

MYQCE, QTAC APPLICATIONS & ATAR PORTAL

YEAR 12 ACCESS, 2025

LEARNING INTENTIONS

LEARNING GOAL

- To know and understand how to complete a QTAC application and register for the ATAR portal
- To know the purpose of the MyQCE account

SUCCESS CRITERIA

- I can log into my MyQCE account and view my progress and know how to access my QCE at the end of the year
- I have created my QTAC account and know what I need to do to complete my application
- I have registered for the ATAR Portal and know how to access my ATAR when it is published at the end of the year



MY QCE ACCOUNT

- **How you track your QCE progress**

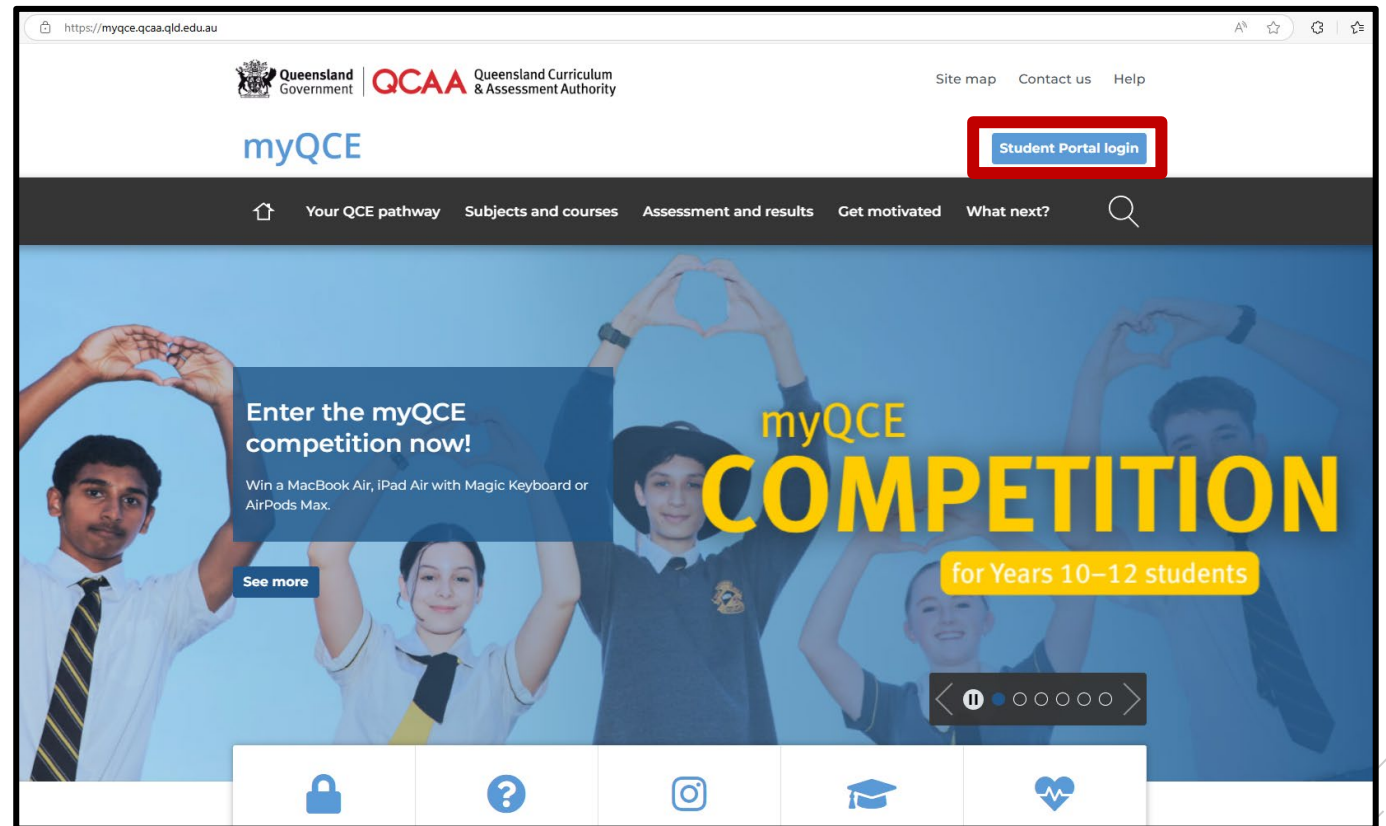
- Shows all SAT/UNSAT for Unit progress
- Shows all certificates achieved and/or competencies if certificate not completed
 - Note – those completed with outside training organisations can take some time to appear in here

