



User Guide - Quartex Cloud v3.0

TABLE OF CONTENTS

1.0	WHAT IS QUARTEX CLOUD?	3
2.0	NEW PERSONNEL WITHOUT A WESTGOLD USER ACCOUNT	3
3.0	PERSONNEL WITH A WESTGOLD USER ACCOUNT	5
4.0	USERS WITH MULTIPLE QUARTEX ACCOUNTS	7
5.0	FORGOT YOUR PASSWORD?	11
5.1	NON-WESTGOLD USER ACCOUNT	11
5.2	WESTGOLD USER ACCOUNT	13

1.0 WHAT IS QUARTEX CLOUD?

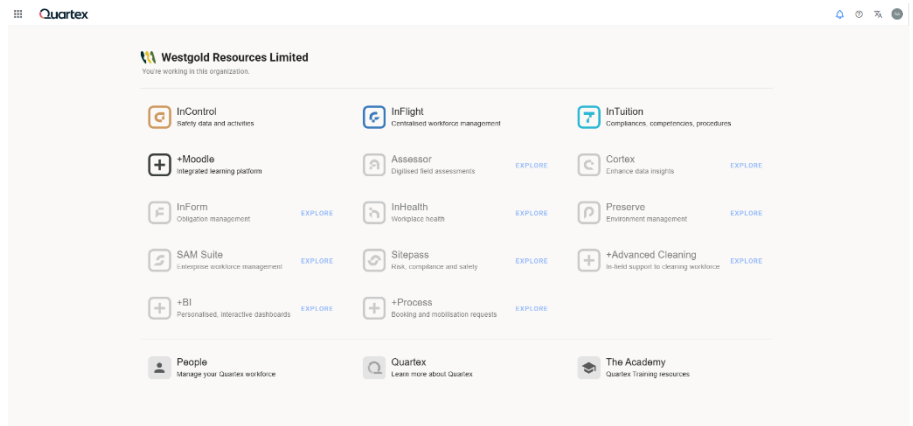
Quartex Cloud is a multi-tenant authentication platform managed by Quartex (formerly INX), allowing companies to utilise Single Sign On (SSO) authentication with the ability to manage external user accounts for all Quartex platforms, including the Quartex core Modules, InControl Mobile and +Moodle (LMS)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

The benefits of this solution include:

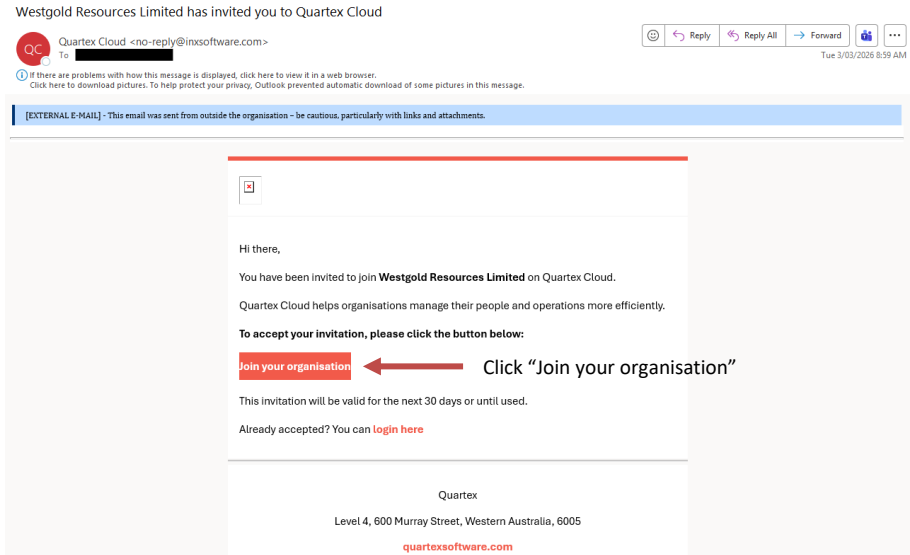
- A full SSO solution across all modules, including Moodle;
- The ability to access all Quartex Modules outside of the WGX Network; and
- Easier management of user accounts for key contractors who require access to Quartex Core Modules.

