Please read the instructions below carefully.

So you have heard there are some enhancements to the Inspire website

You want to access the NEW parent portal *Family at West*

It is as easy as 1 – 2 – 3

1. **Register** – Set 5 secret question answers
   - What is your favourite food?
   - What was your mother’s birth month?
   - What is your father’s middle name?
   - What is the name of the first street you lived in?
   - What was the name of your first pet?

2. **Set password** – Replace temporary password
   - This will personalise your password and easier to remember

3. **Log in** – View the enhancement to the Inspire website
   - See the new parent portal *Family at West*

**NEED HELP?**
Online: Check out the [Frequently Asked Questions (FAQs)](mailto:portalhelp@westminster.sa.edu.au)

Email: Send email to portalhelp@westminster.sa.edu.au

**YOUR FEEDBACK**
The feedback we get from you during the trial will be used to improve the service before we ‘go live’ to the rest of the families at the school.

Please take the time to fill in the feedback form that can be found on the right hand side of the Family @ West page on Inspire.
**STEP 1 - REGISTRATION**


2. Type in your username
   First & second initials, plus your full surname (no spaces)
   For example John Tony McSmythe will be JTMCSMYTHE
   (Not case sensitive, so jtmcsmythe or JTMcSmythe is OK)

3. Type in your temporary password and click **Sign in**
   (note: your password IS CaSe SenSitivE)

4. To continue, click **Next**

5. Type your default (temporary) password

6. To continue, click **Next**

7. Type your answers to the questions
   The 5 questions are:
   - What is your favourite food?
   - What was your mother’s birth month?
   - What is your father’s middle name?
   - What is the name of the first street you lived in?
   - What was the name of your first pet?

8. To continue, click **Next**

You are now registered and can reset your password by answering 3 of your 5 questions above.

You can now reset your password (Step 2)
STEP 2 - SET YOUR PASSWORD
Now you should set your password to something you will remember.

1. Open the password reset page (click on Step 2)
2. Enter your username
   Note: westminster is not required
3. To continue, click
4. Provide answers to 3 of your questions
   Note: The answer is not case-sensitive, but will not accept abbreviations – For example Sept will not be a match if your secret answer was September
5. To continue, click
6. Enter your new password twice (format instructions):
   - be at least 7 characters
   - include uppercase and lowercase
   - include numeric (1-9) or special (% $ &) character
   - must not contain the users account name
7. To continue, click
8. Your password has now been reset

STEP 3 – LOGIN TO INSPIRE
Now you can use your new password to login.

1. Browse to inspire.westminster.sa.edu.au (Step 3)
2. Enter your username and password at the prompt
   Note: westminster is not required
3. You should see the Inspire website and the tab to Family at West