

How to Access Newington SPACES

Newington SPACES is the website link between staff, students and parents for information about school activities and reporting.

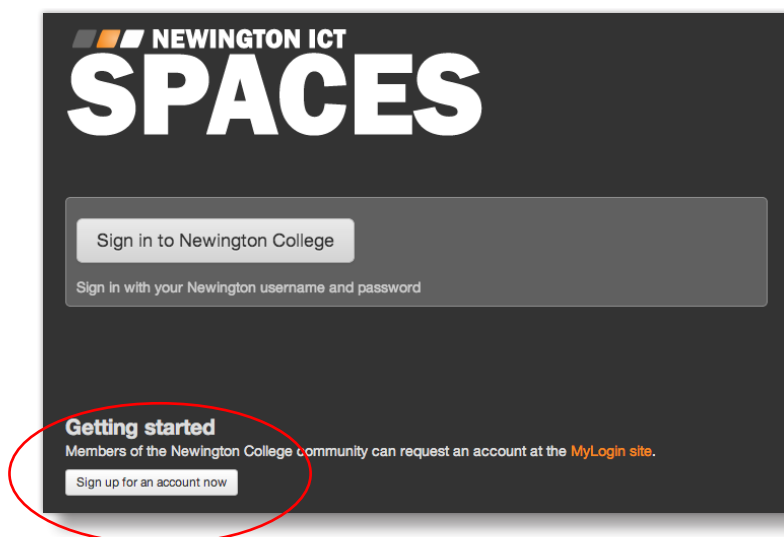
Getting Started

To login you will need your **own username** based on the email address we have stored for you in our database here at Newington and your **own password** just like other personal websites you join. Your email address will be checked against the school records.

- If the email address does not match your email address in our database you will not be able to login. Contact the College to check your records.
- If you share your email address with another contact on our records, neither of you will be able to login. Contact the College to provide another email address for one of you or to remove the email address from one contact.

Set Up Your User Name and Password

1. Go to <https://spaces.newington.nsw.edu.au> and click the **Sign up for an account now** button. (We recommend setting up a bookmark to find this site easily every day)



2. Enter the email address Newington already has in our database for you and click the **Request an invitation** button. If the email address is not recognised by the College database, you will receive an error message. Time to contact Newington.

Sign up now

If you're the parent/contact of a current Newington boy and we have your email address on file you can request an account invitation.

* Your email address

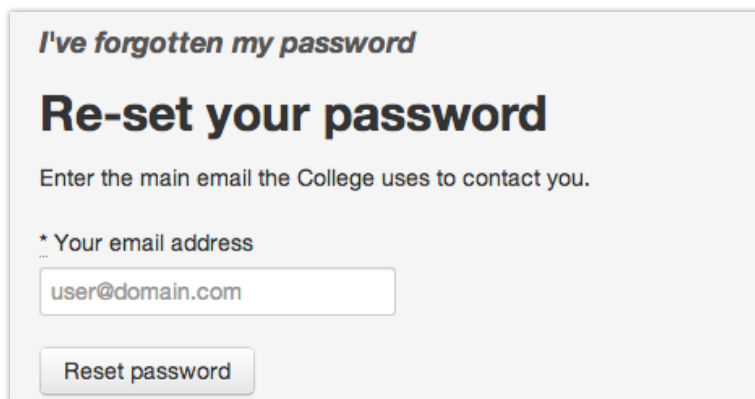
Request an invitation

3. Check your email. You should have an email in your inbox from Newington which contains your new username and a link to setup your new password.
4. Click the link in the email to setup your password and you will see the Password Setup screen.
5. Enter a new password into the two fields that appear at the left of the screen to set this as your own password. A message will let you know that you've been successful.
6. When your password has been successfully setup, you can login to Newington SPACES.

If you forget your Username or Password

If you forget either of these things, you can use the **MyLogin** site to reset.

At the right side of the screen, you will see the area for resetting your password.



The screenshot shows a web form titled "I've forgotten my password" with a sub-heading "Re-set your password". Below the heading, it says "Enter the main email the College uses to contact you." There is a text input field with the placeholder text "* Your email address" and a small asterisk icon. The input field contains the text "user@domain.com". Below the input field is a button labeled "Reset password".

Enter the email address that the school has on file for you and click the **Reset password** button. If you have entered the correct email address, a password-reset email will be sent to that address.

Inside SPACES

The Dashboard

This gives you up-to-date postings from Spaces that are relevant to you. As articles, pages and galleries are added to Spaces that you are a member of, the postings will also appear in your 'feed' on your dashboard. Everybody's dashboard is different based solely on the Spaces that they are members of.

My Spaces

Click on the **My Spaces** dropdown button and you will see a list of the Spaces that you are currently a member of.

Newington SPACES will automatically enrol you as a member into a number of Spaces. All members of the Newington community are automatically a member of the Newington Space. You will also be joined to the following Spaces

- Any campus where you currently have a son enrolled.
- Any Year group where you currently have a son.
- The Sports Space (since sport is compulsory)
- The House that your son is a member of

In this way, it is easy to keep track of postings that are directly relevant to you and/or your son.

You are welcome to join as many other Spaces as you wish.

The Calendar

The calendar that appears at the top of the SPACES Dashboard, contains all of the events that exist on any Spaces that you are currently a member of.

All Spaces

Click on the **All Spaces** button and a comprehensive list of all available Spaces will appear. For every Space that exists, as small tile will appear which describes the Space. If you wish to just look at the Space, click on the name (ie. the orange text). If you wish to join the Space and have the postings in the Space included in your Dashboard feed, you can click the **Join** button.