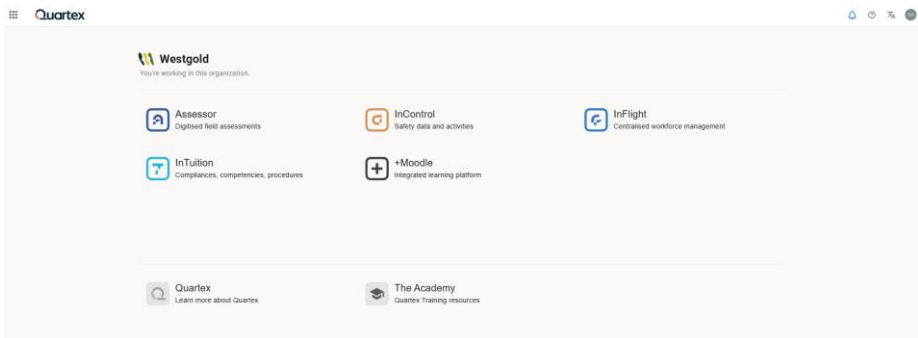
There are a couple of steps for registration, (particularly contractors who attend multiple companies who use Quartex Cloud), so this guide details the key steps:

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.

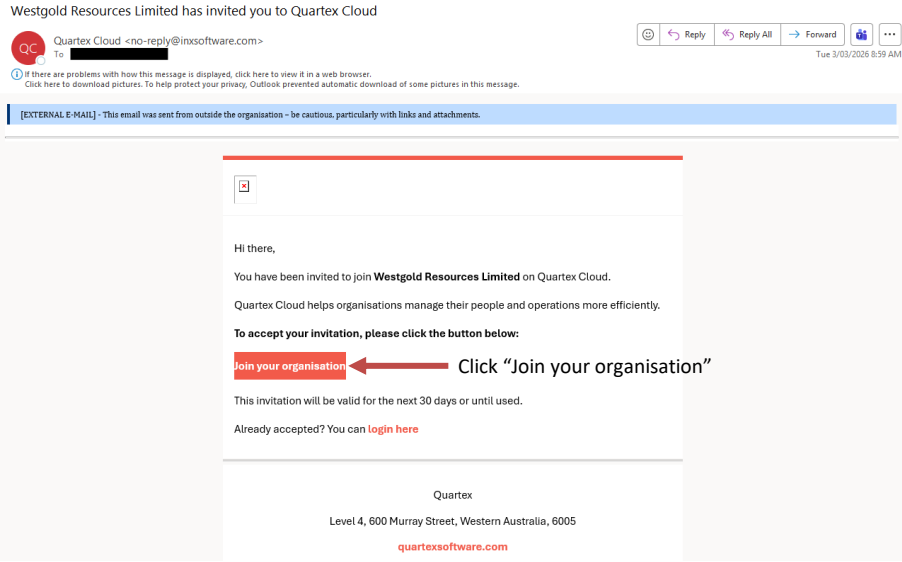
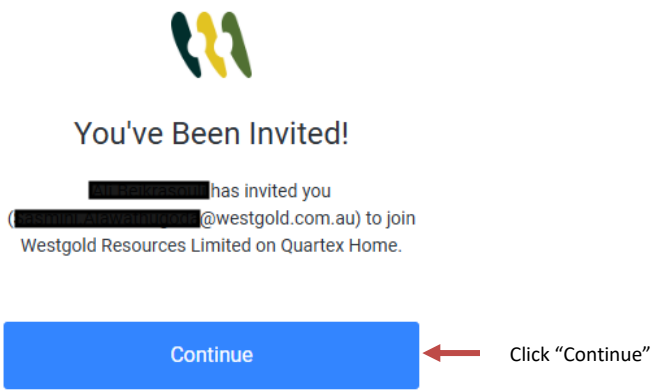


