

Q-Academy Student Guide: Account Creation

Step-by-Step Instructions to Create Your Account on the Q-Academy Portal

Welcome Students! Before you can register or enroll in any courses on Q-Academy, you must first create an individual student account. Follow this guide carefully to set up your username, password, and email address.

Step 1: Navigate to Home Page & Click 'Log in'

Open your web browser and navigate to the **Q-Academy Home Page**. In the top-right corner of the green navigation header bar, click the white **Log in** button.

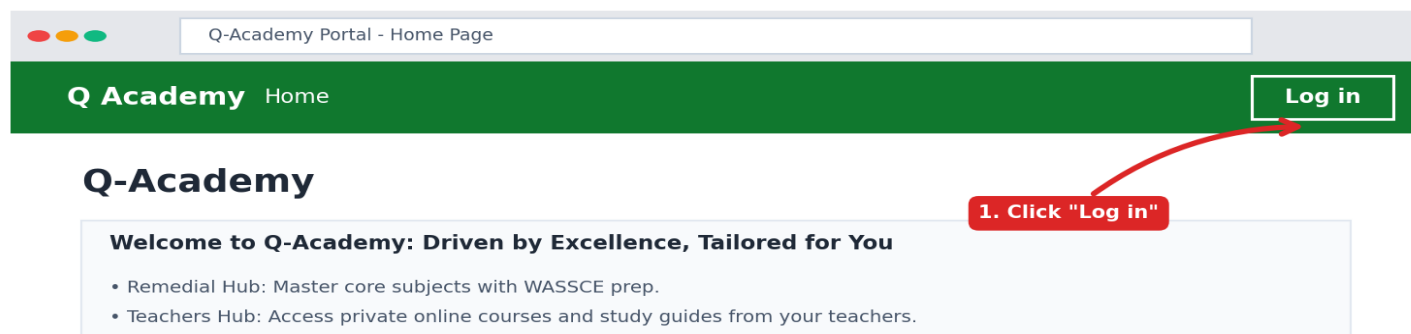


Figure 1: Q-Academy Home Page showing the location of the top-right 'Log in' button.

Step 2: Access the Account Registration Page

On the login page ('Log in to Q-Academy'), scroll down past the username/password boxes to the **OR** divider line. Click the **Create new account** button located below the divider.

Q-Academy Portal - Login Page

Q Academy

Welcome back!

Log in to Q-Academy

Username or email

Password

Log in

OR

Create new account

2. Click "Create new account"

Figure 2: Login page highlighting the 'Create new account' button below the 'OR' divider.

Step 3: Complete Account Fields & Requirements

Fill in the required information on the 'New account' registration form. Pay close attention to the strict formatting rules:

CRITICAL REGISTRATION REQUIREMENTS:

- **Username:** Must contain **ONLY lowercase letters and/or numbers**. You may also use underscore (_), hyphen (-), period (.), or at symbol (@). **NO SPACES or UPPERCASE LETTERS allowed!**
- **Password:** Must be at least **8 characters long**, contain at least **1 digit**, and at least **1 uppercase letter**.
- **Email Address & Email (again):** Enter a valid, currently active email address. Both fields must match exactly.
- **First name & Last name:** Enter your official full name for course certificates.

Q-Academy Portal - Registration Form

New account registration

Username (Required)

Username Rules:

- ONLY lowercase letters & numbers
- May use `_`, `-`, `.`, or `@`. **NO SPACES!**

Password (Required)
Requirements: At least 8 characters, 1 digit, and 1 uppercase letter.

Email address

Email (again)

First name

Last name

Figure 3: New account form fields with highlighted username and password guidelines.

Step 4: Location, Optional Code & Submission

Confirm your city (default: **Accra**) and country (default: **Ghana**). If your teacher provided a Referral Code, click **Other fields** and enter it. Finally, click the green **Create my new account** button at the bottom.

The screenshot shows the bottom of the registration page. At the top, there's a header bar with three colored circles (red, yellow, green) and a text box containing 'Q-Academy Portal - Submit Registration'. Below this, there are two input fields: 'City/town' with 'Accra' entered, and 'Country' with 'Ghana' entered. Underneath these is a section titled 'v Other fields' with a text box for 'Referral Code (Optional): Enter code if provided by teacher.' At the bottom, there is a large green button labeled 'Create my new account'. A red arrow points from a red callout box labeled '3. Click "Create my new account"' to the green button.

Figure 4: Bottom of registration page with the 'Create my new account' submission button.

Quick Field Requirements Reference Table

Field Name	Required Format / Rule	Example Value
Username	ONLY lowercase letters, numbers, _, -, ., @. NO SPACES!	kwame_mensah
Password	At least 8 chars, 1+ digit, 1+ uppercase letter	Ghana2026#
Email Address	Must be active & re-typed identically in both boxes	kwame@gmail.com
Location	City/Town (Accra) and Country (Ghana)	Accra / Ghana
Referral Code	Optional — enter if provided by your instructor	ICT-2026

NEXT STEPS AFTER CREATING ACCOUNT:

1. Check your email inbox for a confirmation link from Q-Academy.
2. Log in using your new username and password.
3. Follow the **ICT Course Registration Guide** to enroll in Patrick Kporsu's ICT Classes.