

How to access the School Portal

The primary role of the School Portal is to share online curriculum content with students and teachers. Parents can access essential school information, contacts and policies.

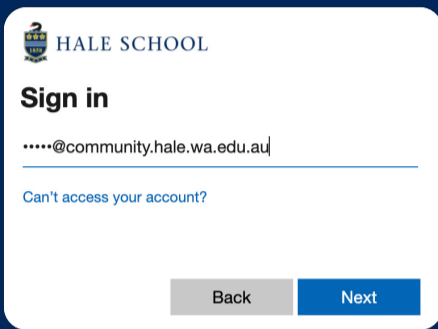
Your username is your **Parent ID number** (5 digit number), followed by **@community.hale.wa.edu.au**. If you haven't logged into the Portal previously a new password will need to be created.

STEP 1

Go to <https://haleschoolit.sharepoint.com>

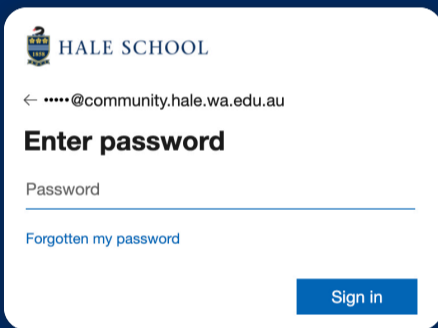
STEP 2

Enter your username (XXXXX@community.hale.wa.edu.au) then click Next.



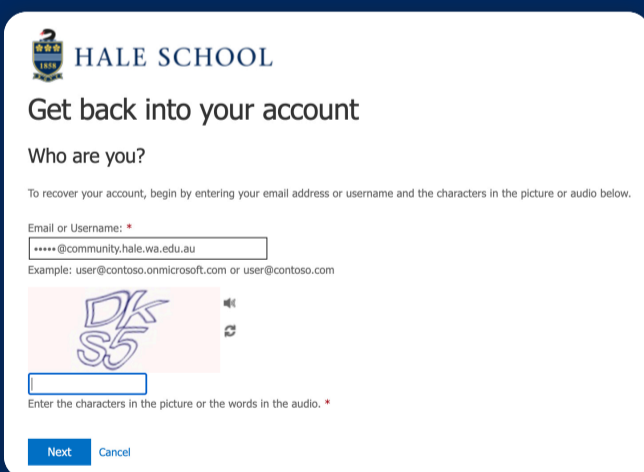
STEP 3

Click 'Forgot my password'.



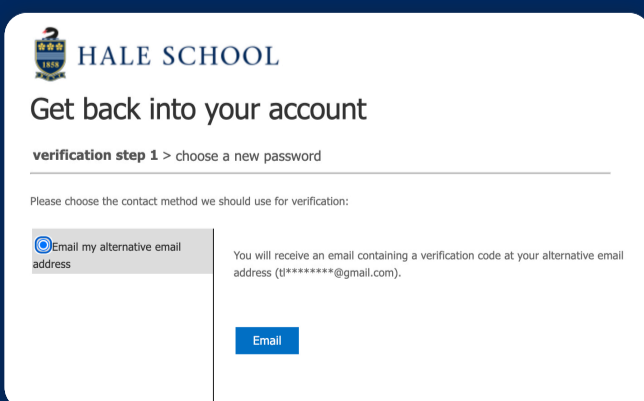
STEP 4

Enter the characters in the Captcha panel, then click Next.



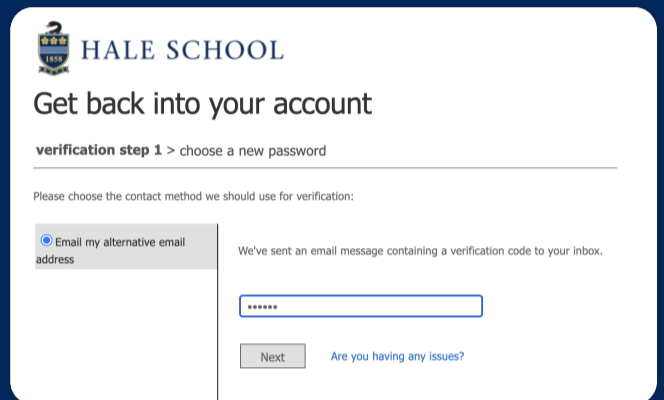
STEP 5

Your home/alternate e-mail address should be pre-filled. Click the Email button.



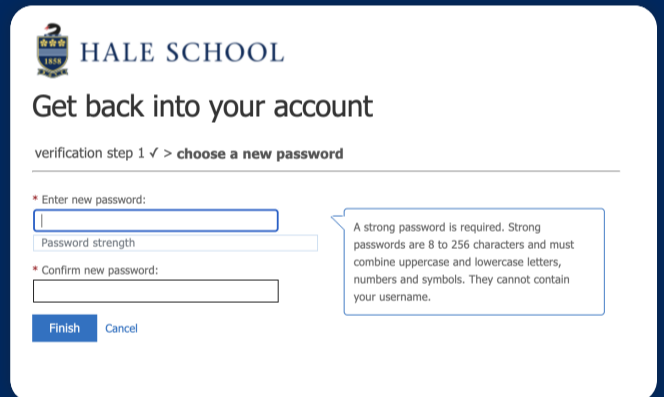
STEP 6

A verification email will be sent to your home email. Copy the six-digit code into the text box and click Next.



STEP 7

Enter and confirm your new password, then click Finish.



STEP 8

Once your password has been reset, you will be returned to the start of the logon process.



If you have any questions or experience difficulties, please contact the Hale School IT Help Desk at itservices@hale.wa.edu.au or by phone on 9347 9709.



HALE SCHOOL

Find your frontier