

STUDY SKILLS HANDBOOK

Create Tracking System Login

Sign up form for tracking system:

Do not use this form if you already have created a tracking system login in the past. Instead, go to [manage my login \(index2.php\)](#)

Students:

- Complete the form below when you first use the site so you can save the results of your end of unit quizzes and modules .
- You only need to complete this sign up form once.
- You will choose your own private tracking username and tracking password to use when saving the results of your quizzes and modules.
- Make sure you put the CORRECT information below as this is the only way you can demonstrate to your teacher which units you have completed.

NOTE: You will still always use the general school user name and password to log into the handbook each time. The personal tracking system user name and password is just for when you are saving your quiz and module results.

(Teachers, to find out how to check a year group's results click on the Teacher Admin link on the 'For Teachers' tab.)

CHOOSE YOUR OWN USERNAME FOR THE TRACKING SYSTEM

NOTE: As your teachers will have access to your information, it is important that you choose an **APPROPRIATE** user name - think carefully as **your teacher will be using your username** to check which units you have covered. Inappropriate user names will be deleted from the system and all data lost. **Also choose a username that you will remember!**

YOUR FIRST NAME

YOUR SURNAME INITIAL:

For privacy reasons do not enter your full surname but your teacher will need the initial so they can identify you. If there are other people in your year group with the same first name and surname initial you might like to add identifying info after your first name (eg. John - red hair).

YOUR SCHOOL

Select your school from the drop down menu. Make sure you choose the correct school as your teacher will be able to check and see how you are going, if you do not put the correct information in you will not be able to show your teacher what you have completed.

CHECK ABOVE - CONFIRM YOUR SCHOOL IS CORRECT

Sometimes students select the wrong school by mistake then their teacher can't find them in the tracking system and they have to start work all over again. So just look above and check you have selected the correct school! Type **YES** into the box to confirm you have checked.

YOUR YEAR LEVEL

Each year your level will be increased automatically and then results deleted after Year 12 (or 13 if your school runs to year 13). Make sure you put the correct year level so your teacher can view your results and so your results are not deleted early!

YOUR GROUP

Your teacher may ask you to select a group. If they have not, then leave this blank.

CHOOSE YOUR OWN PASSWORD FOR THE TRACKING SYSTEM

Choose something you will remember and that no-one else will guess. **DO NOT USE A PASSWORD THAT YOU USE FOR OTHER THINGS - USE SOMETHING COMPLETELY DIFFERENT.** Your teacher will be able to see this password so choose something appropriate. **MAX 30 characters.** Avoid using symbols like / as sometimes different keyboards can cause issues.

RE-ENTER PASSWORD

CHOOSE A MEMORABLE QUESTION

YOUR ANSWER

You can use the answers to these questions to retrieve your login details if you forget them. Please try to use short one word answers that you will remember. **MAX 20 characters**

CHOOSE A SECOND MEMORABLE QUESTION

YOUR ANSWER

This cannot be the same question as the first. **MAX 20 characters.** NEVER tell people your answer to these questions or they can access your account.

Add Your User Name to the Tracking System