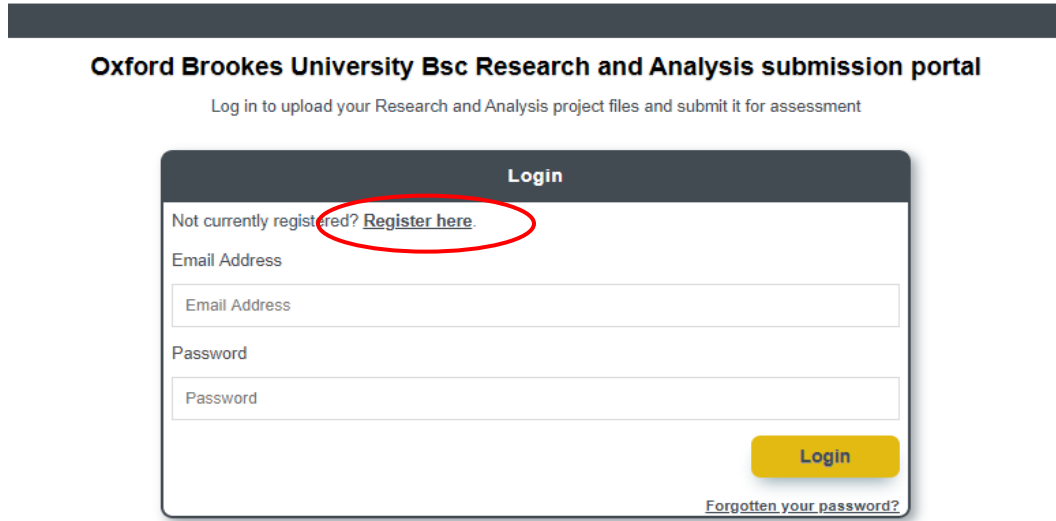


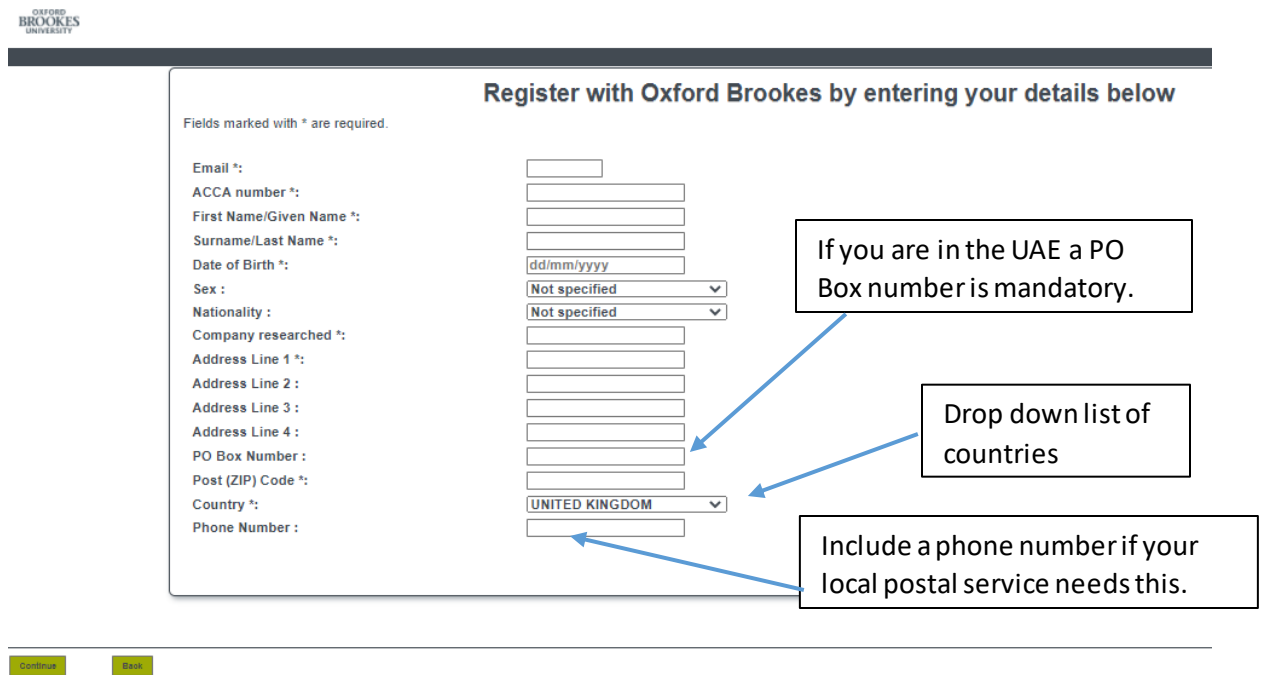
Registration on the Oxford Brookes RAP submission portal