- **You will need to go here to see your QCE attainment at the end of the year**

- You do NOT get issued a certificate by the school
- You need to download your own certificate from your MyQCE account

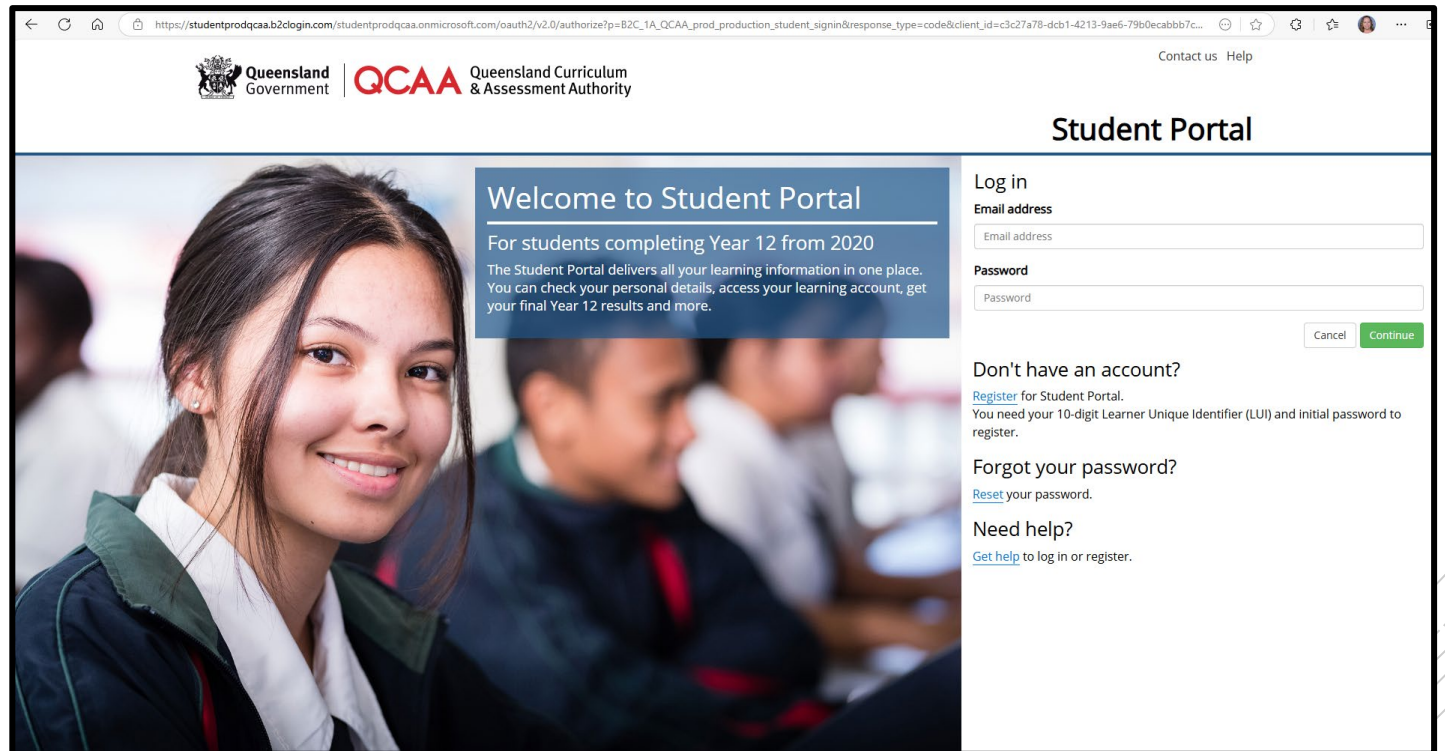
ACCESSING YOUR MY QCE ACCOUNT

- Go to <https://myqce.qcaa.qld.edu.au/>
- Select the “Student Portal Login” button



