

Quartex Cloud User Guide

Prepared and Submitted By	Reviewed and Approved By	DCMS Document Owner	Approved Date
Sasmini Alawathugoda	Ali Beikrasouli	Group Manager Information Technology	09/07/2026

Revision History	
Version	Change Description
1	Initial upload.

TABLE OF CONTENTS

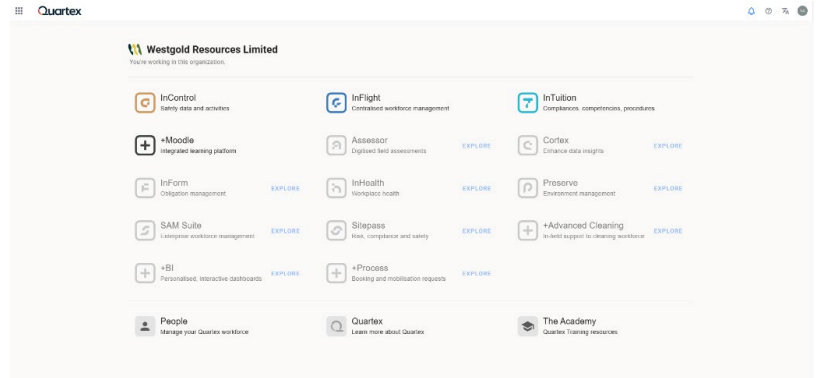
1.	WHAT IS QUARTEX CLOUD?.....	3
2.	NEW PERSONNEL WITHOUT A WESTGOLD USER ACCOUNT	3
3.	PERSONNEL WITH A WESTGOLD USER ACCOUNT.....	5
4.	USERS WITH MULTIPLE QUARTEX ACCOUNTS	7
5.	FORGOT YOUR PASSWORD?	10
	NON-WESTGOLD USER ACCOUNT.....	10
	WESTGOLD USER ACCOUNT	12

1. WHAT IS QUARTEX CLOUD?

Quartex Cloud is a multi-tenant authentication platform managed by Quartex (formerly INX), allowing companies to utilise Single Sign On (**SSO**) authentication with the ability to manage external user accounts for all Quartex platforms, including the Quartex core Modules, InControl Mobile and +Moodle (**LMS**) systems.

The benefits of this solution include:

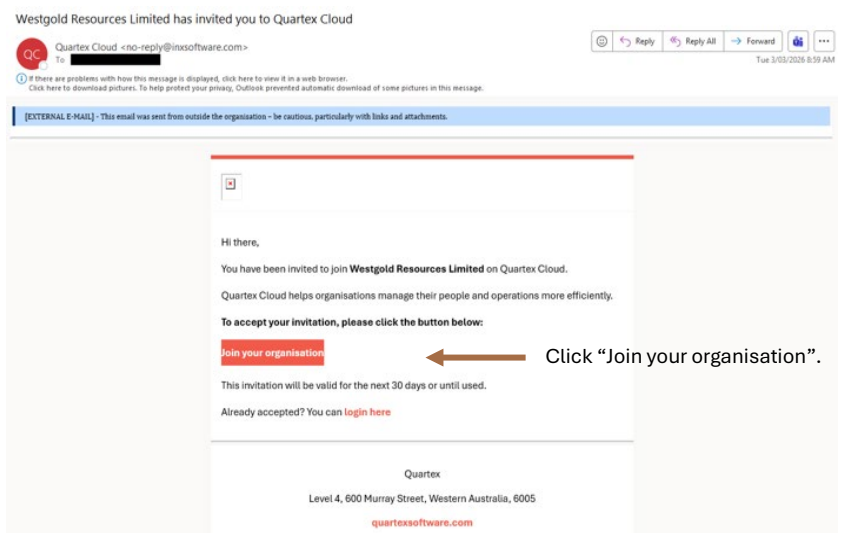
- A full SSO solution across all modules, including Moodle;
- The ability to access all Quartex Modules outside of the WGX Network; and
- Easier management of user accounts for key contractors who require access to Quartex Core Modules.

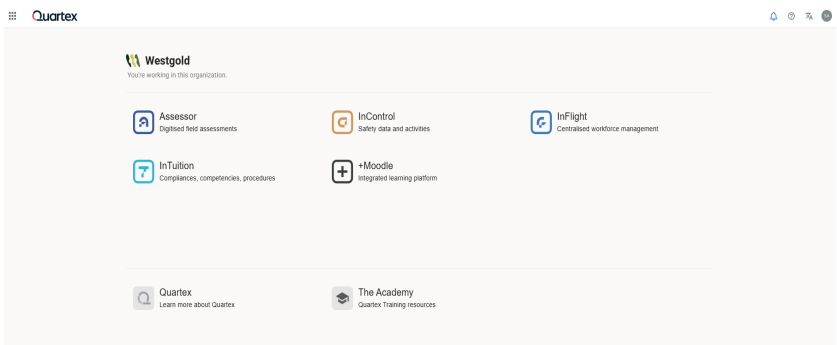


There are a couple of steps for registration, (particularly contractors who attend multiple companies who use Quartex Cloud), so this guide details the key steps:

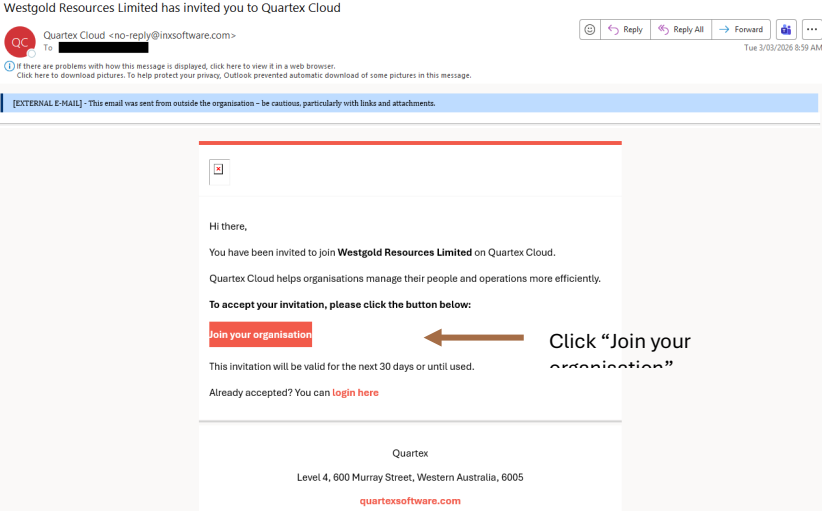
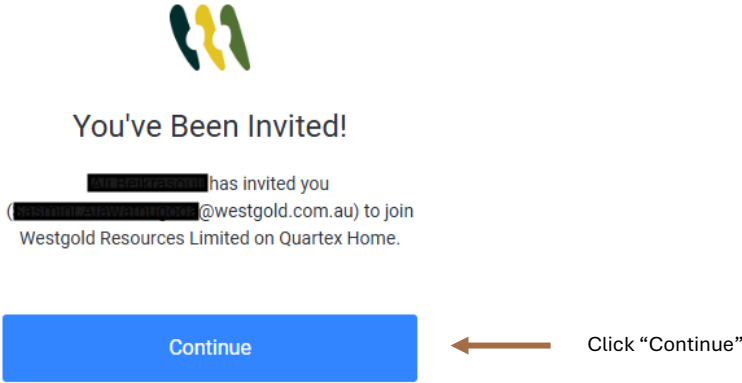
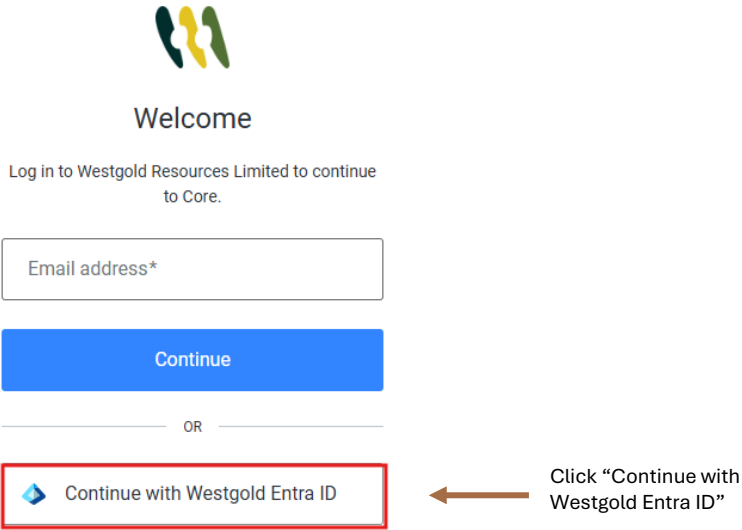
1. Accepting an invite to join the Westgold instance of Quartex Cloud;
2. Creating an account in Quartex Cloud (or logging into your existing account); and
3. Logging in and accessing the Westgold Quartex Modules.

