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Logging in Notifications Documents Communications Updating Details Bookings Payments Enrolments



# Logging into the Parent Portal

### Creating an account

From the email, click on the 'invite link' this will direct you to the **'Create Account'** screen where your account details will populate. **(Image 1)** 

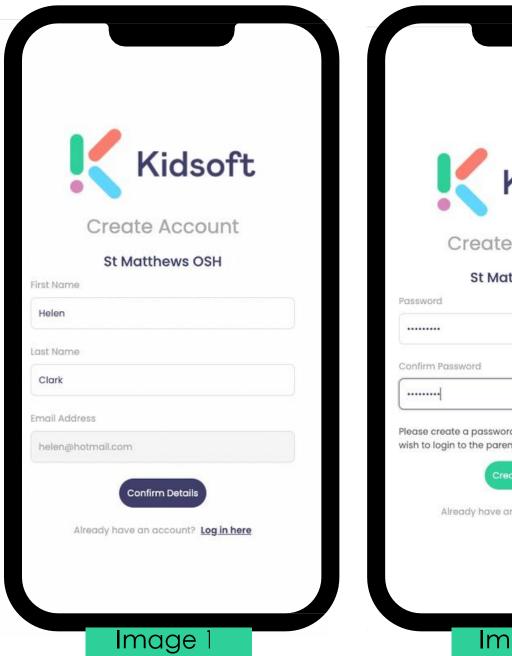
### Click on "Confirm Details" this will direct

you to the 'Create Password' screen. (Image 2)

(Password must have a minimum of 8 characters but must include, 1 Upper case, 1 symbol, 1 number)

You will then be directed to the log-in page where your username will pre-fill and you will simply be required to enter in your parent portal password. (Image 3)

\*\*The system will recognise if you are already an existing user. (Image 3)





Kids	soft
We detected you have an existin please log in with your username to link to to the service: St Matthe	e and password below
Username	
helen@hotmail.com	
Password	
	ø
	I forgot my password
Login	
Image	3
	We detected you have an existing please log in with your username to link to to the service: St Matthe Username helen@hotmail.com Password Login

## Notifications

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	10
Notifications	
14 December 2021	Enrolmen
The Service has enrolled Smith, Timmy from the v	
	Ŀ
14 December 2021	Booking
3 Bookings for Smith,	ere created from 2021. Please

### Viewing Notifications

To view your notifications, you can click on the 'bell' icon on the top right hand side of your device.

You can also locate your notifications by clicking on the **'General'** menu and clicking on 'Notifications'



# Documents

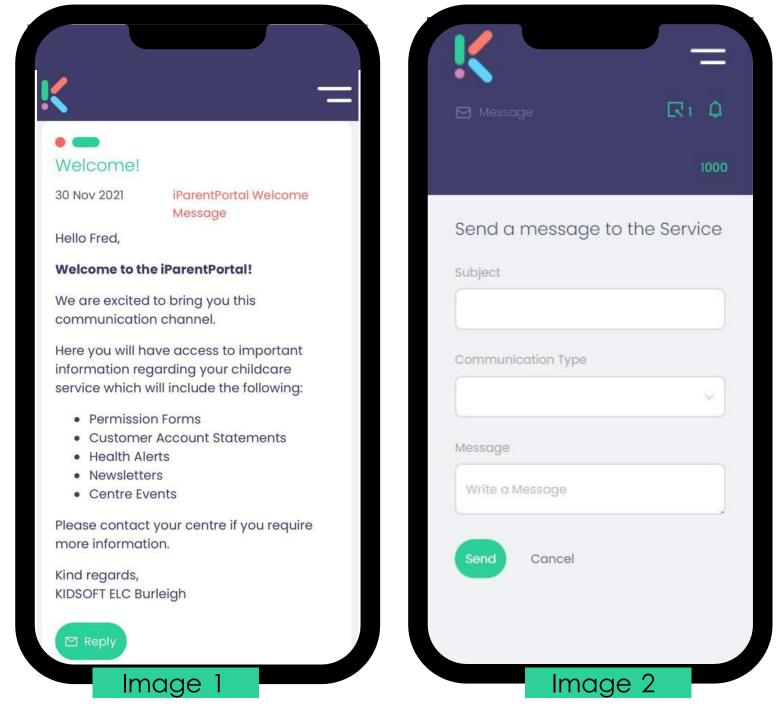
Message		¢.
Documents		
02 December 2021 Medical Action Plan		
	Ŧ	Q
02 December 2021 <b>iEnrol Enrolment Form</b>		
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14 January 2021 Excursion Form		
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### Viewing and Downloading documents

