HOW TO: Create your aXcelerate account

For Learners

This guide steps you through how to create an aXcelerate account for this first time. aXcelerate is a learning tool that allows you to search for and enrol in course, complete assessments, download certificates, and view your learning history.

On your first day at QFES, you will receive an invitation email to create your aXcelerate account.



Steps:

1. In the aXcelerate email invitation click Create your account.

Hi John
You have been invited to sign in to your Learner Portal account with [Training Organisation Name]. To get started, follow these steps:
 Create your account (Please note that this link will expire in 90 days) Select the login method of email. Set your Password.
To access your Learner Portal once you have set up your account you can use the below link:
Learner Portal
The Learner Portal will allow you to access:
 your course progress your calendar course resources assessments and eLearning certificates learning history
We wish you every success in your program.
Regards, Queensland Fire and Emergency Services

 The Create Account window opens. If it opens in Internet Explorer, copy and paste the web address into any other browser's address bar. Click Sign up with Email.





	Create account
1	Sign up with Email
Sign	up with Mobile Number
	Or
G	Sign up with Google
0	Sign up with Facebook
ć	Sign up with Apple
Already have	e a global account? Sign in here

3. A form opens. Enter your **Email**. This will be the same email that received your invite. For QFES staff this is your QFES address. Volunteers may choose to nominate a personal address by <u>clicking here</u> and completing the online form.

Em				
•	John.Doe@qfes.qld.gov.au			
Giv	en Name			
-	John			
Far	nily Name			
C	Doe			
Pa	ssword			
•				
Ver	ify Password			
•	<u>I</u>			
1	Password must contain a lower case letter			
 Password must contain an upper case letter 				
 Password must contain a number 				
~	 Password must contain a symbol 			
1	 Password must be at least 8 characters 			
~	Passwords must match			

4. Enter Given Name and Family Name. If using a QFES email these names must match QFES records (e.g. Michael, not Mike).





John.Doe@qfe	es.qld.gov.au	
Given Name		
John		
Family Name		
Doe		
assivoru		
Verify Password		
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 Password must 	t contain a lower case letter	
 Password must 	t contain an upper case letter	
 Password must 	t contain a number	
 Password must 	t contain a symbol	
	t be at least 8 characters	
 Password must 	at match	
 Password must Passwords must 	stillaten	

- 5. Enter a **Password**. Re-enter the password into **Verify Password**. The two passwords must match exactly. Your password must have at least eight characters and contain:
 - a lower case letter
 - an upper case letter
 - a number
 - a symbol.

When the password has been created correctly, 6 green ticks will appear.

6. Click Sign up. You will be advised to check your emails.



7. Check your email account. An email will be sent to your email address to verify your account. Click **Verify and sign in**







If the link does not work, copy and paste the long text link into your internet browser's address bar.

8. You will now be logged into your Learner Portal. You may wish to bookmark this page, so it is easy to return to. The web address for aXcelerate is <u>app.axcelerate.com</u>.

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More on the Learners Portal





Help on navigating the portal, enrolling in courses, and completing assessments.

This content does not necessarily reflect QFES procedures.