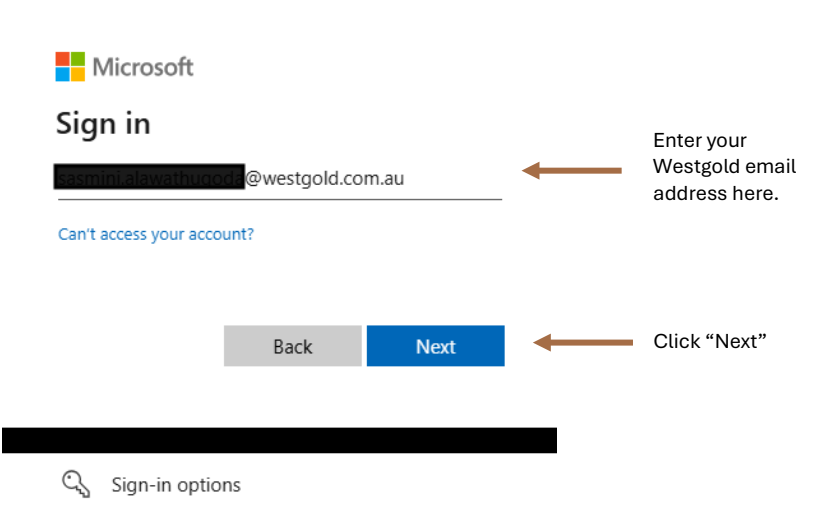
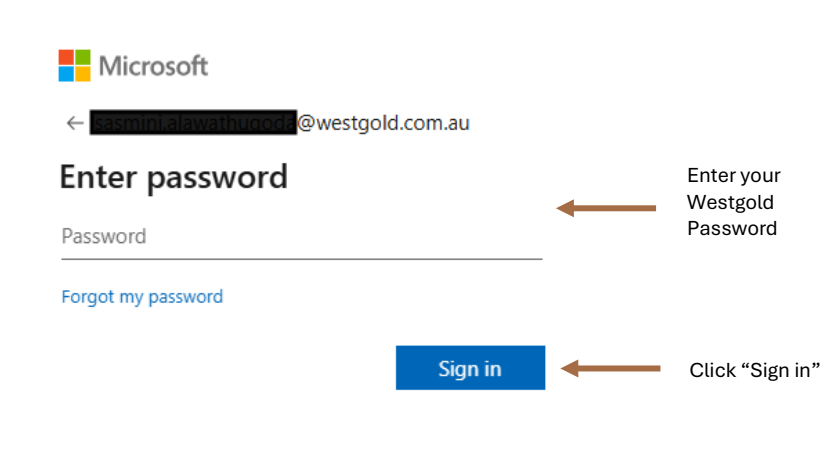
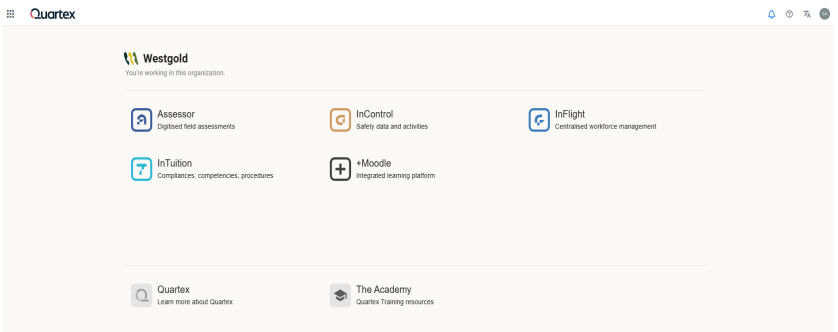
2. NEW PERSONNEL WITHOUT A WESTGOLD USER ACCOUNT

DETAIL / INSTRUCTIONS	SCREENSHOTS
You will receive an invitation to join Quartex Cloud (to your personal email address). This invitation will look similar to the image shown on the right. Click on “Join your organisation” to proceed.	

DETAIL / INSTRUCTIONS	SCREENSHOTS
The link will send you to the Sign Up screen. If you have never created a Quartex Cloud account before (either with Westgold, or any other mining company), create your account by adding a new password and clicking “Continue”. NOTE: Your password must contain: • At least 8 characters • At least 3 of the following: • Lower case letters (a-z) • Upper case letters (A-Z) • Numbers (0-9) • Special characters (e.g. !@#\$%^&*) If you have created a Quartex Cloud account before, click on the “Log in” button next to “Already have an account?” text at the bottom and login using your previous account details. If you cannot remember your login details, please refer to section 5 of this document.	Log in'. Annotations with arrows point to the password field with the text 'Enter your new' and to the 'Continue' button with the text 'Click "Continue"'." data-bbox="458 148 922 460"/>
After you have successfully logged in to your Quartex Cloud account, the following screen will appear. You can now navigate to the site you would like to go to.	

3. PERSONNEL WITH A WESTGOLD USER ACCOUNT

DETAIL / INSTRUCTIONS	SCREENSHOTS
You will receive a new invite to join Quartex Cloud (the invitation will be sent to your Westgold Email Address). It will look like the email shown in the image on the right. Click “Join your organisation”.	 Westgold Resources Limited has invited you to Quartex Cloud Quartex Cloud <no-reply@mxsoftware.com> To [Redacted] Hi there, You have been invited to join Westgold Resources Limited on Quartex Cloud. Quartex Cloud helps organisations manage their people and operations more efficiently. To accept your invitation, please click the button below: Join your organisation This invitation will be valid for the next 30 days or until used. Already accepted? You can login here Quartex Level 4, 600 Murray Street, Western Australia, 6005 quartexsoftware.com Click “Join your organisation”
You will see the following window. Click “Continue”.	 You've Been Invited! [Redacted] has invited you ([Redacted]@westgold.com.au) to join Westgold Resources Limited on Quartex Home. Continue Click “Continue”
Click “Continue with Westgold Entra ID”.	 Welcome Log in to Westgold Resources Limited to continue to Core. Email address* Continue OR Continue with Westgold Entra ID Click “Continue with Westgold Entra ID”