LOGGING INTO YOUR MY QCE ACCOUNT

- Log in using your account details that you set up in ACCESS at the start of Year 11 in 2024
 - Your email address is a personal email, NOT your school one
 - You set your own password
 - If you can't remember your password, use the “reset” option



The screenshot shows the QCAA Student Portal login interface. At the top, the Queensland Government and QCAA logos are displayed. The page title is "Student Portal". On the left, there is a large image of a smiling young woman. To the right of the image, a blue box contains the text: "Welcome to Student Portal", "For students completing Year 12 from 2020", and "The Student Portal delivers all your learning information in one place. You can check your personal details, access your learning account, get your final Year 12 results and more." On the right side of the page, there is a "Log in" section with fields for "Email address" and "Password", and "Cancel" and "Continue" buttons. Below this, there are links for "Don't have an account?", "Forgot your password?", and "Need help?".

Queensland Government | QCAA Queensland Curriculum & Assessment Authority

Contact us Help

Student Portal

Log in

Email address

Email address

Password

Password

Cancel Continue

Don't have an account?

[Register](#) for Student Portal.
You need your 10-digit Learner Unique Identifier (LUI) and initial password to register.

Forgot your password?

[Reset](#) your password.

Need help?

[Get help](#) to log in or register.

CHECKING YOUR MY QCE ACCOUNT

- Take some time now to check everything in your MyQCE account
 - Check your contact details are correct
 - Check your QCE progress is correct
 - Check any certificates
 - Note – those completed with outside training organisations can take some time to appear in here
- Let Miss Anderson know if you find any errors or have questions kandel178@eq.edu.au
 - If you details e.g. address are incorrect, your parent will need to complete a Change of Details Form through the Campus Office

REGISTERING FOR THE ATAR PORTAL

- In order to be able to access your ATAR at the end of the year, you MUST register for the ATAR Portal
- To register you will need the following personal details ready to set up your ATAR account:
 - Full name (as shown on your QCAA Learning Account in MyQCE)
 - Date of birth
 - LUI number (you can find this on OneSchool, in your MyQCE account or on your ID card)
 - Personal email address – do NOT use your school email

REGISTERING FOR THE ATAR PORTAL

- Go to <https://atar.qtac.edu.au/sessions/signin> to create your account and register for the ATAR Portal
- Make sure you **SHARE YOUR ATAR WITH YOUR SCHOOL**
 - To do this, **DON'T** select the **box** that says you do not wish to share your ATAR. Sharing helps us review our practices and make changes for improvement moving forward
- **If you are ATAR eligible, take some time now to create your account**

The background of the slide features several thin, curved lines in a light gray color, some solid and some dashed, creating a modern, abstract design. On the left side, there is a large, dark red rectangular box with a speech bubble-like tail pointing downwards. Inside this box, the text "ACCESSING YOUR ATAR AT THE END OF THE YEAR" is written in white, uppercase letters.

ACCESSING YOUR ATAR AT THE END OF THE YEAR

■ You will be able to view your ATAR:

- **Online** – log into your ATAR Portal account
- **Email** – ATAR results will not be directly sent to your email address, BUT you can opt in to receive a single notification via email when the results are released and then log into your ATAR Portal to view your ATAR
- **PDF or Printed Certificate** – Log in to the ATAR Portal and complete the form and process payment – QTAC will post or email out your ATAR Certificate

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. In the center, there is a large red speech bubble with a pointed bottom. Inside the bubble, the text "QTAC APPLICATIONS" is written in white, bold, uppercase letters, and "2025" is written below it in a smaller, white, sans-serif font.

