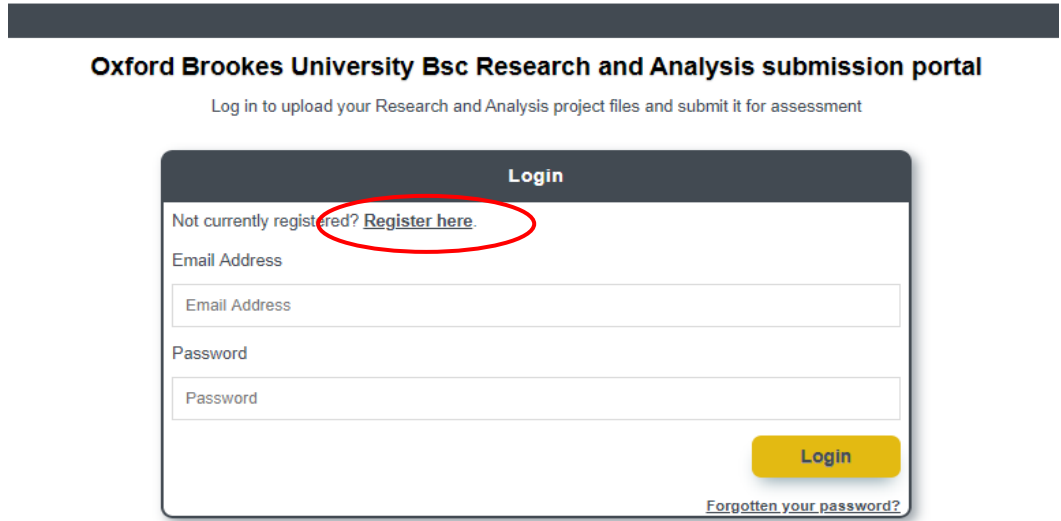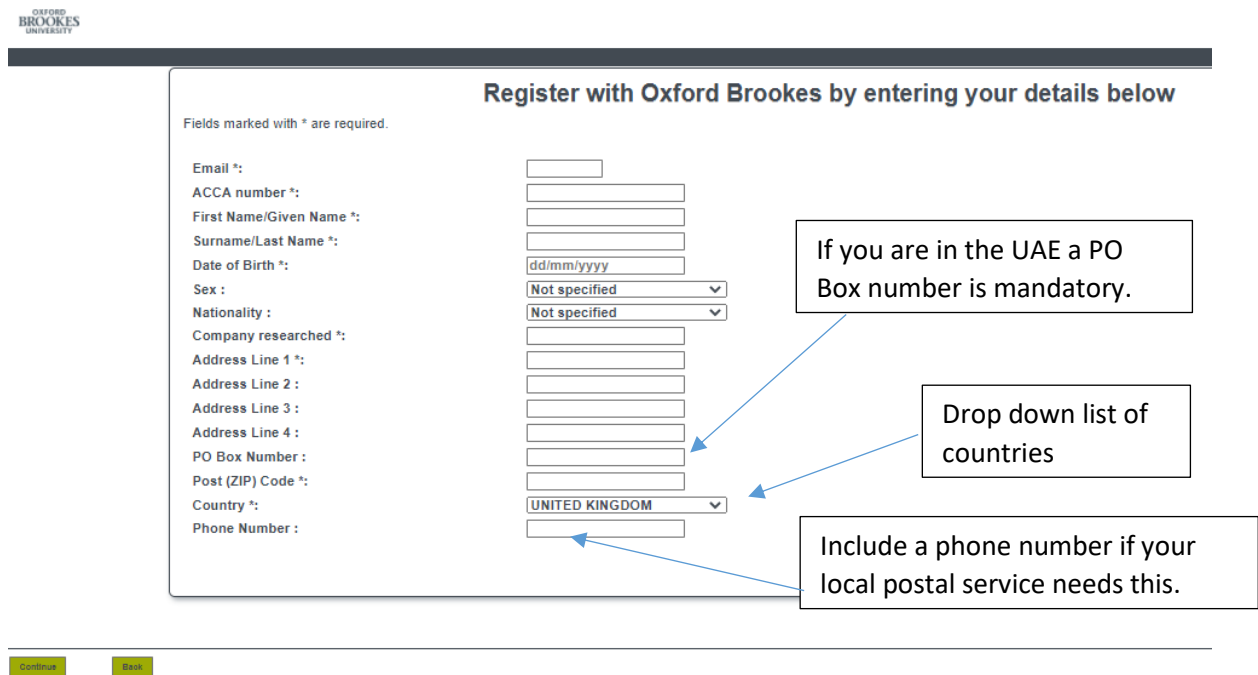# Registration on the Oxford Brookes RAP submission portal

Using the link on the Brookes web page go to the Oxford Brookes RAP submission portal

To register, click Register here

This takes you to this screen

Please enter information accurately, especially your ACCA number. Your date of birth is mandatory as it is used to cross check to ACCA records.