DETAIL / INSTRUCTIONS	SCREENSHOTS
Enter your Westgold email address and click “Next”.	
Enter your password and click “Sign in”. NOTE: Like other cloud applications (such as Teams, SharePoint etc.), once authenticated, your device will have a token for x days (currently 90 days), where you will not need to re- login. Once the token expires, you will need to re-login again.	
NOTE: You may be prompted to complete the multi-factor authentication (MFA) process. If you have any issues with this, please contact the IT department by emailing helpdesk@westgold.com.au	
The following screen will now appear. From here, you can navigate to the module you wish to access.	

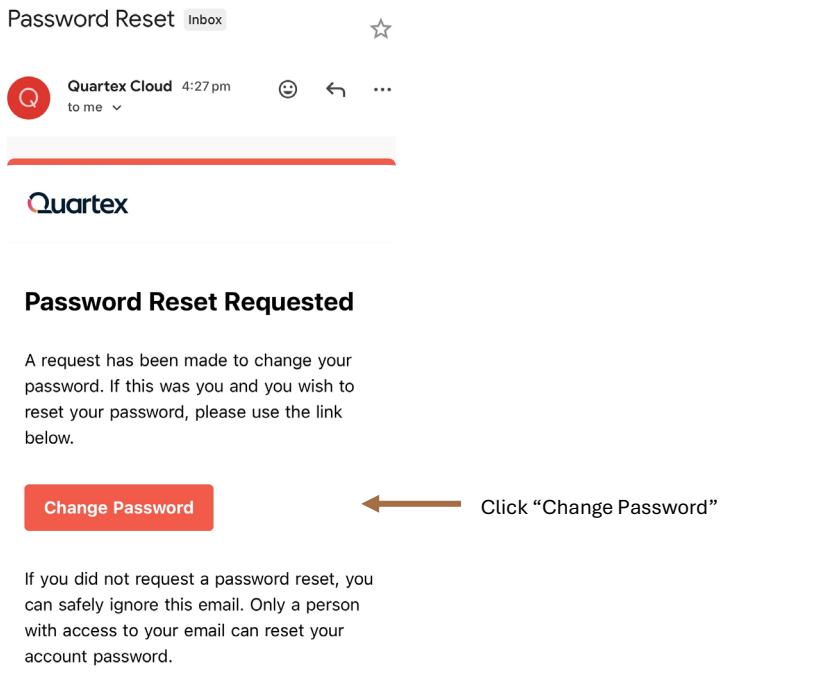
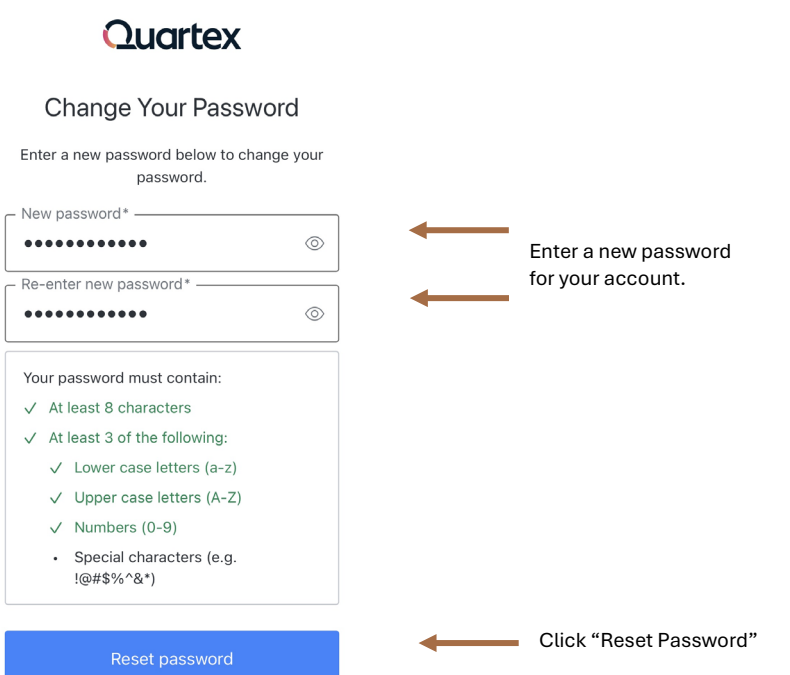
4. USERS WITH MULTIPLE QUARTEX ACCOUNTS