QTAC APPLICATIONS

2025

Key Dates

KEY DATE	DATE
Opening of Admissions	Tuesday 5 August 2025
Application Fee change	Wednesday 1 October 2025
Due date to supply and submit documentation	Monday 8 December 2025
ATAR Release	Thursday 18 December 2025
IBAS Release	Thursday 18 December 2025
December Offer Round	Tuesday 23 December 2025
January Offer Round	Thursday 15 January 2026

APPLYING TO QTAC

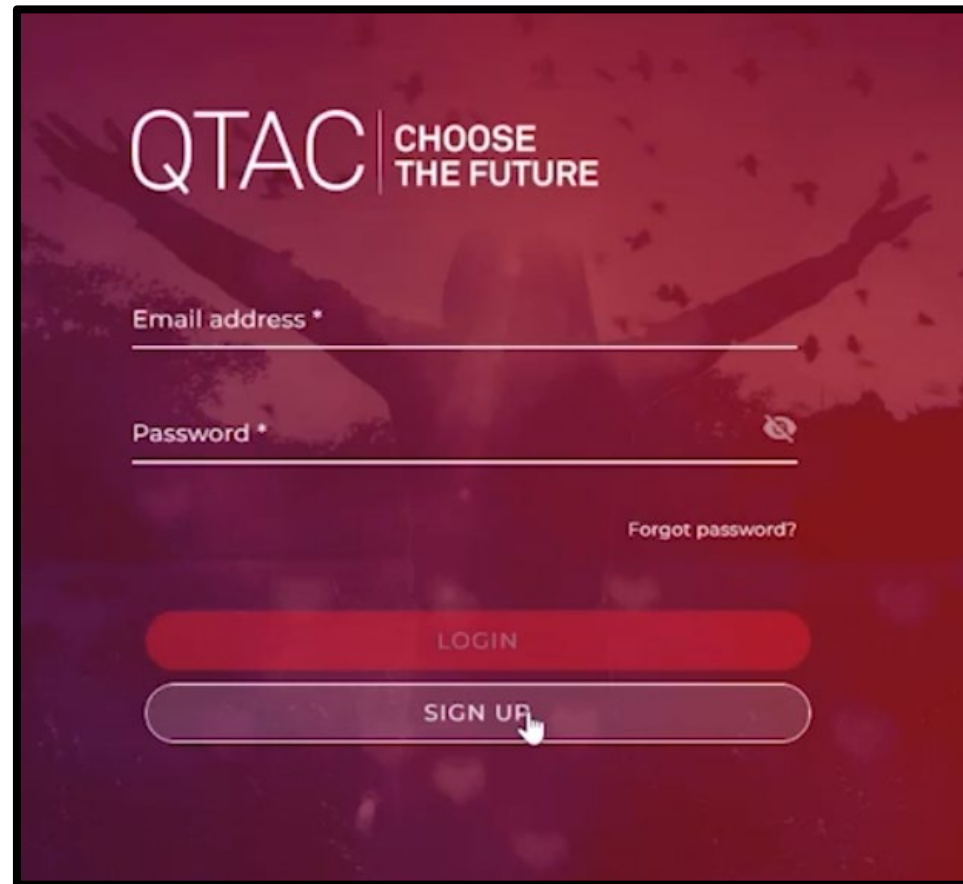
- If you plan to go to university in Queensland, you will need to submit a QTAC Application – this is for Queensland Universities only
 - If you wish to apply to universities in other states or countries, you will need to apply through their systems
- **Before applying** make sure you:
 - Research course options thoroughly and create your short list of 6
 - Check that you meet all course eligibility requirements e.g. prerequisites, etc
 - Check if there are early or fixed closing dates for your preferred course
 - Meet with Mrs Pears (Guidance Officer) for your Endeavour Conversation to discuss your preferences

WHAT YOU NEED TO KNOW...

- Before starting your QTAC application, it's important to be familiar with the following:
 - **Create an account:** Create an account with your personal email and a secure password. You can authorise a contact to access and support you in your QTAC Application experience in the Contact Details section of your application.
 - **Personal Information:** Be ready to provide your personal details, educational background, and (if required) any relevant work experience.
 - **Course Preferences:** You can search for courses inside the application portal. Decide on the courses you wish to apply for and arrange them in order of preference.
 - **Documentation and Fees:** Gather necessary documentation (some QTAC can obtain but others you will be required to supply and be prepared to pay the application fee online prior to submitting your application.
 - Save your login details, as you'll need to access your application multiple times to complete, submit, adjust preferences, respond to alerts or offers, and ensure you're ready for the offer rounds when your preferred courses are available.

