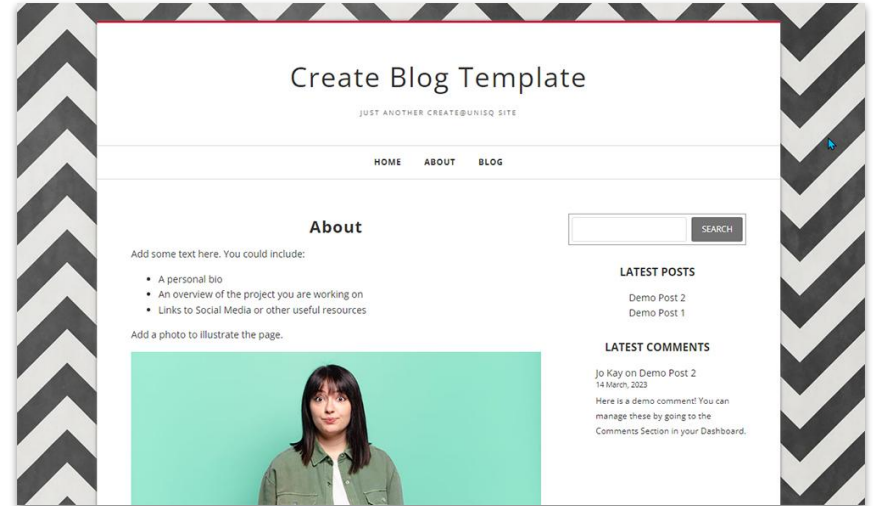


# First Login – Self-Service Users

**Create@USQ User Guide**  
Last Updated: March 2023



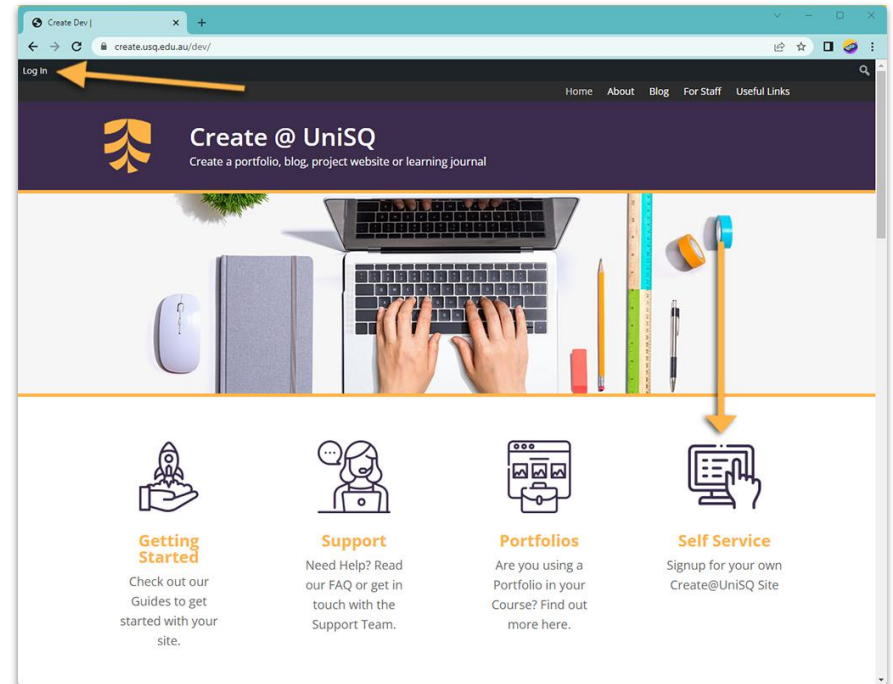
# Setting Up Your Site on Create@UniSQ

## Step 1:

Go to [create.usq.edu.au](https://create.usq.edu.au) and click on the **Log In** link

## Step 2:

Click on the **Self Service Icon** to go to the Self-Service Area



# Setting Up Your Site on Create@UniSQ

## Step 3:

Read the information about **Your Rights and Responsibilities when using Create@UniSQ**. It is important that you understand and observe these policies.