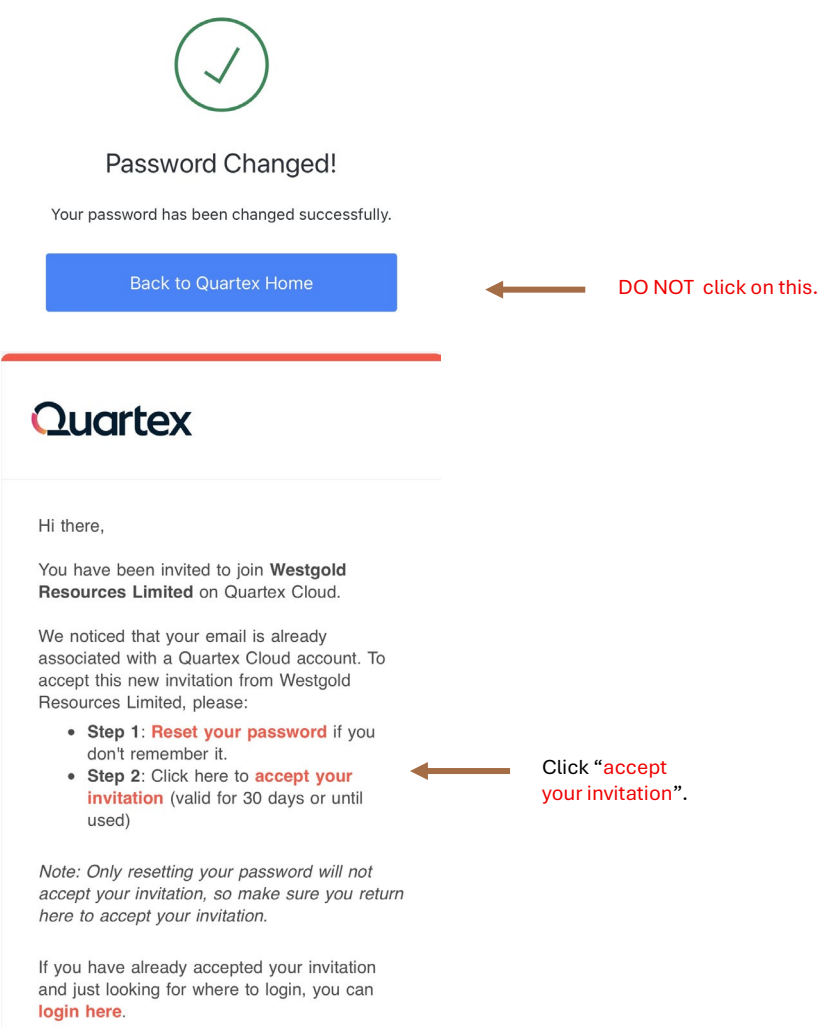
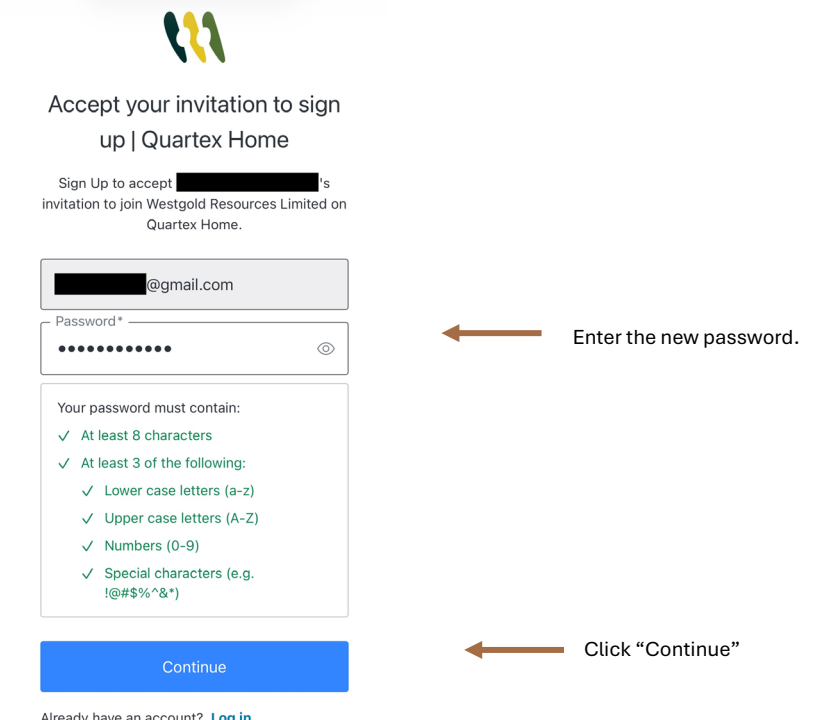
This situation typically occurs when your email address is already linked to an existing Quartex Cloud account with another organisation.