To view and download your documents sent to the Parent Portal click on the 'General' menu and click on 'Documents'



## Communications



### **News Posts**

To view all New Posts sent by the Service, click on the 'Home' menu and scroll down To reply back to the message, click 'Reply' (Image 1)

### Send a Message to Service Click on 'Message' type in your message and click 'Send' (Image 2)



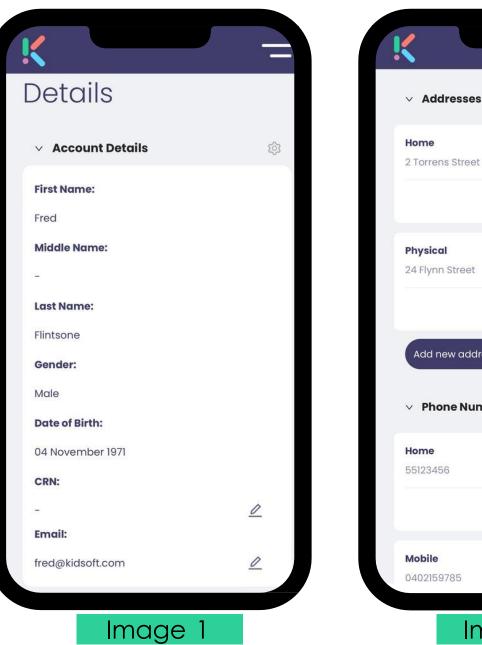
# Updating Details

### Account Details

You can add/delete addresses, phone numbers, update your email address and add in your CRN by clicking on the '**Details'** menu (Images 1 & 2)

### **Children Details**

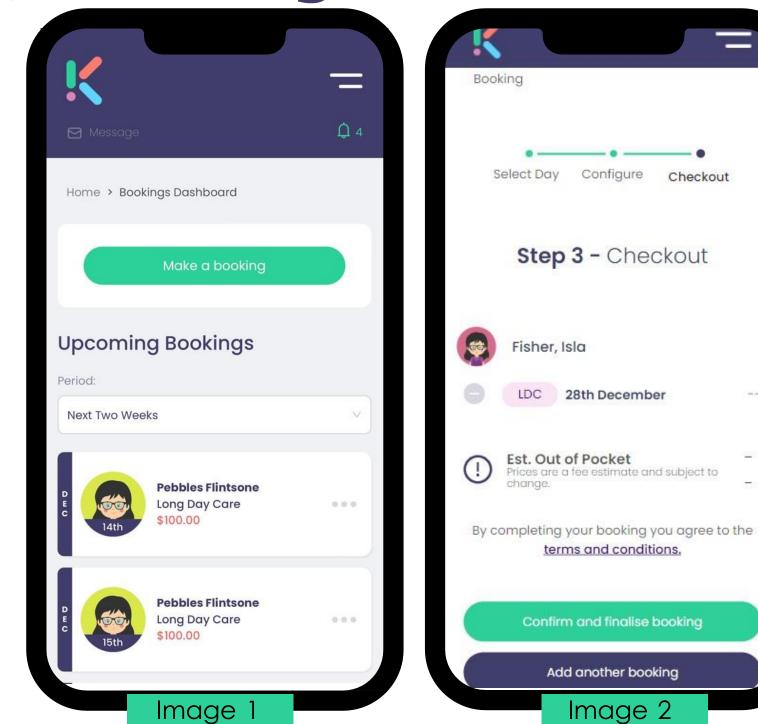
You can update your child's medical information and other additional information. by clicking on the **'Details'** menu. (Image 3)





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			1	F	Flinstone, Piper				
	0	Û			Gender: Female Date of Birth: 21 December 2017				
					Child Age: 3y 11m CRN:				
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# Bookings



