




**Westburn School**  
Te Kura O Hereora

### LINC-ED parent account set up

This is step-by-step guide to help you set up your LINC-ED Parent Account.

1. Go to <http://westburn.linc-ed.com>
2. Scroll down to the bottom of the page and click
3. Type in the email address that you have provided the school.
4. When you have done that, click
5. You should receive an email from LINC-ED Support, open it and click
6. Once you have clicked,  you will see a password generated for you in LINC-ED which you need to backspace to delete. Please choose a password that is easy for you to remember for when you need to log into LINC-ED. Despite it asking for at least 12 characters, you can use less.
7. Now you are all ready to log in with your email address and your new password. Click Log in.
8. This page is the landing page for LINC-ED. At this stage, Westburn has decided not to proceed with writing student blogs as we currently use Seesaw.
9. When you click on the menu, click this icon  to modify your settings.
10. You will need to swipe to 'Yes please' to continue to receive emails from the school.

#### Digital Reports

You will be notified via email when the Digital Reports are available on LINC-ED for you to view. When the report is available, a photo of your child will show in the LINC-ED menu.

#### Changes

You will be notified via email when any changes have been made available on LINC-ED for you to view.

#### Issues

If you have any issues with setting up your login, please contact Andy Yates.  
[andy.yates@westburn.school.nz](mailto:andy.yates@westburn.school.nz)

Kind regards,  
Andy Yates