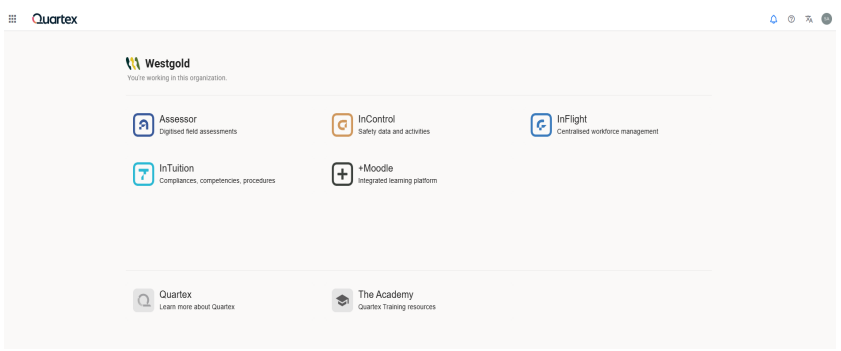
When this happens, you should open the Quartex cloud invitation email and follow the instructions provided to accept the invitation.

Once the invitation has been accepted, you will be able to access your Westgold Quartex Cloud account, where you can access the Quartex (INX) systems and the +Moodle platform.

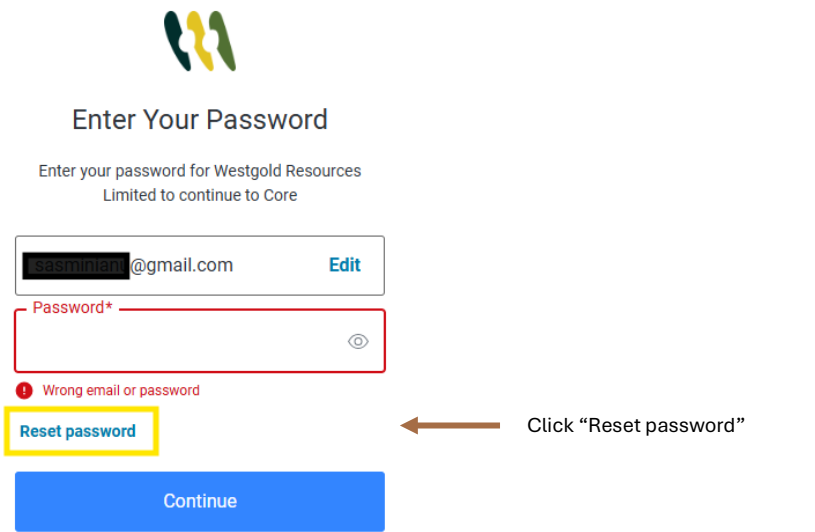
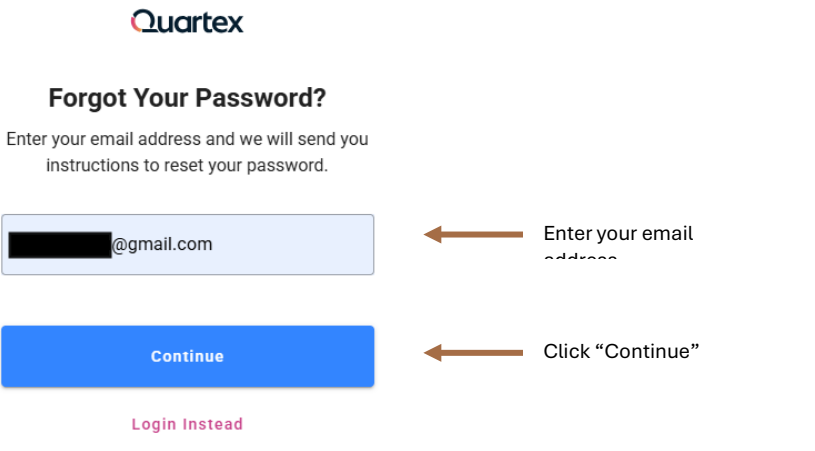
DETAIL / INSTRUCTIONS	SCREENSHOTS
The Quartex cloud invitation email from Westgold must contain two links: Step 1: Reset the password. Step 2: Accept the invitation. <u>Step 1: Reset the password.</u> From the invitation email you received, click on “Reset your password” in Step 1.	
You will be redirected to the Forgot Your Password? page. Click “Continue” to send a password reset email to your registered email address for this account.	

