

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.

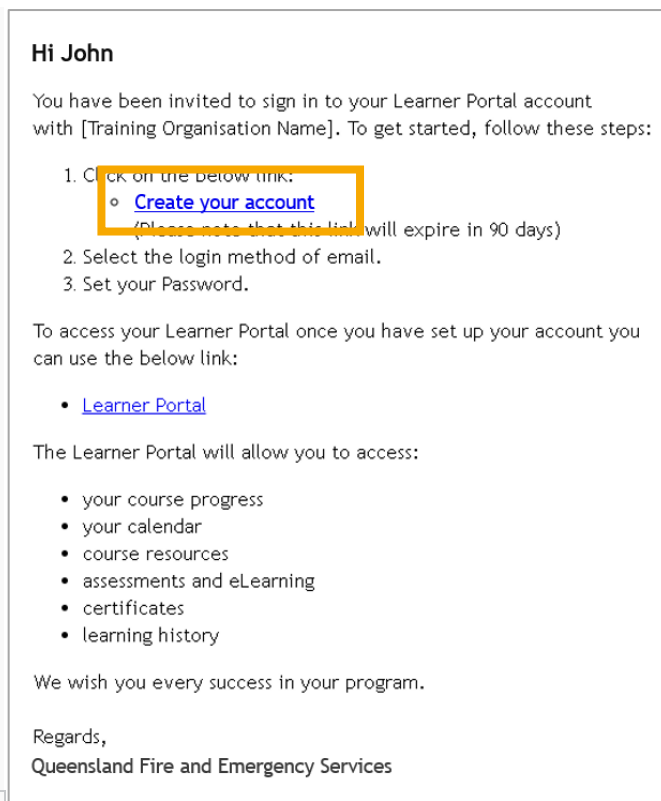
On your first day at QFES, you will receive an invitation email to create your aXcelerate account.



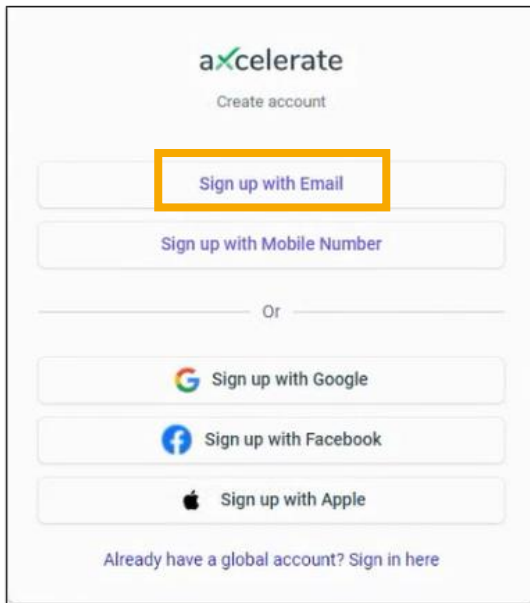
WATCH THE VIDEO: This How To guide is available as a [2 min video](#). This video has sound.

Steps:

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

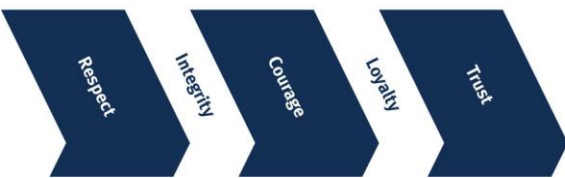


2. The Create Account window opens. If it opens in Internet Explorer, copy and paste the web address into any other browser's address bar. Click **Sign up with Email**.



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 [clicking here](#) and completing the online form.

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



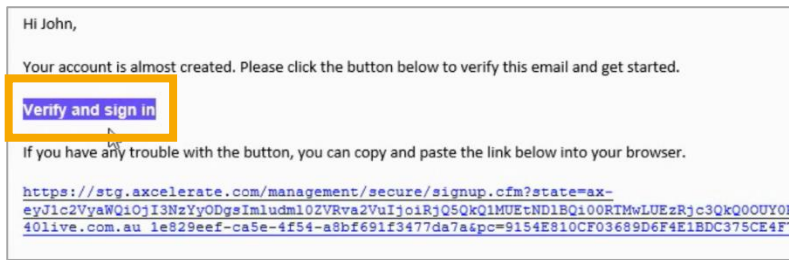
5. Enter a **Password**. Re-enter the password into **Verify Password**. The two passwords must match exactly. Your password must have at least eight characters and contain:
 - a lower case letter
 - an upper case letter
 - a number
 - a symbol.

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

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

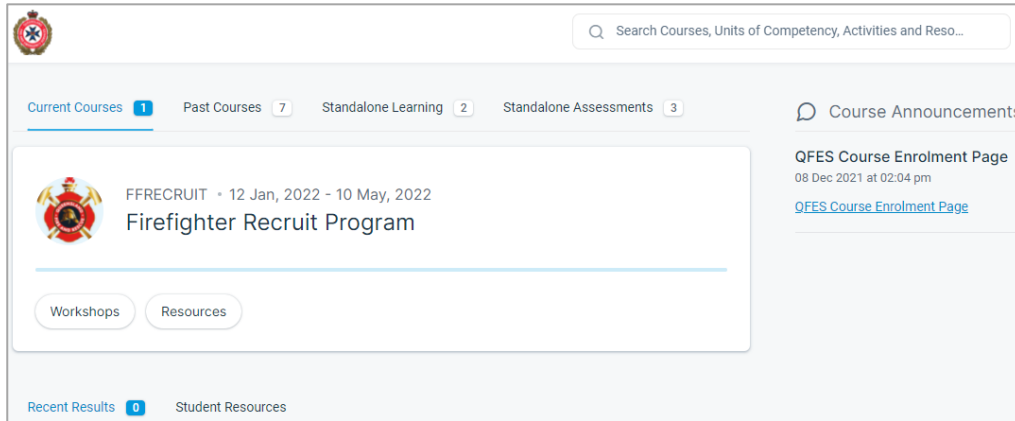


7. Check your email account. An email will be sent to your email address to verify your account. Click **Verify and sign in**




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


- 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 app.axcelerate.com.



Read next

<p>HOW TO: Login or reset a forgotten password</p>		<p>Need to know the basics of logging into aXcelerate? Forgotten your password? This guide will step you through the process of logging in and resetting a password.</p>
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More on the Learners Portal

<p>aXcelerate online help: Learner Portal</p>		<p>Help on navigating the portal, enrolling in courses, and completing assessments.</p> <p>This content does not necessarily reflect QFES procedures.</p>
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