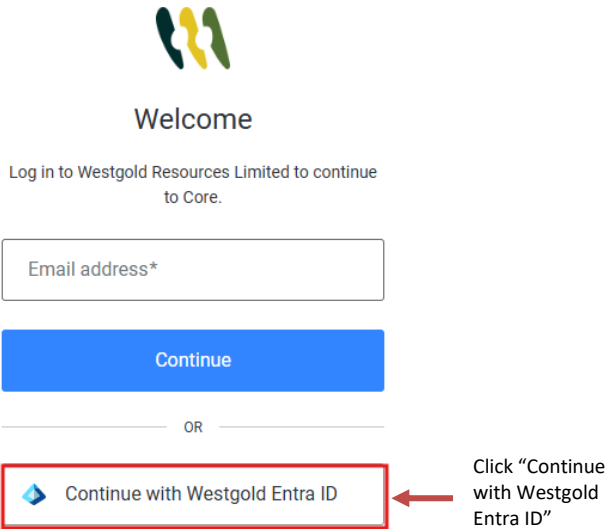
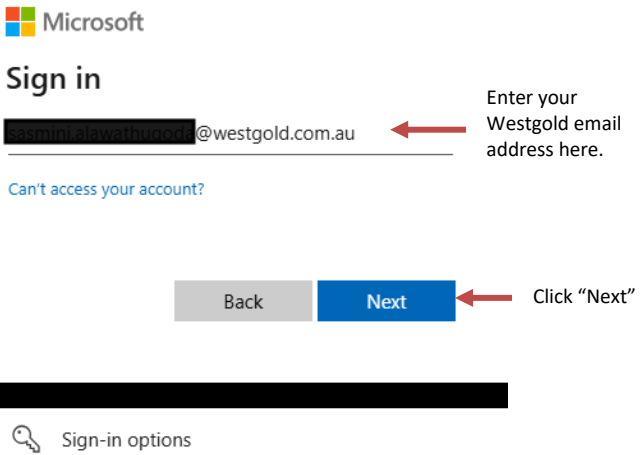
2.0 NEW PERSONNEL WITHOUT A WESTGOLD USER ACCOUNT

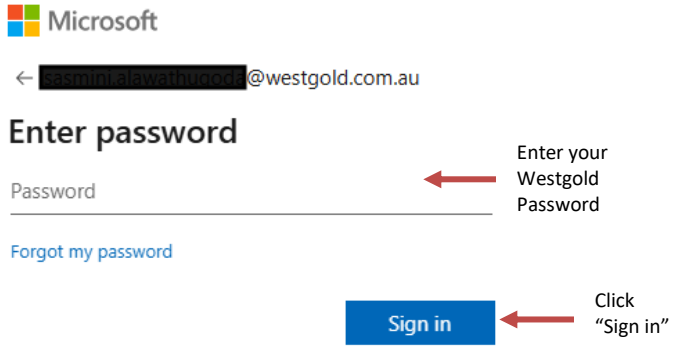
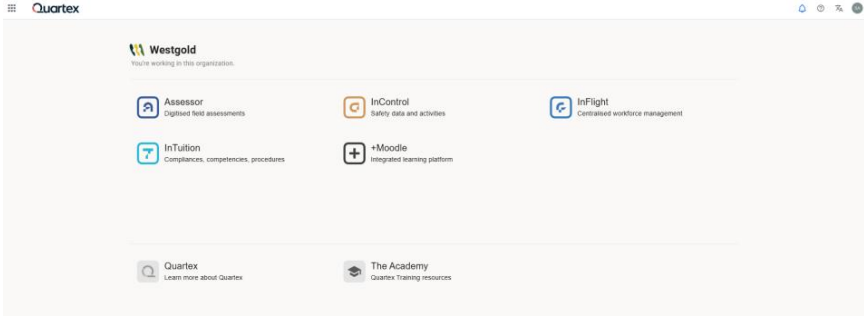
Detail/Instructions:	Screenshots:
You will receive an invitation to join Quartex Cloud (to your personal email address). This invitation will look similar to the image shown on the right. Click on “Join your organisation” to proceed.	

Detail/Instructions:	Screenshots:
The link will send you to the 'Sign Up' screen. If you have <u>never created a Quartex Cloud account</u> 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 (A-Z) ✓ Numbers (0-9) ✓ Special characters (e.g. !@#\$%^&*) If you <u>have created a Quartex Cloud 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, please refer to section 5.0 of this document.	Log in'." data-bbox="471 121 831 468"/>
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.	

3.0 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”.	
You will see the following window. Click “Continue”.	

Detail/Instructions:	Screenshots:
Click “Continue with Westgold Entra ID”.	
Enter your Westgold email address and click “Next”.	

