First Login – Student Portfolios
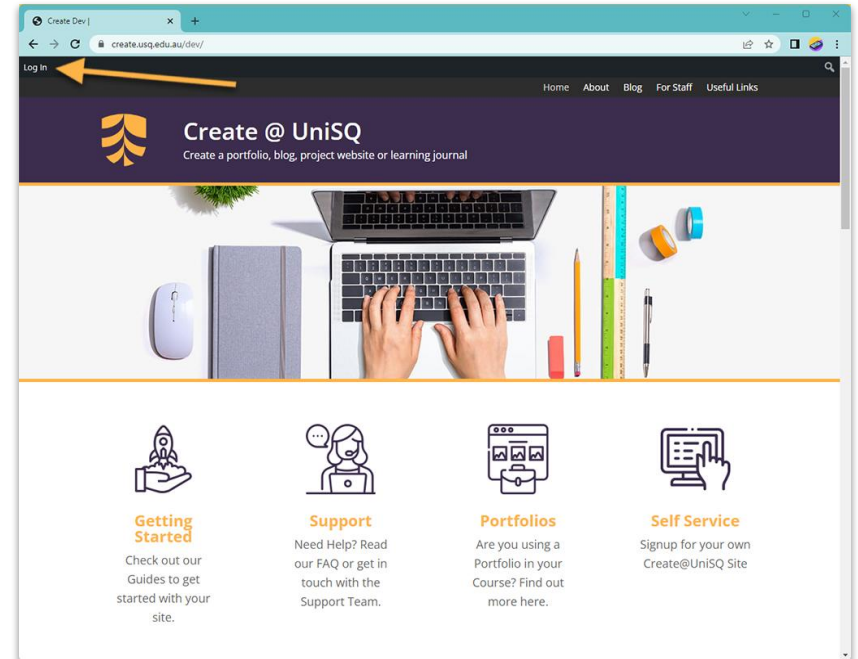
Create@USQ User Guide
Last Updated: March 2023

University of
Southern Queensland
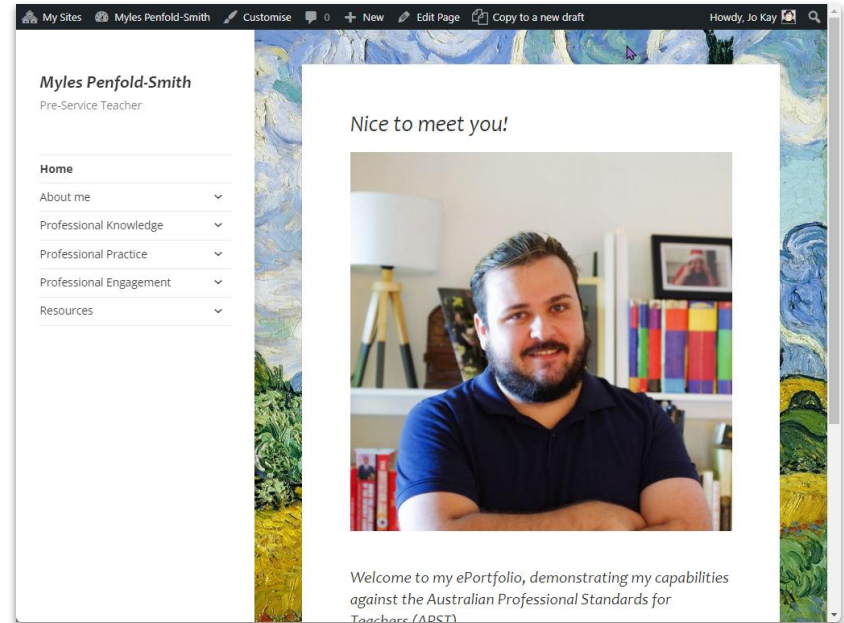
Logging into your Portfolio for the first time

Step 1:

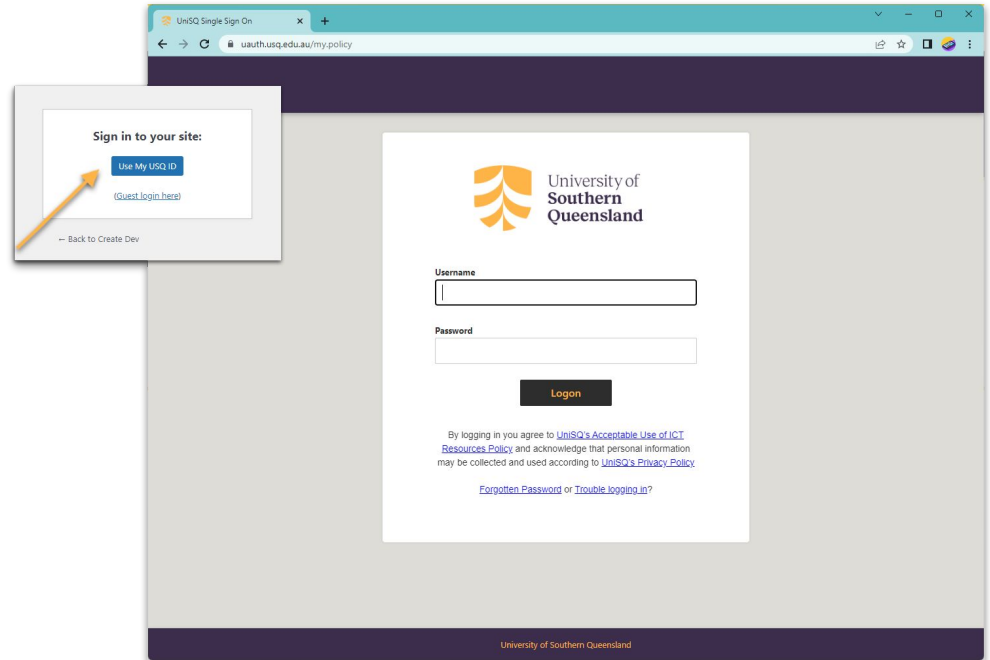Go to **create.usq.edu.au** and click on the **Log In** link

Logging into your Portfolio for the first time

Step 2:

Click on **Use My USQ ID** and Enter your **USQ username and password**.

This should redirect back to **create.usq.edu.au** as a logged-in user.

Logging into your Portfolio for the first time

Step 3:

To check if you're logged in, look for '**Howdy, your username**' in the top right hand corner of the screen.
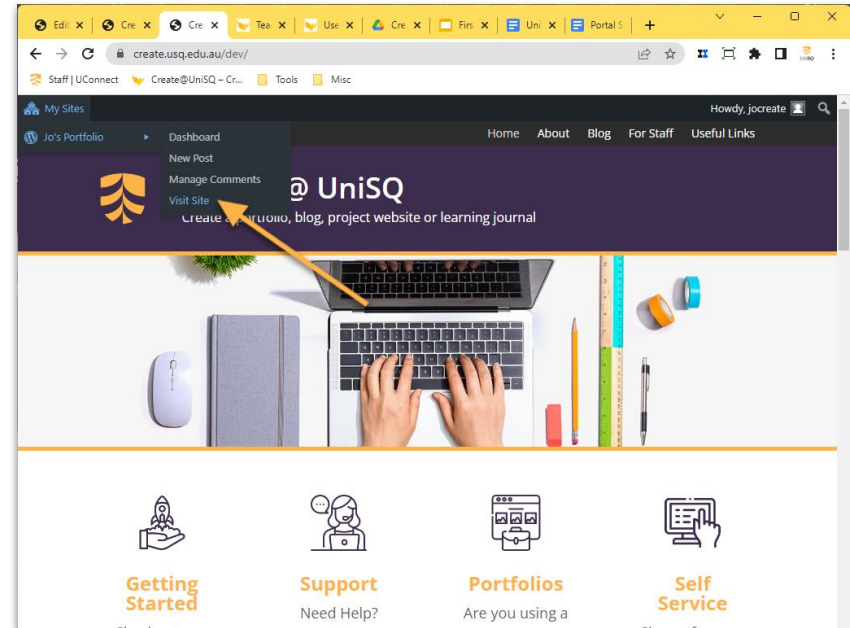
Logging into your Portfolio for the first time

Step 4:

Go to **My Sites** drop-down menu in the admin bar on the top left-hand side of your screen.

Select **Dashboard** or **Visit** next to your **Portfolio name** to start working on your portfolio.

Logging into your Portfolio for the first time

PLEASE NOTE:

The very first time you log in, you will probably see a series of messages as the software creates your portfolio, for example - "We're setting up your new blog. Please wait…"

This is totally normal and not an error or 'bug' in the system! When your site has been created you'll be able to start editing.

We're setting up your new website. This process can take several minutes.

Please keep this browser tab open until your new site has been completely set up. ⬤

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Need Further Assistance?

If you are not able to access and/or login into your portfolio email CampusPress for support at contact@campuspress.com.

Please include the following information in your email:

- Student ID – starts with 'U'
- Your first and last name
- Course name and code, e.g. EDM8004
- Course Examiner's name and email