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



Check you have entered your ACCA number and date of birth accurately.

We send this information to ACCA to receive you examination results.

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.

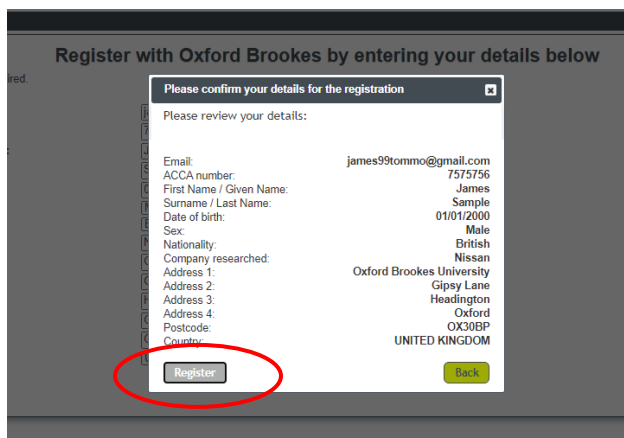
If you live in the UAE a PO Box number is mandatory and if a phone number is required for delivery, please include this.

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

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

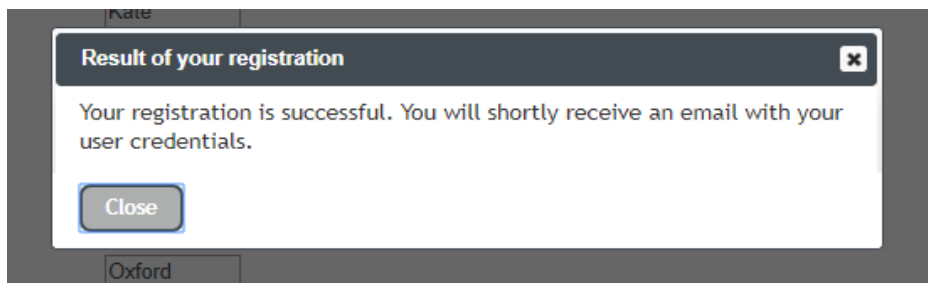


You then have a chance to review the information

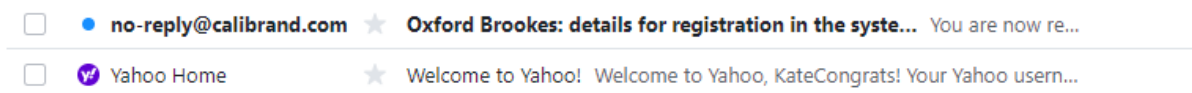
A screenshot of a registration confirmation screen. The title is 'Register with Oxford Brookes by entering your details below'. Below the title, there is a section titled 'Please confirm your details for the registration'. Underneath, it says 'Please review your details:'. A list of details is shown, including Email, ACCA number, First Name / Given Name, Surname / Last Name, Date of birth, Sex, Nationality, Company researched, and Address. At the bottom of this list, there are two buttons: 'Register' and 'Back'. The 'Register' button is circled in red.

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

A screenshot of a dialog box titled 'Result of your registration'. The text inside says 'Your registration is successful. You will shortly receive an email with your user credentials.' At the bottom of the dialog box, there is a 'Close' button.

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.calibrantest.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.



When you click OK you are taken to the submission screen

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)