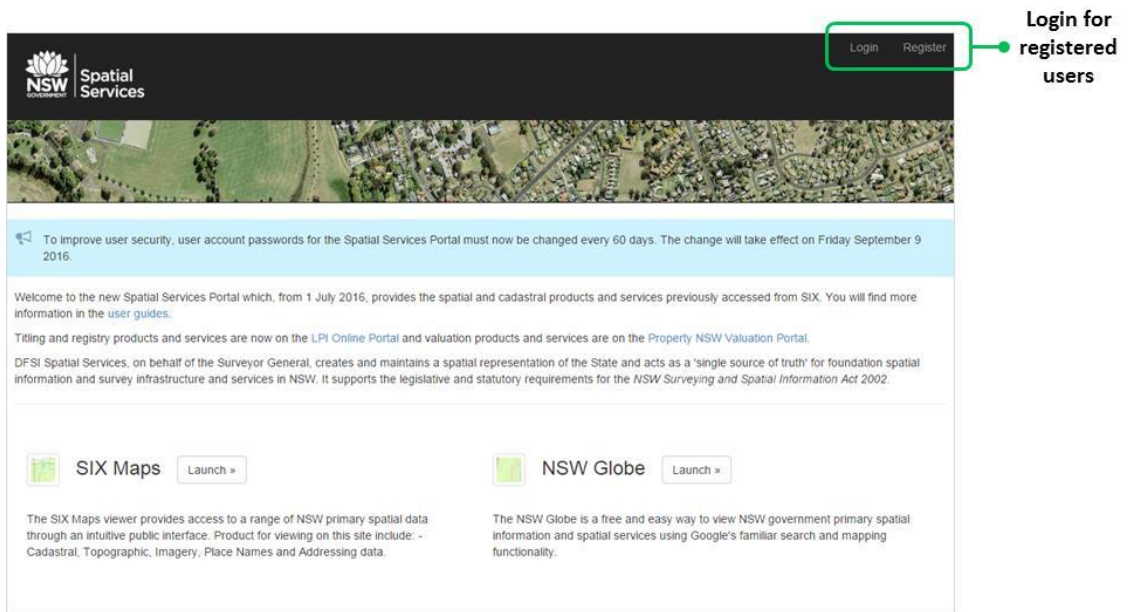


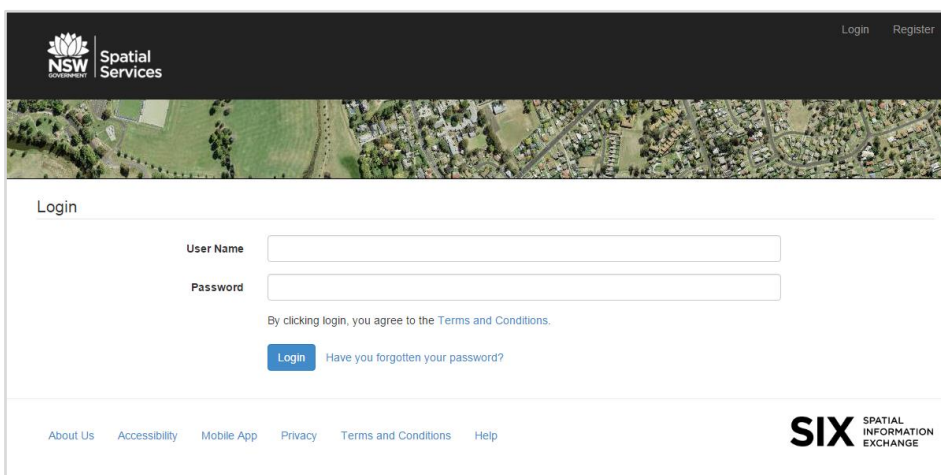
User Guide C.

