

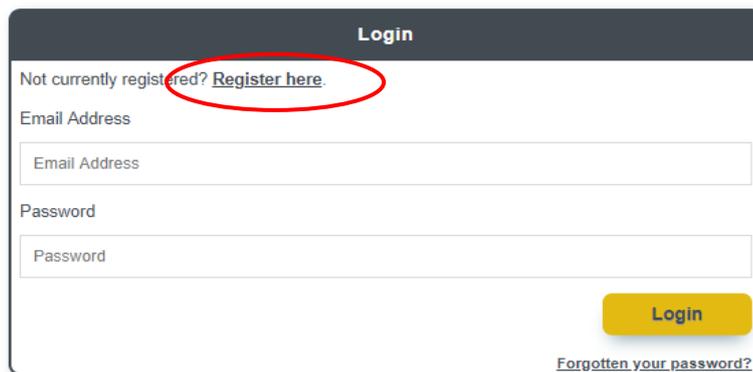
# Registration on the Oxford Brookes RAP submission portal

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

To register, click Register here

## Oxford Brookes University Bsc Research and Analysis submission portal

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



This takes you to this screen



## Register with Oxford Brookes by entering your details below

Fields marked with \* are required.

|                          |   |
|--------------------------|---|
| Email *:                 | <input type="text"/>                        |
| ACCA number *:           | <input type="text"/>                        |
| First Name/Given Name *: | <input type="text"/>                        |
| Surname/Last Name *:     | <input type="text"/>                        |
| Date of Birth:           | <input type="text" value="dd/mm/yyyy"/>     |
| Address Line 1 *:        | <input type="text"/>                        |
| Address Line 2 *:        | <input type="text"/>                        |
| Address Line 3 *:        | <input type="text"/>                        |
| Address Line 4 *:        | <input type="text"/>                        |
| Postcode *:              | <input type="text"/>                        |
| Country *:               | <input type="text" value="UNITED KINGDOM"/> |

Drop down list of countries

Continue

Back

Complete all the boxes. Please complete this accurately. Your date of birth is mandatory as it is used to cross check to ACCA records.

It is necessary to complete each of the address boxes. If for your address, there is nothing to include on that line of your address, insert a comma (,) so the box is complete and you can continue. You may need to do this for the postcode box.

## Register with Oxford Brookes by entering yo

Fields marked with \* are required.

|                          |                      |
|--------------------------|----------------------|
| Email *:                 | sampleACCA@yahoo.com |
| ACCA number *:           | 1234567              |
| First Name/Given Name *: | Kate                 |
| Surname/Last Name *:     | Sample               |
| Date of Birth:           | 01/01/2001           |
| Address Line 1 *:        | Headington Campus    |
| Address Line 2 *:        | Gipsy Lane           |
| Address Line 3 *:        | Headington           |
| Address Line 4 *:        | Oxford               |
| Postcode *:              | OX3 0BP              |
| Country *:               | UNITED KINGDOM       |

Continue

Back

When all fields are completed, click Continue, you then have a chance to review the information

## Register with Oxford Brookes by entering your details below

Please confirm your details for the registration

Please review your details:

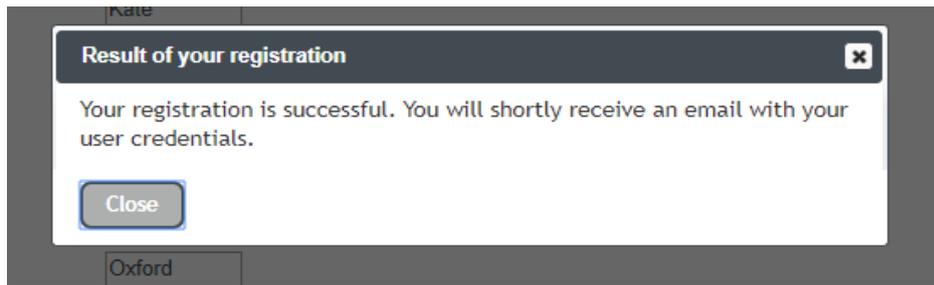
|                          |                      |
|--------------------------|----------------------|
| Email:                   | sampleACCA@yahoo.com |
| ACCA number:             | 1234567              |
| First Name / Given Name: | Kate                 |
| Surname / Last Name:     | Sample               |
| Date of birth:           | 01/01/2001           |
| Address 1:               | Headington Campus    |
| Address 2:               | Gipsy Lane           |
| Address 3:               | Headington           |
| Address 4:               | Oxford               |
| Postcode:                | OX3 0BP              |
| Country:                 | UNITED KINGDOM       |

Register

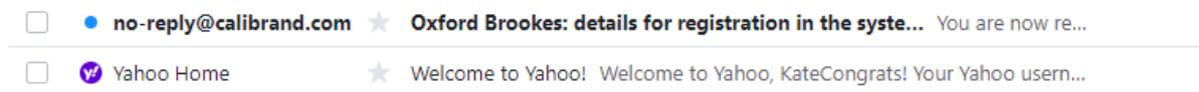
Back

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

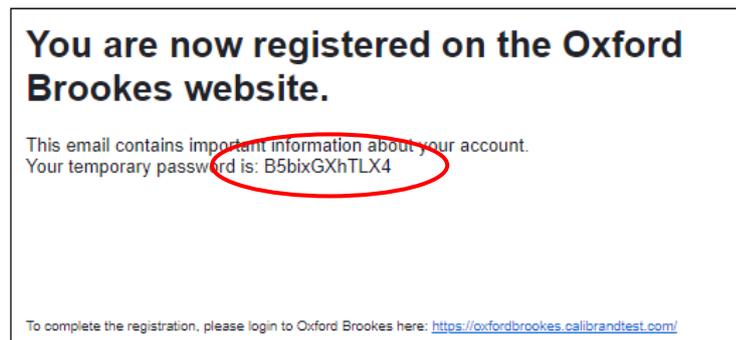
If the information is correct click Register, this is the screen you will see next



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



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

Password

[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 special character (#, \$, &, %, £). 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).

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

OXFORD BROOKES UNIVERSITY 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](mailto:acca@brookes.ac.uk)**  
(include your ACCA number in the email)