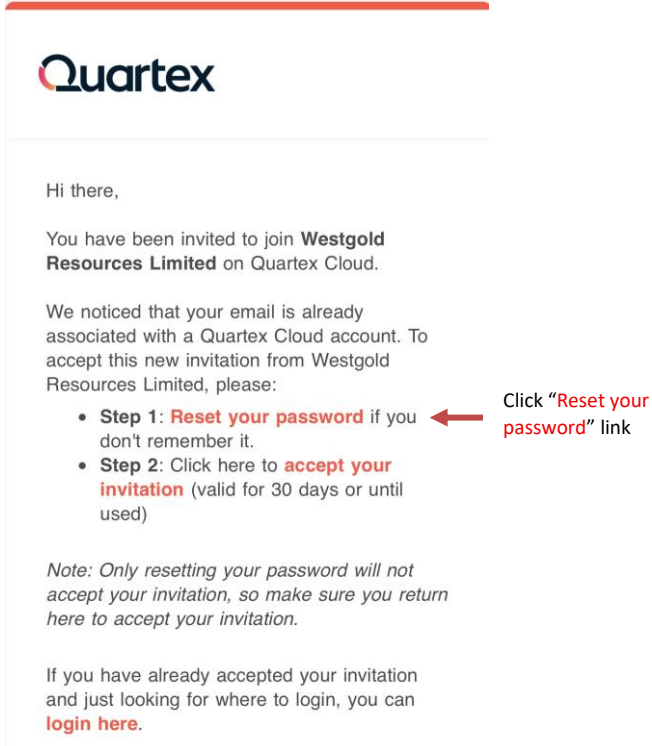
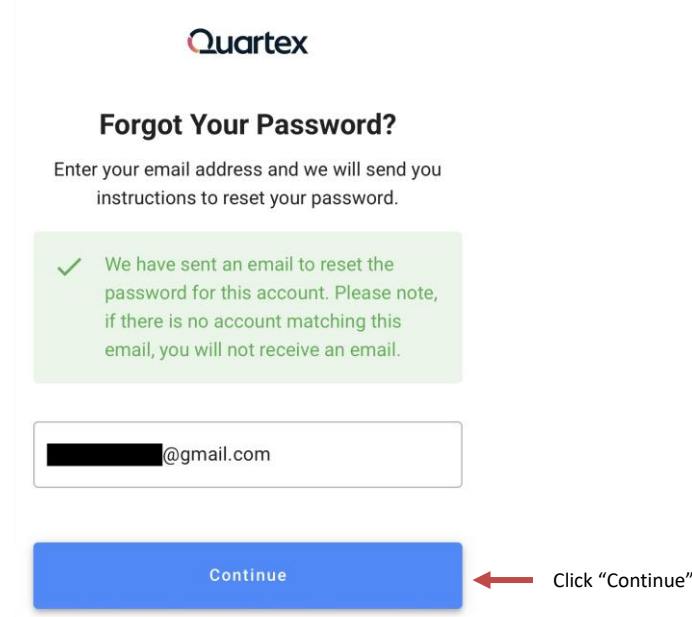
Detail/Instructions:	Screenshots:
Enter your password and click “Sign in”. Note: Like other cloud applications (such as Teams, SharePoint, ActionHRM etc.), once authenticated, your device will have a token for x days (currently 90 days), where you will not need to re-login. Once the token expires, you will need to re-login again.	
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.	

4.0 USERS WITH MULTIPLE QUARTEX ACCOUNTS

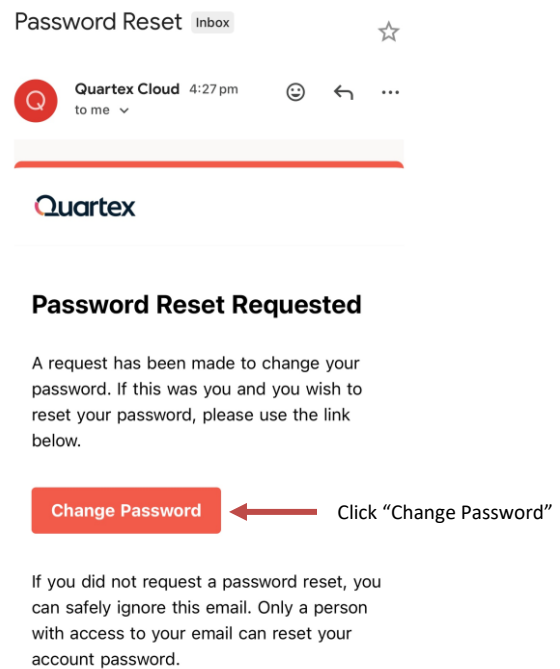
This situation typically occurs when your email address is already linked to an existing Quartex Cloud account with another organisation.

