WESTGOLD

User Guide - INX Cloud



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1.0 WHAT IS INX CLOUD?

INX Cloud is a multi-tenanted authentication platform managed by INX, allowing companies to utilise Single Sign On (SSO) authentication with the ability to manage external user accounts for all INX platforms, including the Core INX Modules, InControl Mobile and Moodle (LMS) systems (other are joining over coming months).

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The benefits of this solution include:

- A full SSO solution across all modules, • including Moodle (replacement for the current LMS system);
- The ability to access all INX Modules • outside of the WGX Network; and
- Easier management of user accounts for key contractors who require access to INX Core Modules.

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

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

2.0 NEW PERSONNEL WITHOUT A WESTGOLD USER ACCOUNT

Detail/Instructions:	Screenshots:
You will receive an invitation to join INX Cloud (to your personal email address). It will look like the image to the right. Click the Accept Invite .	Screenshots:
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Detail/Instructions:	Screenshots:
You will see the following window. Click Accept Invite .	Welcome to INX Cloud! To accept your invitation, please select accept below.
The following window will then open. Click Continue .	You've Been Invited! Grant Towers has invited you (Rose.S) (W) to join Westgold Resources Limited on INX Home. Continue
 The link will send you to the 'Sign Up' screen. If you have never created an INX Cloud account before (either with Westgold, or any other mining company), create your account by adding a new password and click Continue. Note: Your Password must contain: ✓ At least 8 characters ✓ At least 3 of the following: ✓ Lower case letters (a-z) ✓ Upper case letters ✓ Numbers (0-9) Special characters (e.g. !@#\$%^&*) 	Continue
If you <u>have created an INX Cloud</u> <u>account</u> before, click on "Log in" button next to the "Already have an account?" text at the bottom and login using your previous account details. If you cannot remember your login details	Continue Click Continue



Detail/Instructions:	Screenshots	5:
Detail/Instructions: The following screen will now appear. You can now navigate to the site you would like to go to.	Screenshots	A A B G D A G age favorites now INX InControl Safety data and activities INX InTuition Compliances, competencies, procedures
	INX Software Learn more about INX	INX Academy INX Training resources

3.0 PERSONNEL WITH A WESTGOLD USER ACCOUNT

Detail/Instructions:	Screenshots:
You will receive a new invite to join INX Cloud (the invitation will be sent to your Westgold Email Address).	User Invitation INX Cloud <no-reply@inxsoftware.com> INX Cloud <no-reply@inxsoftware< td=""></no-reply@inxsoftware<></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com></no-reply@inxsoftware.com>
It will look like the email shown in the image on the right.	[EXTERNAL E-MAIL] - This email was sent from outside the organisation – be cautious, particularly with links and attachments.
Click Accept Invite.	You've been invited to join Westgold Resources Limited on INX Cloud



Detail/Instructions:	Screenshots:
You will see the following window. Click Accept Invite .	Welcome to INX Cloud! To accept your invitation, please select accept below. Accept Invite
The following window will open. Click Continue .	You've Been Invited! Grant Towers has invited you (Rose.Svosve@westgold.com.au) to join Westgold Resources Limited on INX Home.
Click Continue with Westgold Entra ID.	Welcome Log in to Westgold Resources Limited to continue to INX Core. Email address* Continue OR Image: Continue with Westgold Entra ID Image: Continue with INX Software AD

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Detail/Instructions:	Screenshots:	
Enter your Westgold email address and click Next.	Microsoft Sign in rose.svosve@westgold.com.au Can't access your account? Back Next Click Next Click Next	
Enter your password and click Sign in . Note: Like other cloud applications (such as Teams, SharePoint, ActionHRM 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.	Microsoft ← rose.svosve@westgold.com.au Enter password Password Password Forgot my password Use an app instead Sign in Click Sign in	
Note: You may be prompted to complete the multi-factor authentication (MFA) process. If youhave any issues with this, please contact the IT department by emailing <u>helpdesk@westgold.com.au</u>		
The following screen will now appear. You can now navigate to the module you would like to go to.	Import favorities Import favorities For quick access, place your favorities here on the favorities har. Managed favorities now Import favorities Import favorities For quick access, place your favorities here on the favorities har. Managed favorities now Import favorities Import favorities	

4.0 RETURNING PERSONNEL

Once a person is no longer engaged by Westgold, their INX Cloud account is disabled.

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Once they are re-engaged, their account is re-activated, and they will receive a new invite to re-join INX Cloud. The email will look the same as the initial invite.

Note: The instructions in this section only apply for returning users using the same email address as the one they were using before they left.

If you have changed your email address and provided the new one as your contact, please refer to the **'New Personnel without a Westgold network account'** section.

Detail/Instructions:	Screenshots:
As a returning user, the first time you 're-log in', you will receive an invitation to join INX Cloud (the invitation will be sent to your registered email Address). It will look like the email shown in the image on the right. Click Accept Invite .	<complex-block></complex-block>
You will see the following window. Click Accept Invite .	Welcome to INX Cloud! To accept your invitation, please select accept below. Accept Invite
The following screen will open. Select Log in . DO NOT enter your password at this section.	Continue

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Detail/Instructions:	Screenshots:
The following screen will open. Enter your password (the password you used originally) and click Continue .	V You've Been Invited! Log in to accept Rose Svosve's invitation to join Westgold Resources Limited on INX Home. Enter your password here @gmail.com
Note: If you have forgotten your INX Cloud password, click on Forgot password? (for more detail see section 5.0 of this document)	Password* Forgot password? Click if you have forgotten your password Continue
	 ← C A A A A A A A A A A A A A A A A A A
The following screen will now appear. You can now navigate to the site you would like to go to.	Diguised held assessments Safety data and activities INX InFlight Centralised workforce management INX InTuition Compliances, competencies, procedures
	INX Software Learn more about INX INX Training resources



5.0 FORGOT YOUR PASSWORD?

Detail/Instructions:	Screenshots:	
	W	
	Enter Your Password	
5.1 NON-WESTGOLD USER	Enter your password for Westgold Resources Limited to continue to INX Core	
ACCOUNT	@gmail.com Edit	
Click Forgot password?	Password*	
	Wrong email or password Forgot password?	
	Continue	
	W	
	Forgot Your Password?	
	Enter your email address and we will send you instructions to reset your password.	
Click Continue	Email address*@gmail.com	
	Continue	
	Back to INX Core	
You will be directed to this screen	Check Your Email	
and a change password email will be sent to you.	Please check the email address	
	reset your password.	
	Resend email	



Detail/Instructions:	Screenshots:
When you receive the Change Password email from INX cloud, click Change Password.	From: INX Cloud < <u>noreply@inxsoftware.com</u> > Date: Tue, 30 Jul 2024 at 12:48 PM Subject: Change Password To:
The following window will open. Enter a new Password, and re-enter it, then click Reset Password	W
 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. !@#\$%^&*) Once your password has been successfully reset, you will see the following screen. Return to the login page and log in with your new details https://westgold.inxsoftware.com/	Change Your Password Eter a new password below to change your password* © Re-enter new password* © Reset password Creation Changed Successfully. Tour password has been changed successfully.
5.2 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.	From ~ Rose.Svosve@westgold.com.au Send Itelepdesk Cc Itelepdesk Bcc Bubject Subject Password Issues Good Morning Team I seem to have forgotten my password and need it to be reset. Can someone please assist? Rose Svosve Perth Head Office