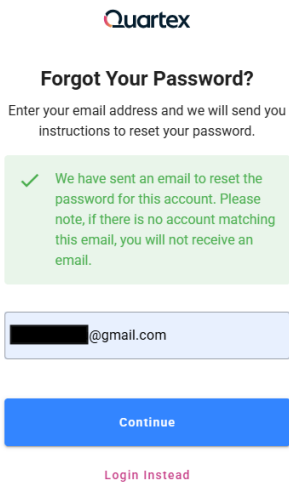
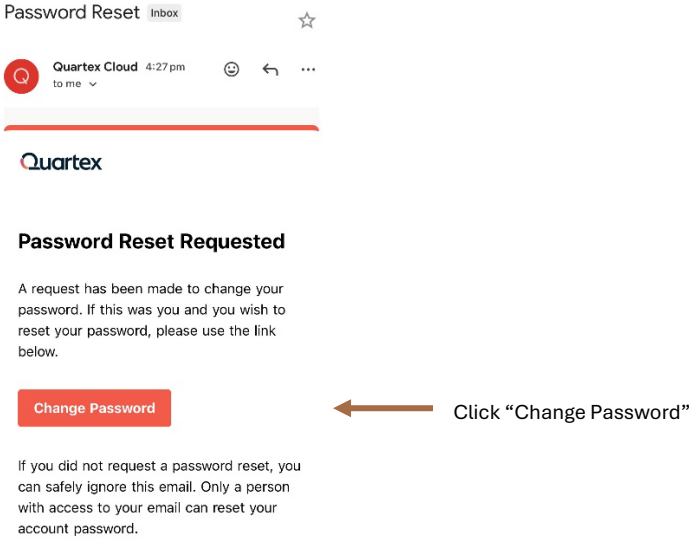
DETAIL / INSTRUCTIONS	SCREENSHOTS
Click “Change Password” to reset your password.	 Password Reset Inbox Quartex Cloud 4:27 pm to me Password Reset Requested A request has been made to change your password. If this was you and you wish to reset your password, please use the link below. Change Password If you did not request a password reset, you can safely ignore this email. Only a person with access to your email can reset your account password.
Create a new password for your account and click “Reset Password” to confirm. NOTE: Your password must contain: • At least 8 characters • At least 3 of the following: • Lower case letters (a-z) • Upper case letters (A-Z) • Numbers (0-9) • Special characters (e.g. !@#\$%^&*)	 Quartex Change Your Password Enter a new password below to change your password. New password* Re-enter new password* Your password must contain: ✓ At least 8 characters ✓ At least 3 of the following: ✓ Lower case letters (a-z) ✓ Upper case letters (A-Z) ✓ Numbers (0-9) • Special characters (e.g. !@#\$%^&*) Reset password

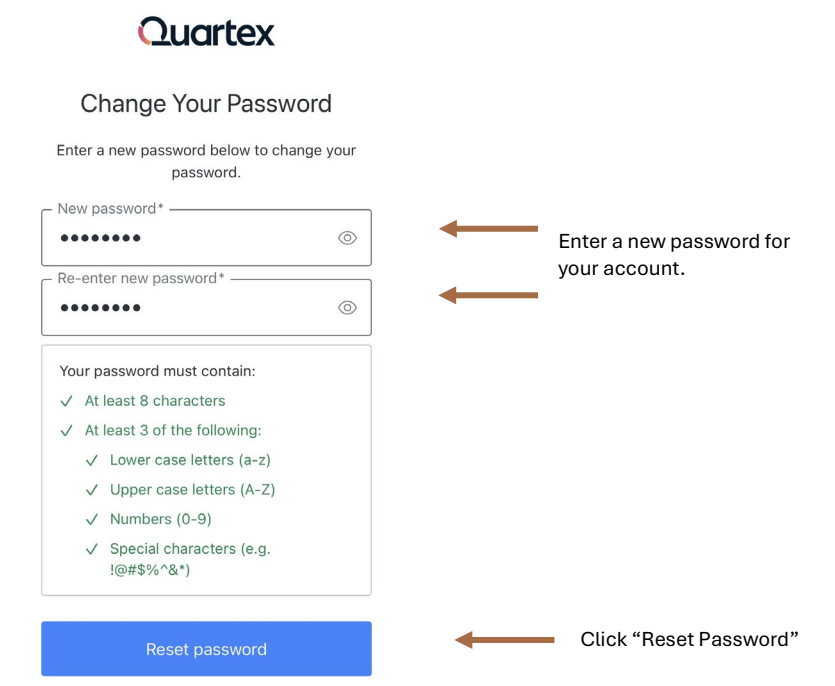
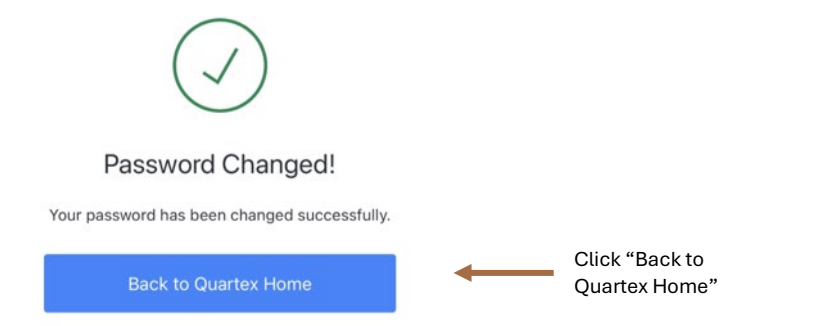
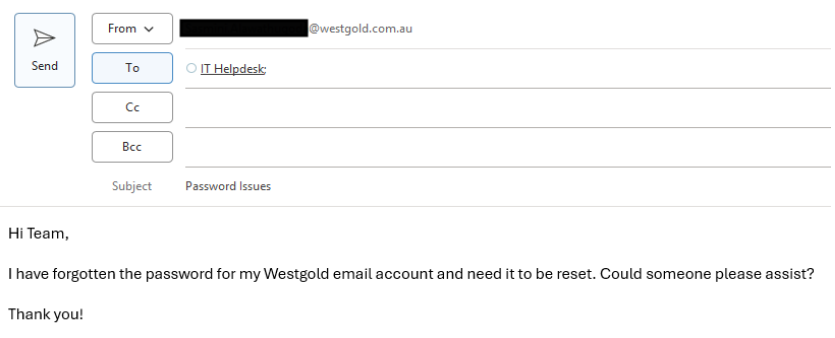
DETAIL / INSTRUCTIONS	SCREENSHOTS
Step 2: Accept the invitation. Once your password has been successfully reset, return to the original Westgold invitation email and click on the second link under Step 2 to accept the invitation. NOTE: Please DO NOT click on the “Back to Quartex Home” button, as this may interrupt the process. Click on the “Accept your invitation” link in Step 2 to proceed with accepting the invite.	 The screenshot shows a green checkmark icon and the text "Password Changed!". Below this, it says "Your password has been changed successfully." and a blue button labeled "Back to Quartex Home". A red arrow points to this button with the text "DO NOT click on this.". Below a red horizontal line is the Quartex logo and an email invitation from Westgold Resources Limited. The email text includes: "Hi there, You have been invited to join Westgold Resources Limited on Quartex Cloud. We noticed that your email is already associated with a Quartex Cloud account. To accept this new invitation from Westgold Resources Limited, please:" • Step 1: Reset your password if you don't remember it. • Step 2: Click here to accept your invitation (valid for 30 days or until used) A red arrow points to the "accept your invitation" link with the text "Click 'accept your invitation'". Below the list is a note: "Note: Only resetting your password will not accept your invitation, so make sure you return here to accept your invitation." At the bottom, it says: "If you have already accepted your invitation and just looking for where to login, you can login here."
Enter your new password, then click “Continue” to accept the invitation.	 The screenshot shows the "Accept your invitation to sign up Quartex Home" page. It includes a sign-up form with fields for email (pre-filled with "@gmail.com") and password. Below the password field are password requirements: "Your password must contain:" ✓ At least 8 characters ✓ At least 3 of the following: ✓ Lower case letters (a-z) ✓ Upper case letters (A-Z) ✓ Numbers (0-9) ✓ Special characters (e.g. !@#\$%^&*) A blue "Continue" button is at the bottom. A red arrow points to it with the text "Click 'Continue'". At the bottom left, it says: "Already have an account? Log in"

