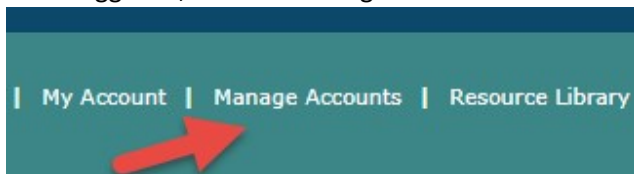


Digital Assessment Library for Universities (DALU)

Instructions for University staff/students

1. The University staff member who is the Q-Global DALU Account owner will receive a “Welcome to Q-Global” email that contains a Digital Assessment Library for Universities (DALU) User Guide link.
2. The account owner is responsible for setting up other staff members and students on their Q-Global account as ‘users’ so that others can also access the DALU.
3. Once logged in, click on ‘Manage Accounts.”

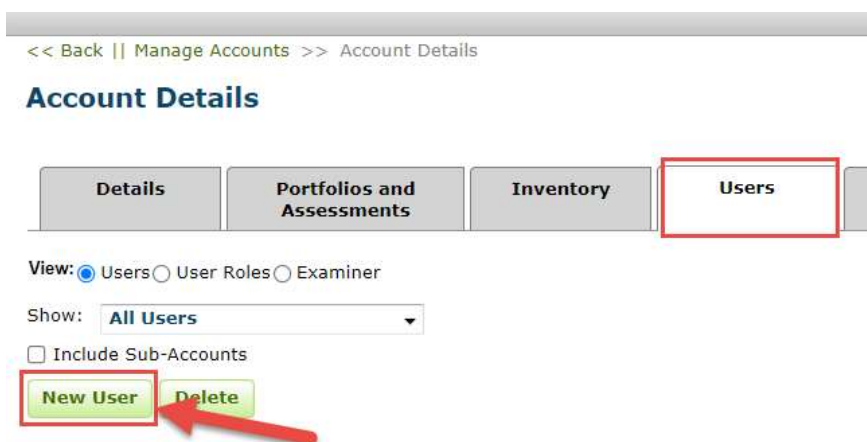


4. Click on the account name (see arrow below)

Manage Accounts



5. Click on the ‘Users’ tab. Then ‘New User’



6. Complete the demographic fields as shown in the image below:
 - a. Note: Phone Number field is mandatory. If you do not know the phone number of each student, you can enter the phone number of the University.
 - b. When selecting the 'Role' using the drop-down box, select "Assessment Administrator".
 - c. Once completed, click 'save'.
 - d. Repeat the process for each new student/staff member.

Create Account User

[Save](#) [Cancel](#)

* Required

<p>Title: <input type="text"/></p> <p>* First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>* Last Name: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>* Email: <input type="text"/></p> <p>* Phone Number: <input type="text"/></p> <p>Status: Active</p>	<p>* Business Unit: Australia</p> <p>* Account: PCTA (Internal)</p> <p>Username: <input type="text"/></p> <p>* Role: <input type="text" value="Please Select..."/></p> <p>Examiner: <input type="checkbox"/></p>
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7. The students/staff members will automatically receive the same welcome to Q-Global email with login instructions. Once logged in, students/staff can access digital test manual and stimulus books in the 'Resource Library link'