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.	 The screenshot shows an email from Quartex. It includes the Quartex logo, a greeting 'Hi there,', and a message stating the user has been invited to join Westgold Resources Limited on Quartex Cloud. It notes that the email is already associated with a Quartex Cloud account and provides two steps: Step 1: Reset your password (if you don't remember it) and Step 2: Click here to accept your invitation (valid for 30 days). A red arrow points to the 'Reset your password' link in Step 1. A note states that only resetting the password will not accept the invitation, and a login link is provided at the bottom.
You will then be redirected to the “Forgot Your Password?” page. Click “Continue” to send a password reset email to your registered email address for this account.	 The screenshot shows the 'Forgot Your Password?' page on the Quartex Cloud portal. It includes the Quartex logo and a heading 'Forgot Your Password?'. Below the heading, it says 'Enter your email address and we will send you instructions to reset your password.' A green success message states: 'We have sent an email to reset the password for this account. Please note, if there is no account matching this email, you will not receive an email.' Below this is an email input field containing '██████████@gmail.com'. At the bottom is a blue 'Continue' button. A red arrow points to the 'Continue' button with the text 'Click “Continue”'.

Click **“Change Password”** to reset your password.



Password Reset Inbox ☆

Quartex Cloud 4:27 pm
to me ▾

Quartex

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 ← Click “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.

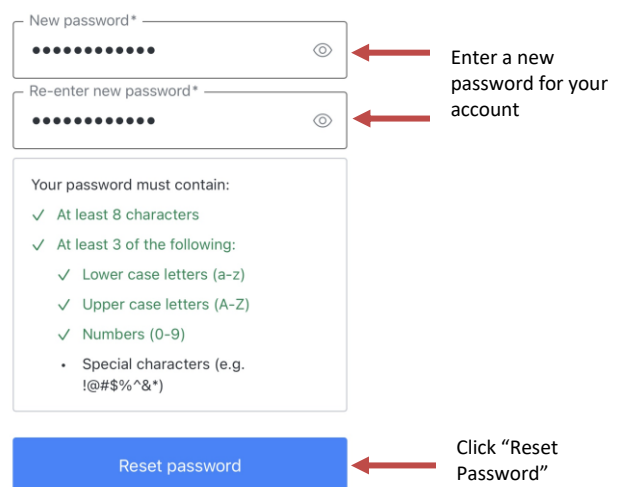
Note: Your Password must contain:

- ✓ 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. !@#%&*)



Change Your Password

Enter a new password below to change your password.



New password* 👁 ← Enter a new password for your account

Re-enter new password* 👁 ← Enter a new password for your account

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 ← Click “Reset Password”

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.



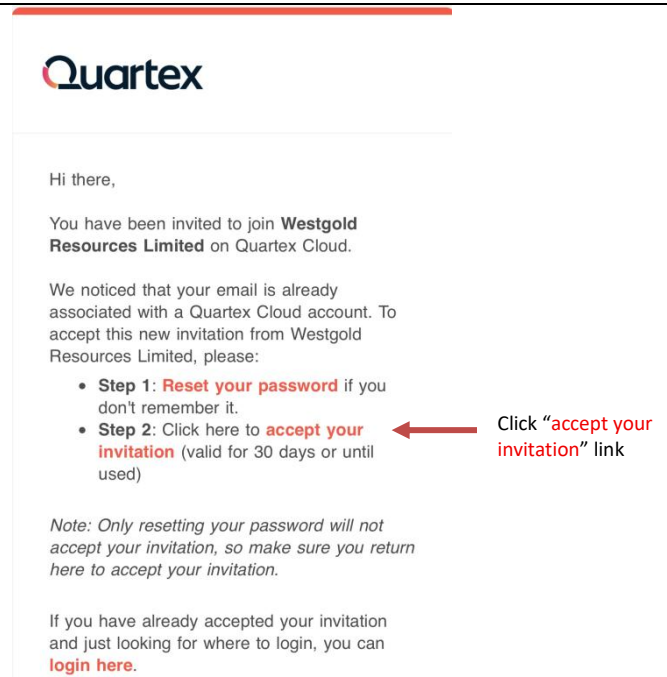
Password Changed!