Login Guide: Spatial Services Portal

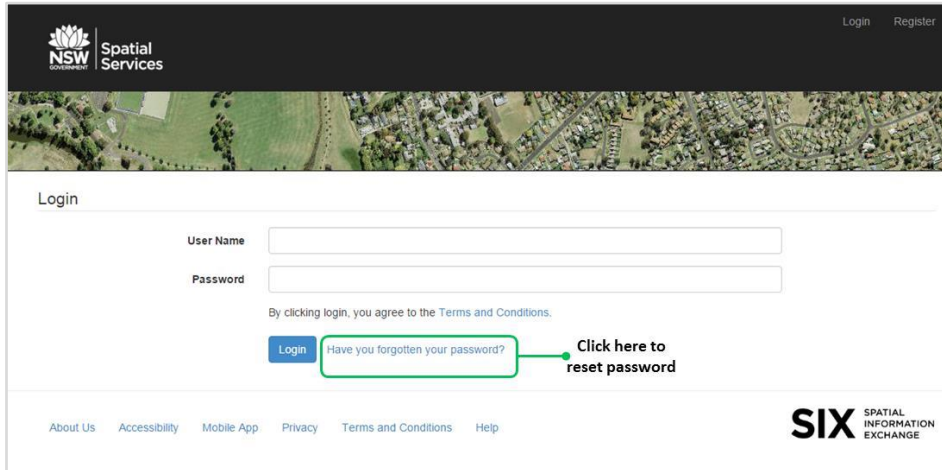
To login to the Spatial Services Portal, first click 'Login'. This is located towards the top right hand corner of the screen.



Upon clicking 'Login', users will be directed to the login screen. Users should enter their username and password.

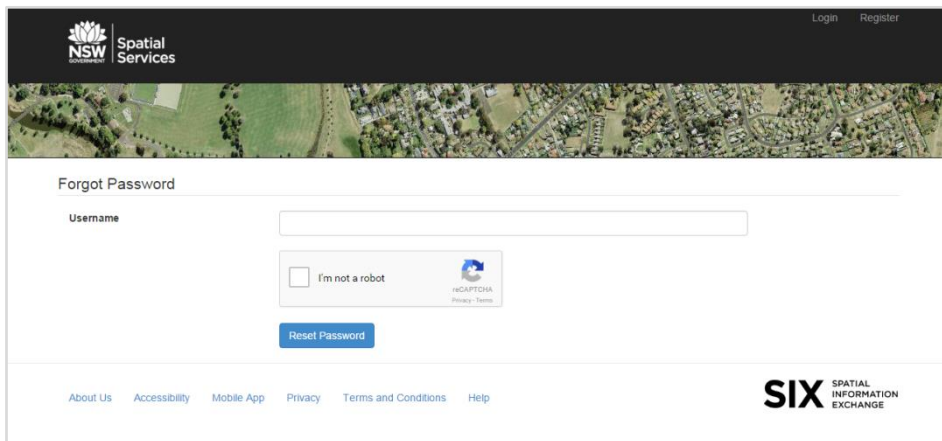


If you have not logged into the portal since the changes on 1 July, please click on the forgotten password link.



