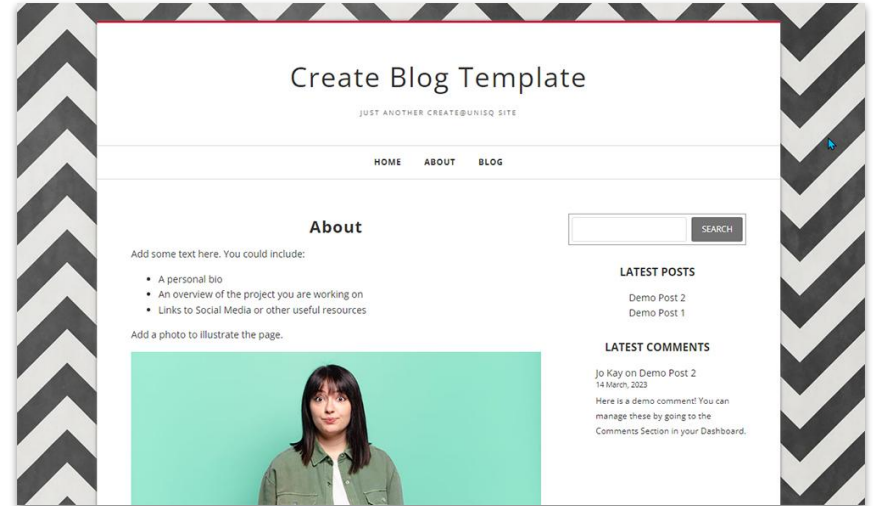# First Login – Self-Service Users

Create@USQ User Guide
Last Updated: March 2023
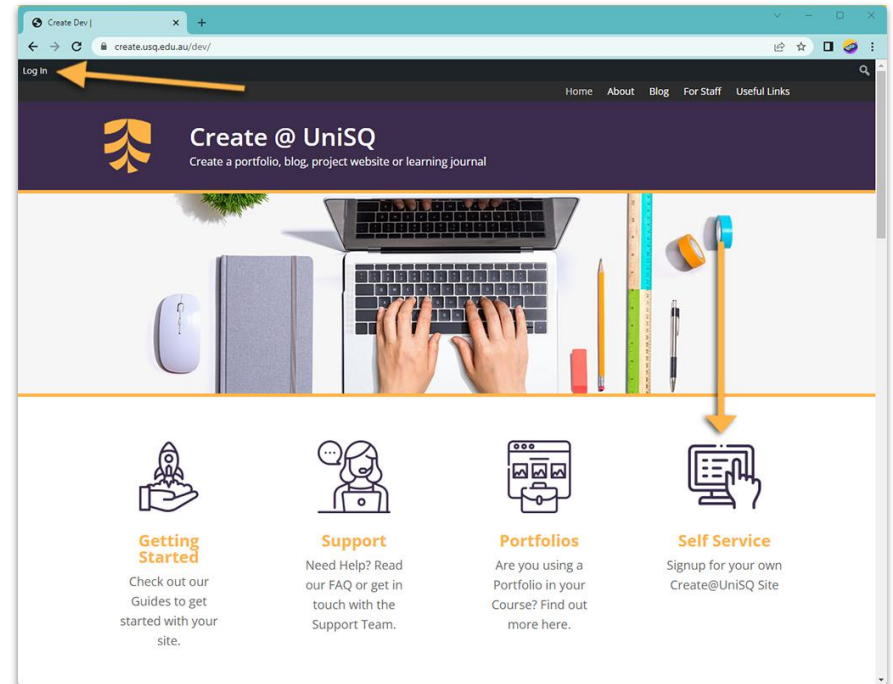
Setting Up Your Site on Create@UniSQ

Step 1:

Go to **create.usq.edu.au** 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.
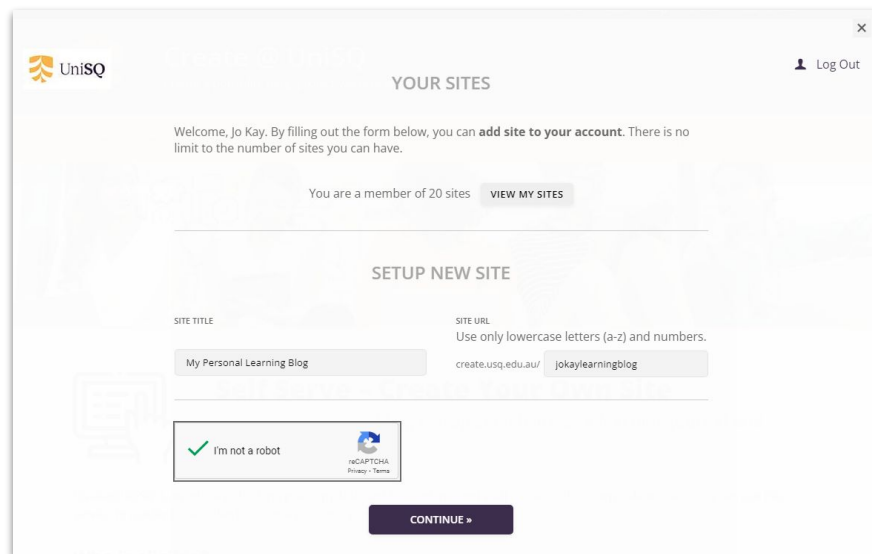
Get in Touch

