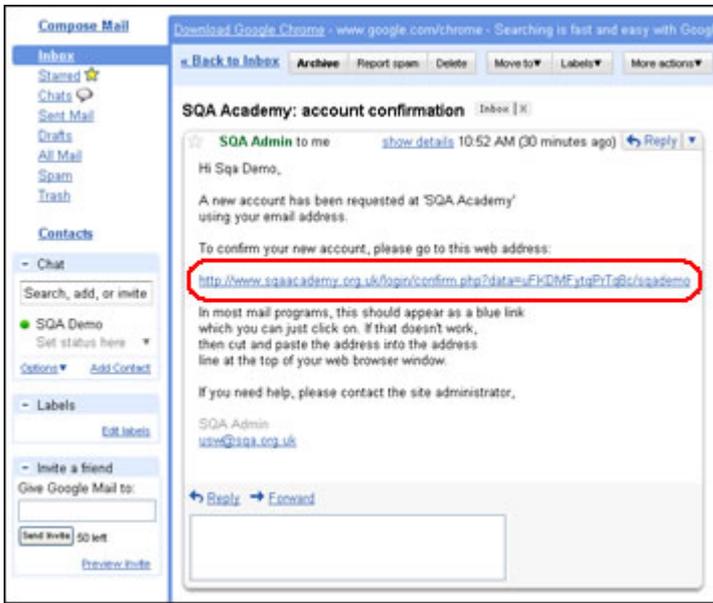


Figure 4: Confirmation e-mail

The e-mail contains a link as shown in Figure 4. Click on this link, or copy and paste it into your browser's address bar. The link will return you to the SQA Academy, where you will be told that your account registration has been confirmed as shown in Figure 5.

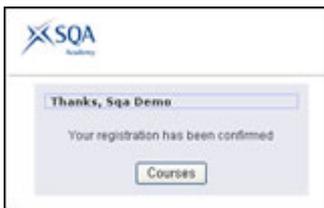


Figure 5: Registration confirmation page

Clicking on the "Courses" button on this page, as shown in Figure 6, will take you to the complete list of all the courses on the SQA Academy as shown in Figure 7.



Figure 6: Courses link



Figure 7: Course list

## Enrolling on a course

Select the course you wish to join from the Course list or from the front page of the website. If you are new to this course you may be asked for an enrolment key. As shown in Figure 8.

**Please note: the enrolment key is case sensitive**



The screenshot shows the SQA Academy website interface. At the top, it says "You are logged in as Sqa Demo (Logout)". Below that, there's a navigation bar with "SQA > Courses > Login to EMC Training 09". The main content area features a course titled "Electronic Marks Capture Training 2009" with a brief description: "This course introduces Principal Assessors (PAs), Team Leaders (TLs) and Markers to the EMC system and the quality assurance processes which underpin electronic marking." Below the course description, a message states: "This course requires an 'enrolment key' - a one-time password that you should have received from Pauline Redger." There are three input fields: "Enrolment key:" followed by a text box, "Enrol me in this course" button, and a "Cancel" button.

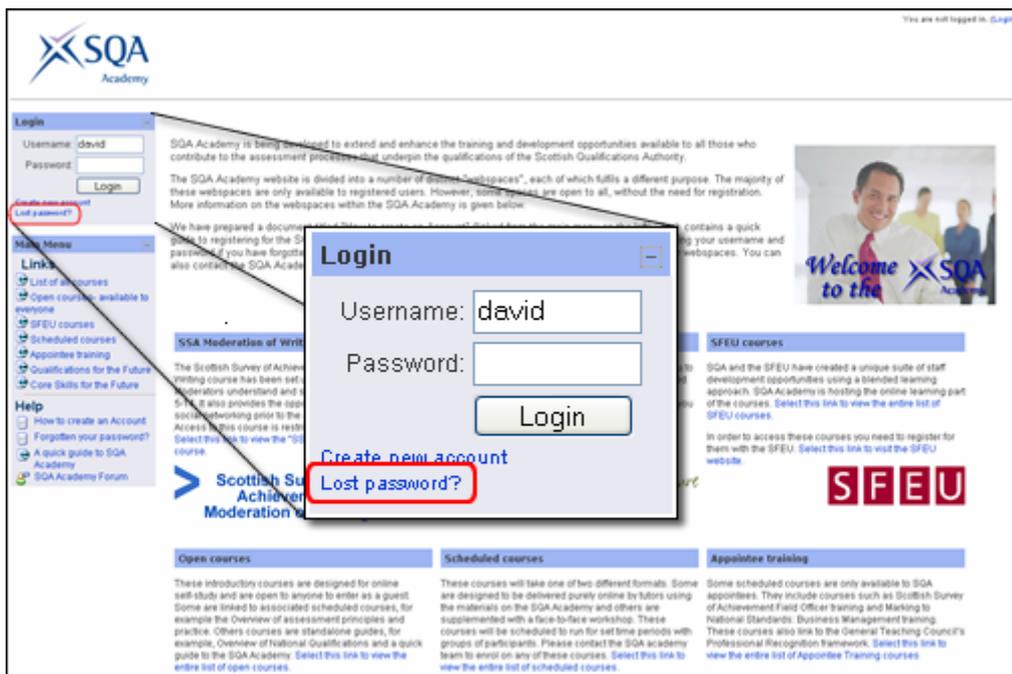
Figure 8: Enrolment key screen

If you have not received an enrolment key, please contact us by e-mail at [academy@sqa.org.uk](mailto:academy@sqa.org.uk), or by phone on 0131 271 6744.