IF YOU ARE SUCCESSFUL, WE WILL SEND YOUR CERTIFICATE TO THE ADDRESS YOU ENTER HERE.
We require one address. There are 4 lines to allow you to enter the details of one address.
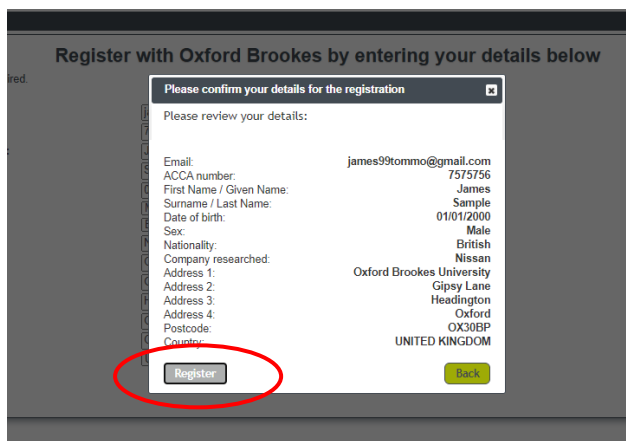
If you live in the UAE a PO Box number is mandatory and if a phone number is required for delivery, please include this.

You are required to identify the main company you have researched.

When all fields are completed, click Continue at the bottom of the page,.
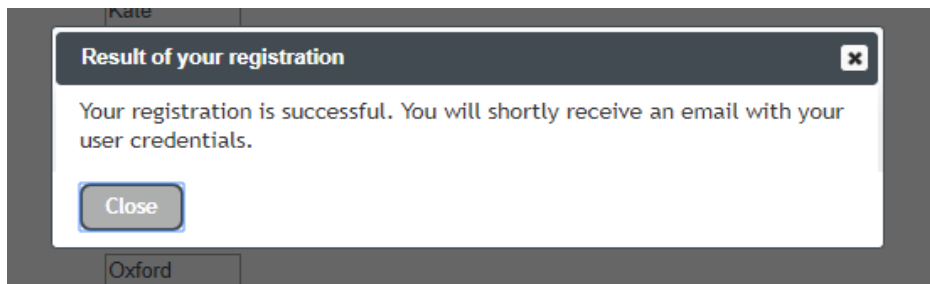
Continue   Back

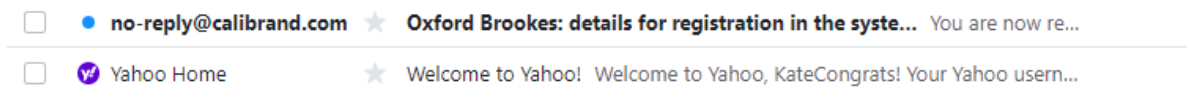You then have a chance to review the information

The Back button takes you back to the previous screen to make any changes

If the information is correct click Register, this is the screen you will see next

You will receive the following email (check your spam folder if it does not appear in your inbox)

The email contains a temporary password for your account

You are now registered on the Oxford Brookes website.

This email contains important information about your account.
Your temporary password is: B5bixGXhTLX4

To complete the registration, please login to Oxford Brookes here: https://oxfordbrookes.calibrandtest.com/

Go back to the Login page and use your email address and temporary password to login in

Oxford Brookes University Bsc Research and Analysis submission portal

Log in to upload your Research and Analysis project files and submit it for assessment

Login

Not currently registered? **Register here**.

Email Address

sampleACCA@yahoo.com

Password

••••••••••••

Login

Forgotten your password?

You will then be directed to change your password

Password must start with a letter, 12 characters minimum, 1 upper case, 1 lower case and one of these special characters #, $, &, %, £ (**only** these characters are accepted). Do not have more than two repeated characters (ie not aaa)

Change Password

Old Password

New Password

Confirm Password

Password policy: Password must start with a letter. 12 characters minimum, 1 upper case, 1 lower case, 1 number and 1 special character(#,$,&,%,£). Do not have more than two repeated characters (i.e. not aaa).

Save password

Click Save password

This is the temporary password from the email

The system will confirm your password has been updated.

You will need your password again so remember it.

oxfordbrookes.calibrandtest.com says

Password updated

OK

When you click OK you are taken to the submission screen

sampleACCA@yahoo.com

Type:	Assignment		Status:	Assignment Awaiting Upload	
Module:	Presentation				
Type:	Assignment		Status:	Assignment Awaiting Upload	
Module:	Research Report				
Type:	Assignment		Status:	Assignment Awaiting Upload	
Module:	Skills and Learning Statement				
Type:	Assignment		Status:	Assignment Awaiting Upload	
Module:	Reference List				
Type:	Assignment		Status:	Assignment Awaiting Upload	
Module:	Appendices (eg Financial Statements)				
Type:	Assignment		Status:	Assignment Awaiting Upload	
Module:	Excel Spreadsheet				

SUBMIT YOUR PROJECT

If you have any difficulties with the registration process please email
acca@brookes.ac.uk

(include your ACCA number in the email)