## Step 4:

Click on the purple signup button to go to the signup form

### Your Rights and Responsibilities when using Create@UniSQ

#### Terms of Use

Please read and make sure you understand and observe the following policies:

- Student code of conduct
- Student academic integrity
- Student expectations and responsibilities
- Intellectual Property Policy
- Acceptable use of ICT resources

When you signup for a site on Create@UniSQ you agree to abide by these terms.

#### Your Copyright Responsibilities

There are some great sources for free videos and images online, however, you must **consider your copyright and intellectual property responsibilities** whenever you add an video or image to your Create@UniSQ site. [Read the the UniSQ Copyright Guidelines for Students here.](#)

#### Your Privacy

Create@UniSQ is managed in line with the [UniSQ Privacy Policy](#). The platform is managed by CampusPress which is part of the Incsub Group. You can read the [Incsub Privacy Policy here](#), including information on their data sharing policies, site cookies, and the collection and security of personal information. You can also read the [CampusPress Data Privacy Policy here](#).

#### Get in Touch

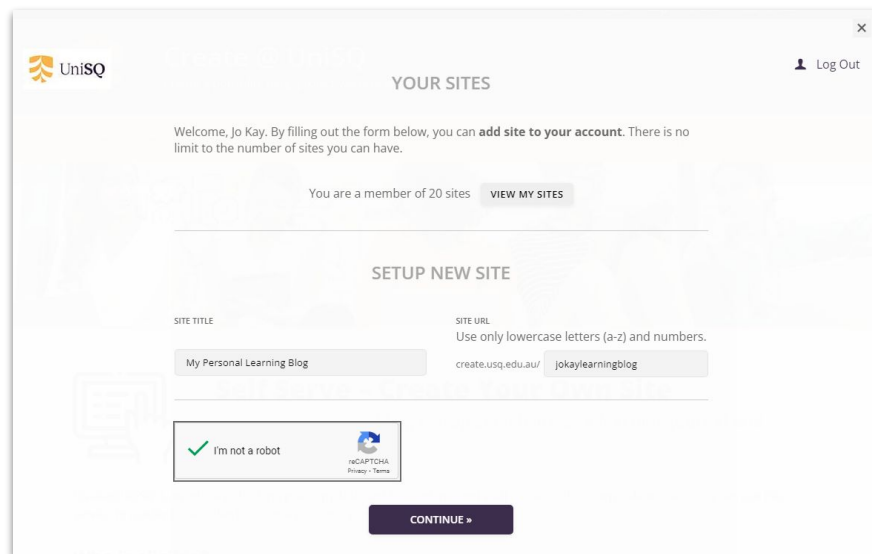
For further information about all Policies related to Create@UniSQ please visit our [Policies page](#). If you have any concerns, please contact [julie.lindsay@usq.edu.au](mailto:julie.lindsay@usq.edu.au).

[Click here to signup for your Create@UniSQ Site](#)

# Setting Up Your Site on Create@UniSQ

## Step 5:

Fill out the form provided. Add a **Site Name** and a **URL** (web address) that relates to you or the content you plan to publish.



UniSQ

YOUR SITES

Log Out

Welcome, Jo Kay. By filling out the form below, you can **add site to your account**. There is no limit to the number of sites you can have.

You are a member of 20 sites [VIEW MY SITES](#)

SETUP NEW SITE

SITE TITLE

My Personal Learning Blog

SITE URL

Use only lowercase letters (a-z) and numbers.

create.usq.edu.au/ jokaylearningblog

I'm not a robot

reCAPTCHA

Privacy - Terms

[CONTINUE »](#)