APPLYING TO QTAC

- To apply to QTAC go to:
<https://applications.qtac.edu.au/sign-up>
- **SIGN UP** to create your account - **Use a personal email address and set your password**

A screenshot of the QTAC sign-up page. The background is a dark red with a faint image of a person's arms raised. At the top left, the text 'QTAC' is in large white letters, followed by 'CHOOSE THE FUTURE' in smaller white letters. Below this, there are two input fields: 'Email address *' and 'Password *'. To the right of the password field is a small eye icon. Below the password field is a link that says 'Forgot password?'. At the bottom, there are two buttons: a red 'LOGIN' button and a white 'SIGN UP' button with a mouse cursor pointing at it.

QTAC | CHOOSE THE FUTURE

Email address *

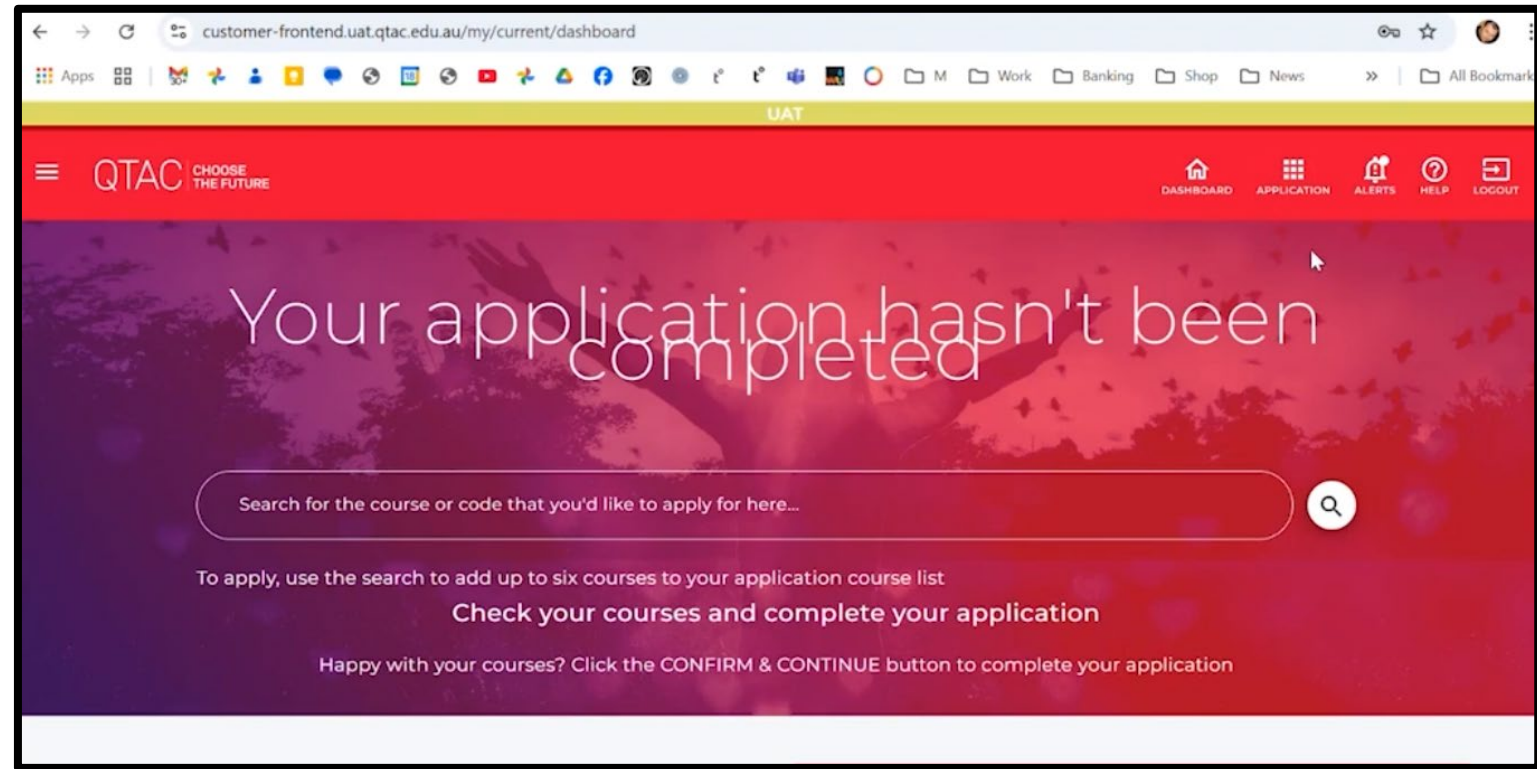
Password *

Forgot password?

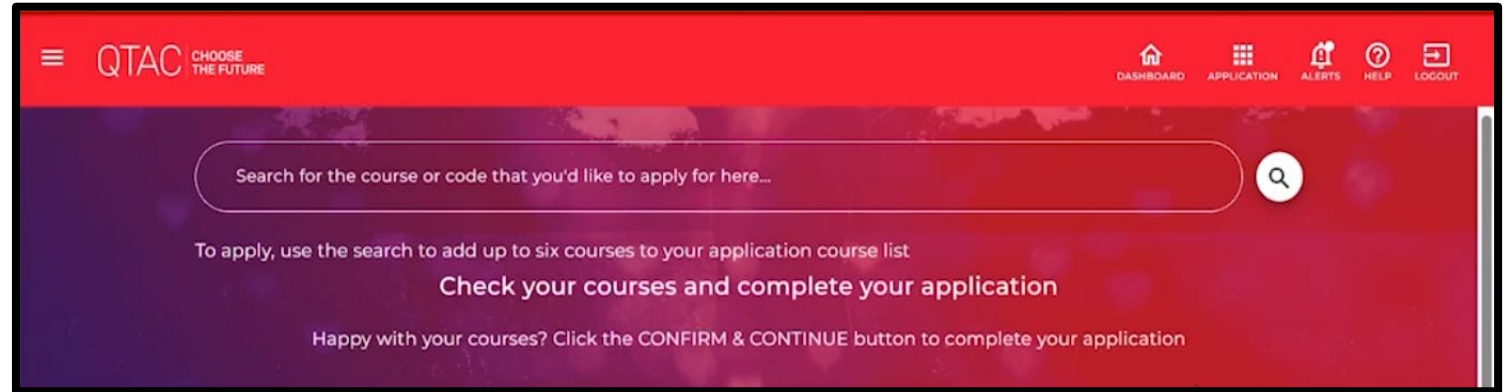
LOGIN

SIGN UP

When you log in
you should see
something like
this



Find the course
you want to add
to your
preference list



- You can find courses using different searches:
 - Type in the “field” you are interested in e.g. Nursing
 - This will give you a list of all of the Nursing courses across all of the Universities
 - Type in the course code (you can find this in the QTAC guide or on the QTAC website) – e.g. 018601
 - This brings up the one specific course you want to apply for

PLEASE NOTE

- **Use all 6 preferences**
 - 1 & 2 should be your dream courses
 - 5 & 6 are back-ups in case you don't get into your first preferences – should be a sure thing
- Some universities will offer the same course at multiple campuses. Applying for the same course across different campuses count as separate preference entries on your application

When you find
the course you
wish to add, click
“ADD”



