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.