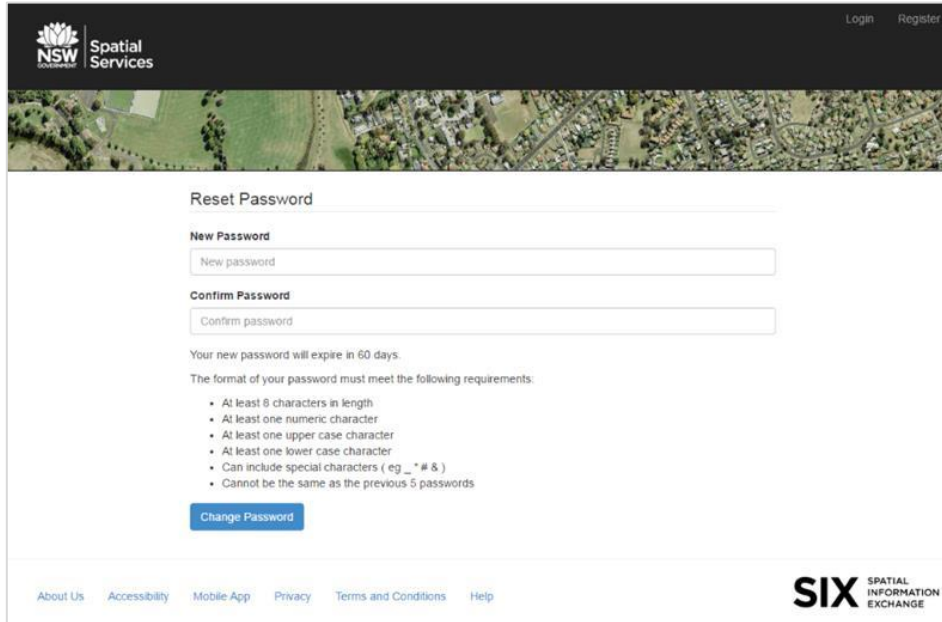
The screenshot shows the 'Login' page of the Spatial Services portal. At the top left is the NSW Government logo and 'Spatial Services' text. At the top right are 'Login' and 'Register' links. Below the header is an aerial photograph. The main content area is titled 'Login' and contains two input fields: 'User Name' and 'Password'. Below these fields is a link for 'Have you forgotten your password?' which is highlighted with a green box and a red arrow pointing to a 'Click here to reset password' link. A 'Login' button is also present. At the bottom of the page, there is a navigation menu with links for 'About Us', 'Accessibility', 'Mobile App', 'Privacy', 'Terms and Conditions', and 'Help'. On the right side of the footer is the 'SIX SPATIAL INFORMATION EXCHANGE' logo.

Please enter your username, complete the security prompt and click reset password. This will send an email to you with a link to reset your password.



The screenshot shows the 'Forgot Password' page of the Spatial Services portal. At the top left is the NSW Government logo and 'Spatial Services' text. At the top right are 'Login' and 'Register' links. Below the header is an aerial photograph. The main content area is titled 'Forgot Password' and contains a 'Username' input field. Below the input field is a reCAPTCHA security prompt with the text 'I'm not a robot' and a reCAPTCHA logo. Below the security prompt is a 'Reset Password' button. At the bottom of the page, there is a navigation menu with links for 'About Us', 'Accessibility', 'Mobile App', 'Privacy', 'Terms and Conditions', and 'Help'. On the right side of the footer is the 'SIX SPATIAL INFORMATION EXCHANGE' logo.

Click onto the link to go to the reset password screen. When selecting a new password, please follow the requirements outlined.



The screenshot shows the 'Reset Password' page on the Spatial Services portal. The page has a dark header with the NSW Government logo and 'Spatial Services' text, and 'Login' and 'Register' links. Below the header is a banner image of a suburban landscape. The main content area is white and contains the following elements:

- Reset Password** heading
- New Password** section with a text input field labeled 'New password'
- Confirm Password** section with a text input field labeled 'Confirm password'
- Text: 'Your new password will expire in 60 days.'
- Text: 'The format of your password must meet the following requirements:'
- List of requirements:
 - At least 8 characters in length
 - At least one numeric character
 - At least one upper case character
 - At least one lower case character
 - Can include special characters (eg _ * # &)
 - Cannot be the same as the previous 5 passwords
- Change Password** button

At the bottom of the page, there is a footer with navigation links: 'About Us', 'Accessibility', 'Mobile App', 'Privacy', 'Terms and Conditions', and 'Help'. On the right side of the footer is the 'SIX SPATIAL INFORMATION EXCHANGE' logo.

For assistance, please contact Spatial Services support, either by email: spatialportal@lpi.nsw.gov.au or by phone: 61 2 6332 8210.