### Upcoming Bookings

You can view your child's bookings on the Home page

To mark your child absent or to view the details of the bookings, click the '3' dots to expand the menu (Image 1)

To make a casual booking, click on the **'Bookings'** menu and click on 'Make a booking' (Image 2)





### Make a Payment

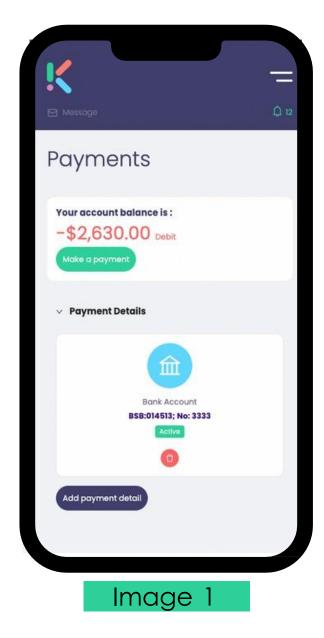
You can make a payment from the home page, by clicking on 'Make a payment' or from the **'Payments'** menu. (Image 1)

### Entering Payment Details

To add a new payment detail, click on the **'Payments'** menu and click on +Add a new Payment Detail (Image 2)

### Creating Payment Schedules

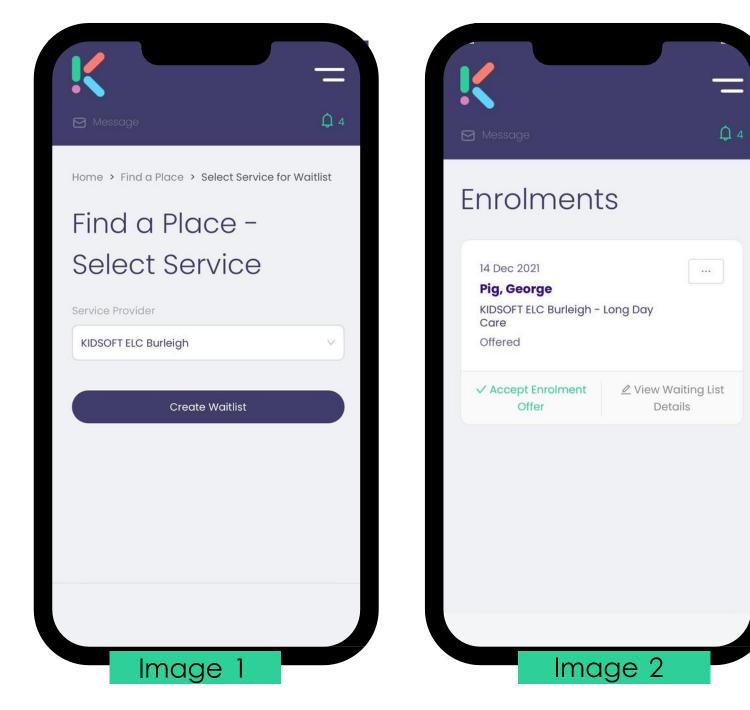
To create a payment schedule, click on '**Add new payment schedule'** (Image 3)





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Downorks > Add Remont Datalla	Message 🗘 7
d Payment Details	Home > Payments > Add Payment Schedule
	Add Payment
k Account	Schedule
nt Name	
	Payment Detail
unt Number	Child (Enrolment)
	All Children (Enrolments) - Automatic System V
I/We declare that the bank details provided above (the "Account")	Туре
correct and authorize and request NumeroPro Ptd Ltd ATF The oft Unit Trust ABN 17 349 353 404 (Direct Debit User ID: 424700) to inge for funds to be debited from my/our account at the financial itution identified above.	Variable
hecking the box, you:	Frequency
1. Request and authorise NumeroPro Pty Ltd ATF The	$\sim$

## Enrolments



Adding a waitlist entry To create a waitlist for your child/ren for a service, click on 'Find a Place' and select the service you wish to waitlist for.(Image 1)

Accepting an Enrolment Offer: You can click on 'Complete Enrolment' on the home page, or click on the 'Enrolments' menu and click on 'Accept Enrolment Offer' (Image 2)