COURSE CODE	START MONTH
906391	Sep 2025

Bachelor of Nursing

UniSQ, Toowoomba Campus

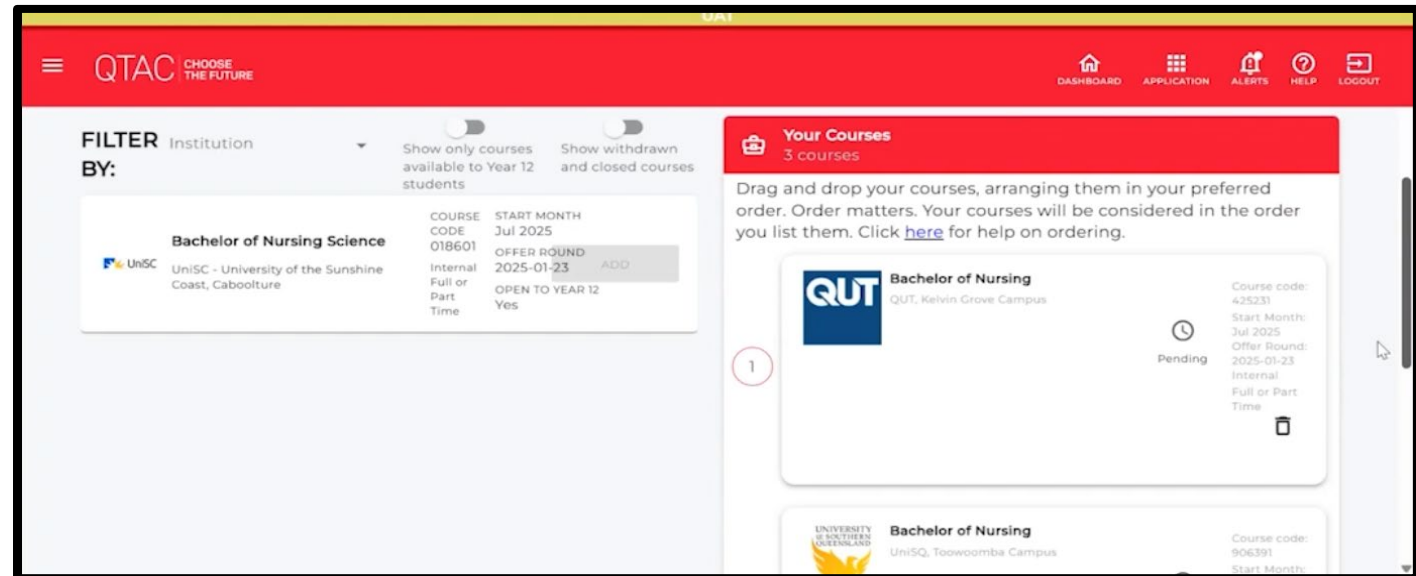
Internal Full or Part Time

OFFER ROUND: 2025-01-23

OPEN TO YEAR 12

ADD

This course will then appear in
“Your Courses” on the right-hand side of the
screen. You can drag and drop courses to place
them in the order of preference.
Order matters!!!!



QTAC CHOOSE THE FUTURE

FILTER BY: Institution

Show only courses available to Year 12 students

Show withdrawn and closed courses

Your Courses
3 courses

Drag and drop your courses, arranging them in your preferred order. Order matters. Your courses will be considered in the order you list them. Click [here](#) for help on ordering.

1 **Bachelor of Nursing Science**
UniSC - University of the Sunshine Coast, Caboolture
Course code: 018601
Start Month: Jul 2025
Offer Round: 2025-01-23
Internal Full or Part Time: Yes

Bachelor of Nursing
QUT, Kelvin Grove Campus
Course code: 425231
Start Month: Jul 2025
Offer Round: 2025-01-23
Internal Full or Part Time: Yes

Bachelor of Nursing
UniSQ, Toowoomba Campus
Course code: 906391
Start Month: Sep 2025



CLICK “CONFIRM
AND CONTINUE”

- Once you have entered your six preferences and have them in the right order, click “Confirm and Continue”
- You will then need to work through the remainder of the application form:
 - Your Profile
 - Contact Details
 - Your Education
 - Your Professional Experience
 - Your Admissions Tests (probably not applicable to you)
 - Your Language
 - Educational Access Scheme
 - Financial Hardship
 - Your Family Background
 - Summary of your Application – check this very carefully for accuracy