Your password has been changed successfully.



Back to Quartex Home ← Don't click on this.

Click on the **“Accept your invitation”** link in Step 2 to proceed with accepting the invite.



Quartex

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:

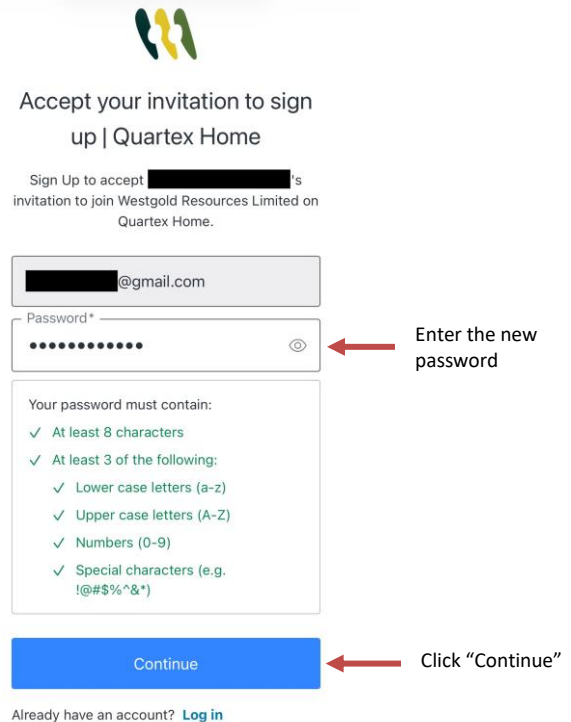
- **Step 1: Reset your password** if you don't remember it.
- **Step 2: Click here to accept your invitation** (valid for 30 days or until used)

Note: Only resetting your password will not accept your invitation, so make sure you return here to accept your invitation.

If you have already accepted your invitation and just looking for where to login, you can **login here**.

Click “accept your invitation” link

Enter your new password, then click **“Continue”** to accept the invitation.



Accept your invitation to sign up | Quartex Home

Sign Up to accept [redacted]'s invitation to join Westgold Resources Limited on Quartex Home.

[redacted]@gmail.com

Password* [redacted] 

Enter the new password

Your password must contain:

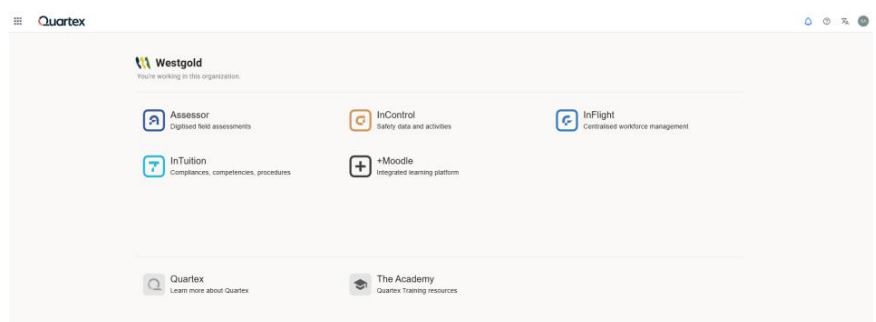
- ✓ At least 8 characters
- ✓ At least 3 of the following:
 - ✓ Lower case letters (a-z)
 - ✓ Upper case letters (A-Z)
 - ✓ Numbers (0-9)
 - ✓ Special characters (e.g. !@#%&^*)

Continue

Click “Continue”

Already have an account? [Log in](#)

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.



Quartex

Westgold
You're working in this organization.