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.

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.

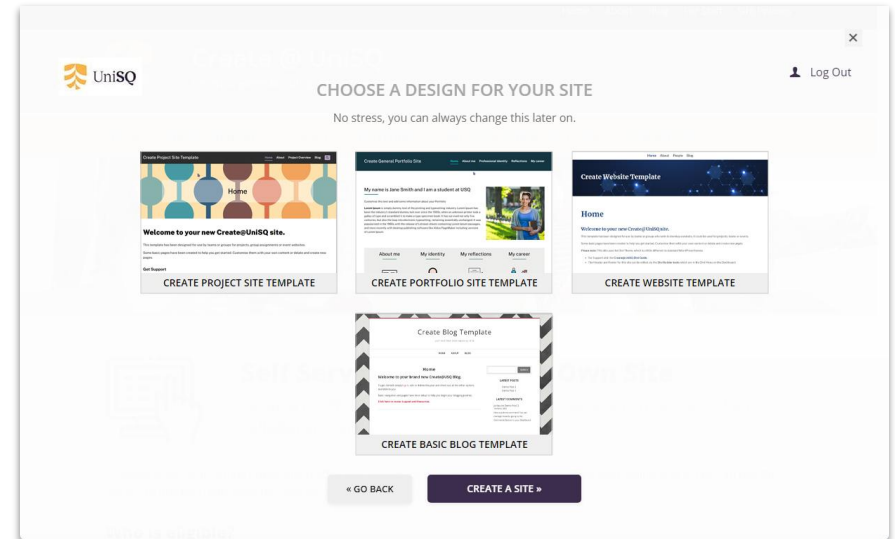# Setting Up Your Site on Create@UniSQ

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.

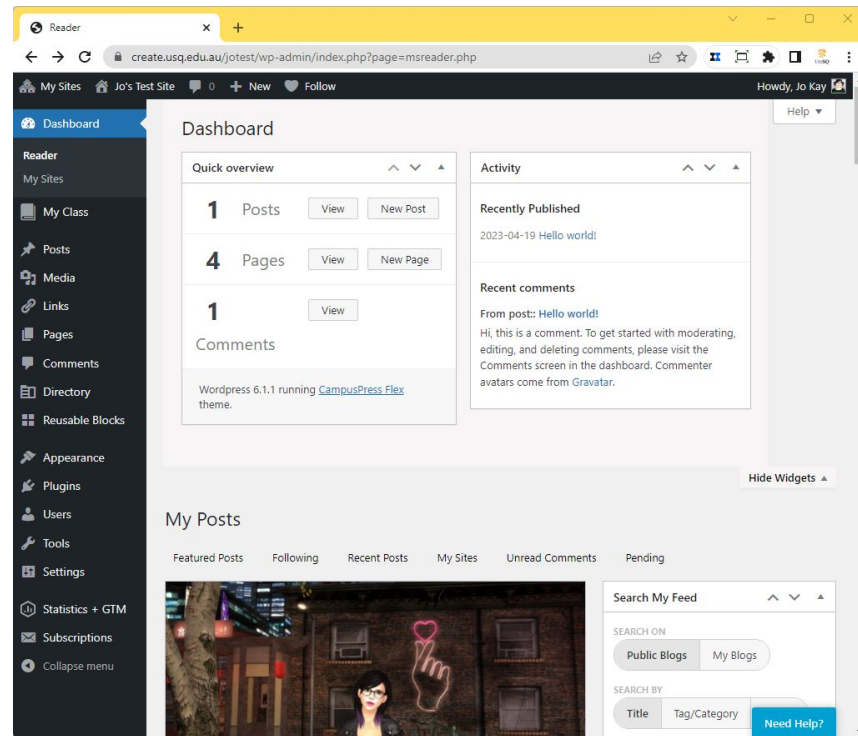**Step 7.**

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

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