



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)



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
Title:	ſ	• Business Unit:	Australia	
• First Name:		Account:	PCTA (Internal)	
Middle Name:		Username:		
• Last Name:		· Role:	Please Select	~
Suffix:		Examiner:	0	
• Email:				
• Phone Number:				
Status:	Active			

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'

ALWAYS LEARNING						
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