Assessor
Digitised field assessments

InControl
Safety data and activities

InFlight
Centralised workforce management

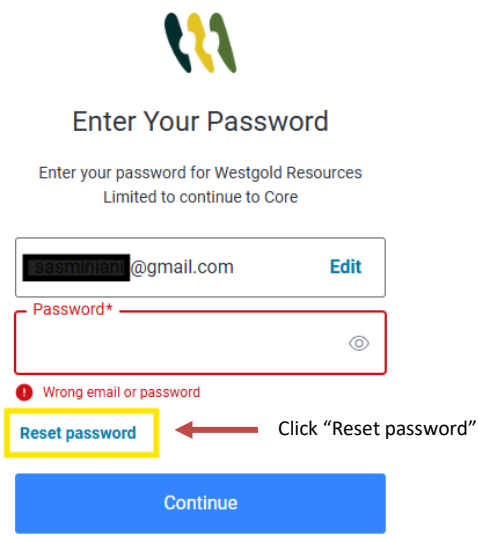
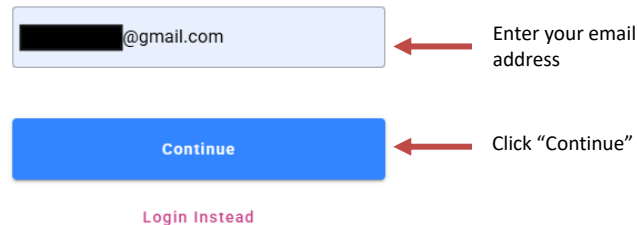
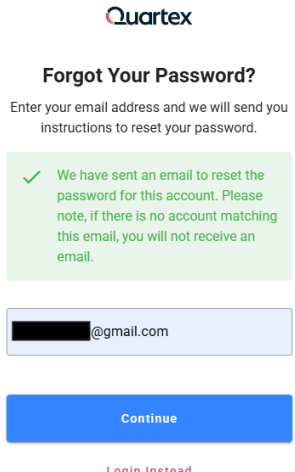
InTuition
Compliances, competencies, procedures

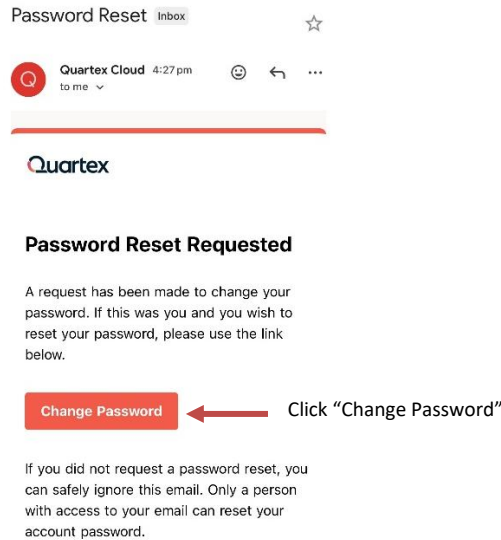
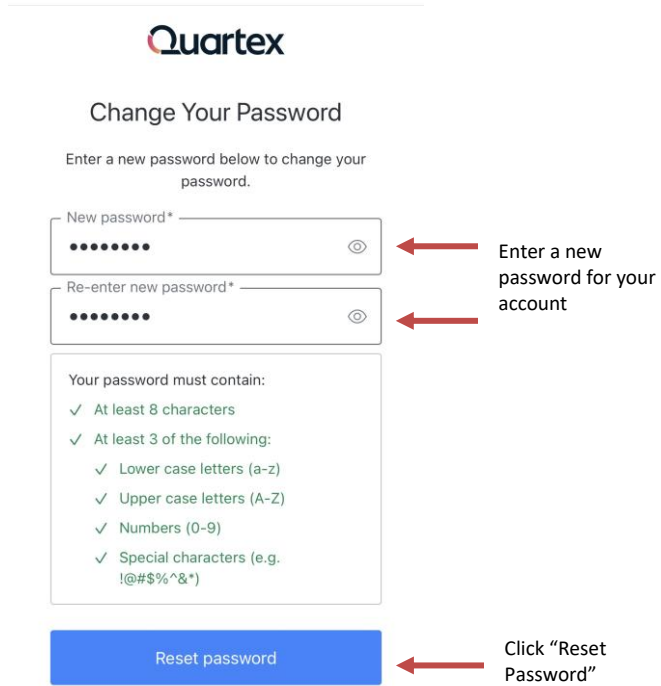
+Moodle
Integrated learning platform

Quartex
Learn more about Quartex

The Academy
Quartex Training resources

5.0 FORGOT YOUR PASSWORD?

Detail/Instructions:	Screenshots:
5.1 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.	
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.	

Detail/Instructions:	Screenshots:
When you receive the Change Password email from Quartex Cloud, click on “Change Password” to proceed.	
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. !@#\$\$%^&*)	
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.	

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.

 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!