Once the enrolment key has been correctly entered, you are fully registered on the course. You will not need to enter the enrolment key again, but you will need to login each time you visit the SQA Academy.

## Forgotten your password?

If you forget your password, you can have a new password sent to you by selecting the "Lost password?" link in the login box on the front page as shown in Figure 9.



The screenshot shows the SQA Academy front page. On the left, there's a "Login" box with fields for "Username: david" and "Password:" and a "Login" button. Below the "Login" button, there's a red circle around the "Lost password?" link. In the center, there's a "Login" modal box with fields for "Username: david" and "Password:" and a "Login" button. Below the "Login" button in the modal, there's a red circle around the "Lost password?" link. On the right, there's a "Welcome to the SQA Academy" banner and a "SFEU courses" section. At the bottom, there's a "Scottish Survey of Achievement Moderation" section.

Figure 9: Lost password?

This link will take you to a page, as shown in Figure 10, where you can enter **either** your e-mail address (as used when you registered) or the username you chose for yourself. You do not need to enter both.



Figure 10: Forgotten password

Once you have clicked OK, an e-mail will be sent to you, containing a link.

Click on this link to confirm that you have lost your password, as shown in Figure 11. This step is for security reasons.

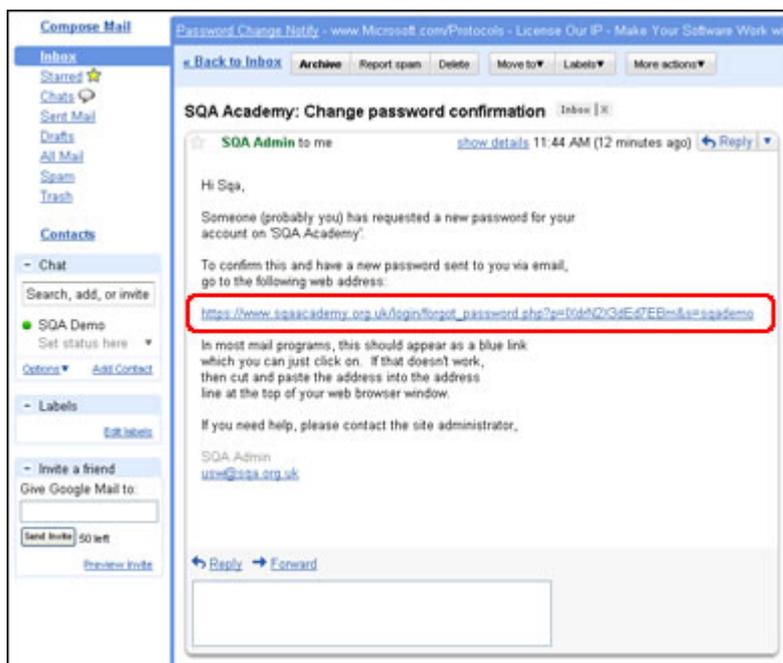


Figure 11: Forgotten password confirmation

Once you have clicked on the link, a second e-mail will be sent to you, with your username and a new password, as shown in Figure 12.

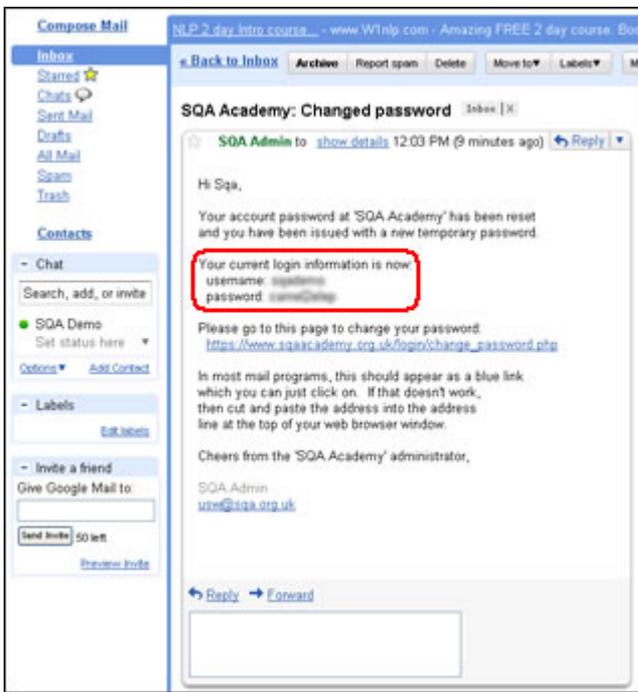


Figure 12: Forgotten password confirmation

You can change this password to something more memorable once you have logged back in.

If you have any problems with your username or password you can contact the SQA Academy team by e-mail at [academy@sqa.org.uk](mailto:academy@sqa.org.uk), or by phone on 0131 271 6744.