



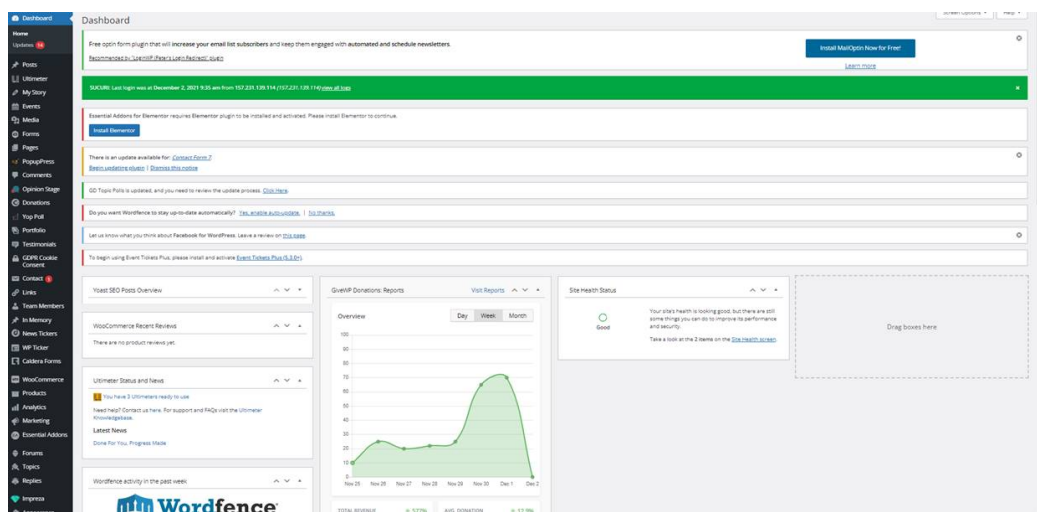
## Intranet log on guide

### Setting your password

1. Please click this link - [My account – Weston Hospicecare](#)
2. Enter your work email address
3. Click reset password
4. When you receive an email to prompt you to change your password, please follow the instructions to save your new password and close your browser.

### Adding your photo and details

1. Then, please visit the main hospice website, click staff area at the top of the page and enter your login credentials.
2. Once you are logged in, please visit <https://www.westonhospicecare.org.uk/wp-admin/profile.php> in a separate tab (Or if you find yourself in the backend, use the navigation bar on the left hand side, visit USERS > PROFILE).
  - a. The backend for an Intranet User (Which everyone has been assigned to) will look like a restricted version of the following screenshot...



3. Scroll down until you reach the subsection which says "Intranet details". It should look something like this <https://www.dropbox.com/s/kwl0kxhlt099000/Screenshot%202021-12-01%20at%2009.00.12.jpg?dl=0>. Here you can add your profile picture and add details on what qualifications you have and what languages you speak. Once you have inputted that information, please hit "Update profile" at the bottom of the page.
4. Then, log out and close your browser.

### **Accessing the intranet**

1. To access the Intranet from then on in, go to [westonhospicecare.org.uk](https://westonhospicecare.org.uk), click staff area.
2. Here you should be able to login. Once you have entered your details, click login and you will be directed to the Intranet.
  - a. If you are met with a screen that says "Howdy, **\*your name\***. Logout) Click logout and then repeat point 2. This should then redirect you to the Intranet.
3. Lastly, enjoy using the Intranet!

If at any point you can't find your way back to the intranet, restart your browser and click staff area on the main hospice website. You may need to logout and log back in to be redirected.

If you did not receive an email as described in the early stages, please let us know and The Comms Team can advise.