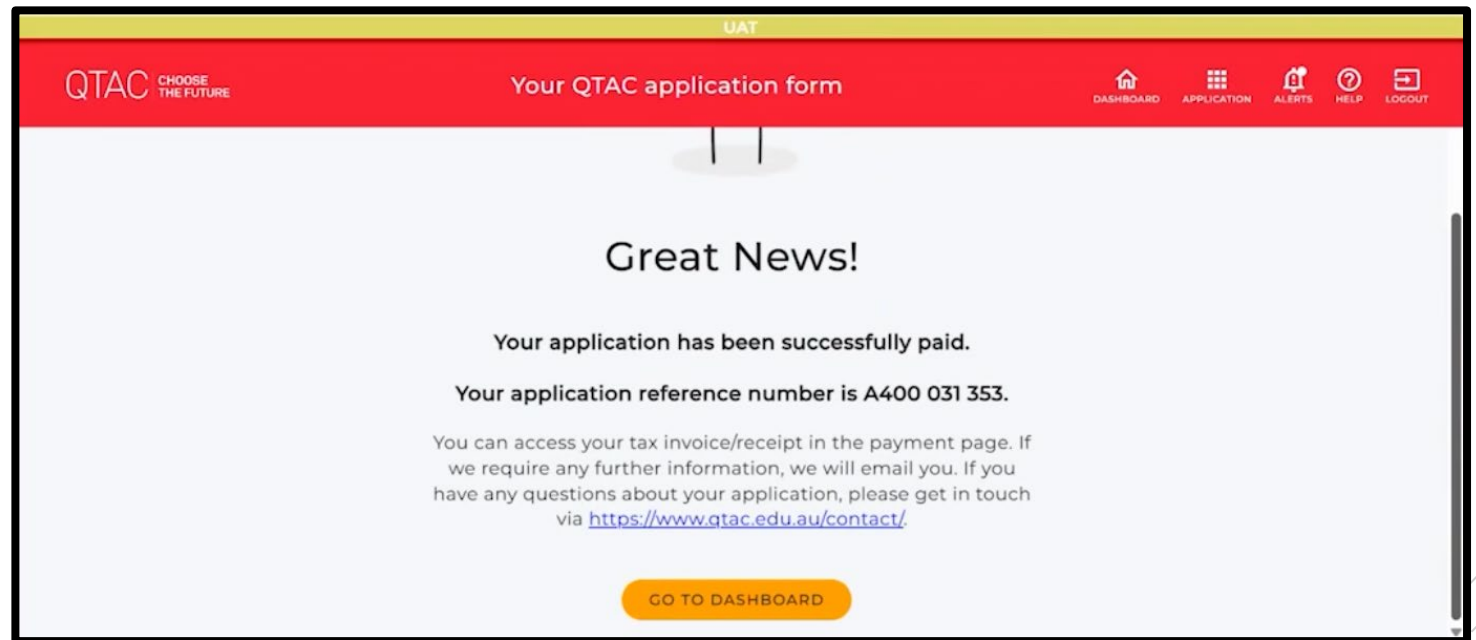
SUBMITTING YOUR APPLICATION

- Once you have checked everything and are 100% satisfied with your application, select **“Submit and Pay”**
- **Select to Pay Now or Pay Later** and complete your payment details
 - Your application is not lodged until you pay

Application	COST
Year 12 - Early Bird	\$70.00
Year 12	\$150.00

APPLICATION
CONFIRMED

Once you pay and submit, you will receive a message like this and you have successfully submitted your QTAC application.



MAKING CHANGES

Any changes you make to your preference list order after submitting and paying will start to count down from your 3 free changes

Change or Preference - first 3 changes fee	\$70.00
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We suggest you don't make any changes to your preference list until you get your ATAR. This will allow you to preserve your free preference changes until you know exactly what you are doing

2025 QTAC Fees

Application	COST
Year 12 - Early Bird	\$70.00
Year 12	\$150.00
Change or Preference - first 3 changes fee	\$70.00

ATAR	COST
ATAR Appeal	\$40.00
Electronic Verification	\$10.00
Printed Verification	\$30.00

SPEND SOME TIME
NOW SETTING UP
AND POPULATING
YOUR QTAC
APPLICATION

- You can enter and edit as much as you like for free right up until the time you submit and pay
- If you have any questions or concerns, please see Mrs Pears or Miss Anderson for help
- If you are not applying to QTAC, use the time for independent study