# Setting Up Your Site on Create@UniSQ

## Step 6:

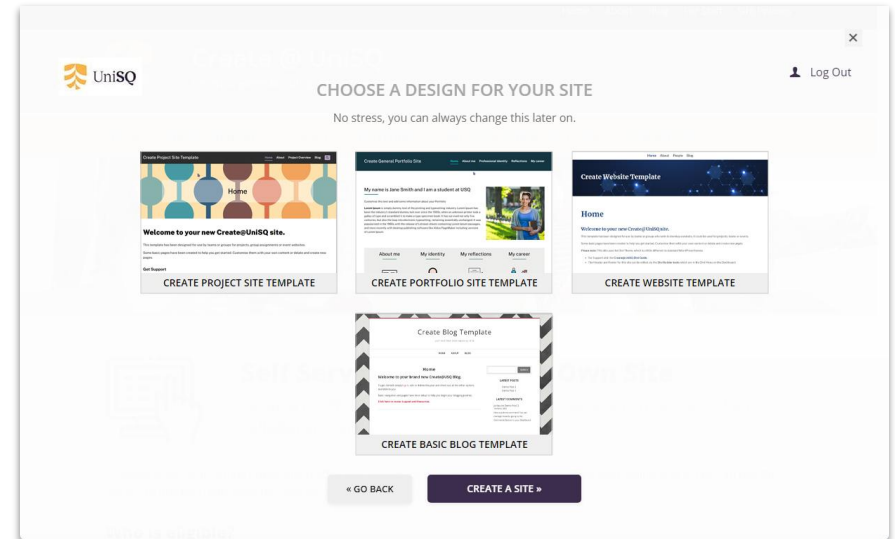
Select a **Theme** for your site (look and feel).

We have provided a number of templates to help you get started.

You will be able to select alternative themes after you site has been created.

## Step 7.

Click the purple button to create your site!

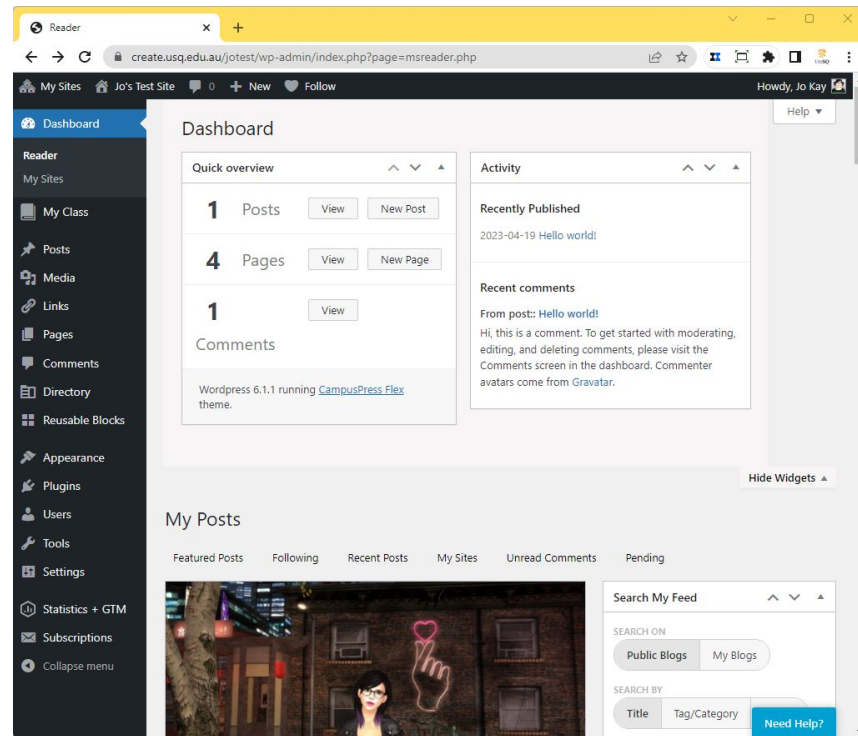


## Next Steps

When your site has been created, you'll be directed to the **Dashboard** which is where you can start exploring and editing your new site.

You'll also receive an email with all the details for your site, including the URL.

Visit the **Create@UniSQ Getting Started Resources** for more info on using your new



The screenshot shows the WordPress Dashboard interface. The browser address bar displays the URL: `create.usq.edu.au/jotest/wp-admin/index.php?page=msreader.php`. The dashboard includes a sidebar menu with options like Dashboard, My Sites, My Class, Posts, Media, Links, Pages, Comments, Directory, Reusable Blocks, Appearance, Plugins, Users, Tools, Settings, Statistics + GTM, Subscriptions, and Collapse menu. The main content area features a 'Quick overview' section with statistics: 1 Post, 4 Pages, and 1 Comment. It also includes an 'Activity' section with 'Recently Published' (2023-04-19 Hello world!) and 'Recent comments' (From post: Hello world!). A 'My Posts' section is visible at the bottom, with a featured post image showing a person in a dark setting with a red heart icon.



## Need Further Assistance?

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

Please include the following information in your email:

- Student ID – starts with ‘U’
- Your first and last name