DETAIL / INSTRUCTIONS	SCREENSHOTS
Once you have successfully accepted your Quartex Cloud invitation, you will be redirected to the Quartex Cloud Home page, where you can access the Quartex (INX) systems and the +Moodle platform.	

5. FORGOT YOUR PASSWORD?

DETAIL / INSTRUCTIONS	SCREENSHOTS
NON-WESTGOLD USER ACCOUNT Click “Reset password”.	
Enter your email address and click “Continue” to send a password reset email to your registered email address for this account.	

DETAIL / INSTRUCTIONS	SCREENSHOTS
You will be directed to this screen, and a password change email will be sent to you. Please return to your inbox and check the email to proceed with resetting your password.	
When you receive the Change Password email from Quartex Cloud, click on “Change Password” to proceed.	

DETAIL / INSTRUCTIONS	SCREENSHOTS
The following window will open. Enter a new password, and re-enter it, then click “Reset Password”. NOTE: Your password must contain: • At least 8 characters • At least 3 of the following: • Lower case letters (a-z) • Upper case letters (A-Z) • Numbers (0-9) • Special characters (e.g. !@#\$\$%^&*)	 Enter a new password below to change your password. New password* Re-enter new password* Your password must contain: ✓ At least 8 characters ✓ At least 3 of the following: ✓ Lower case letters (a-z) ✓ Upper case letters (A-Z) ✓ Numbers (0-9) ✓ Special characters (e.g. !@#\$\$%^&*) Reset password Enter a new password for your account. Click “Reset Password”
Once your password has been successfully reset, you will see the following screen. Click on “Back to Quartex Home” to return to the login page, then sign in using your new credentials.	 ✓ Password Changed! Your password has been changed successfully. Back to Quartex Home Click “Back to Quartex Home”
WESTGOLD USER ACCOUNT If you have forgotten your password but have a Westgold email account, DO NOT attempt to reset your password. Instead, send an email to the IT Helpdesk(helpdesk@westgold.com.au) and they will reset your password for you.	 Send From @westgold.com.au To IT Helpdesk Cc Bcc Subject Password Issues Hi Team, I have forgotten the password for my Westgold email account and need it to be reset. Could someone please assist? Thank you!