Login to Portal

1. Open a web browser (by double clicking the icon on the taskbar).

2. In the Address field at the top of the browser, type in the following address:
   
   http://portal.det.wa.edu.au

   You will then see the Portal Services login page.

   **Note:** You may want to save this page in your **Favorites** list by clicking on the **Favorites** menu, selecting **Add to Favorites**, then clicking **OK**.

   Click **Log in**.

3. This will bring up the Sign In page.

   Enter your **User Name** – It is **not** case sensitive.

   For Staff – This is your staff number

   For Students – this is your firstname.lastname and possibly a number at the end

   Enter your **Password** – this will be provided to you and is **case sensitive**.
If you don’t have a password:

For Staff – Contact your line manager

For Teachers – Contact your registrar/principal

For Students – Contact your teacher

Click Login.

4. **If you see a Security Alert window popup, click Yes and you will be taken to your portal welcome page.**

**Logout of Portal**

1. To close your Portal session, click **Logout** (in the top right-hand corner). This will take you back to the Portal home page.

**Please note:**

- Make sure you Logout, and don’t just close your Internet Explorer Window, as this may leave other open windows logged in with your account.

- Do not use the Back button in Internet Explorer as this will cause your session to end and require you to log in again.