# Parent Portal

## Tip Sheet for Guardians

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# 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)**

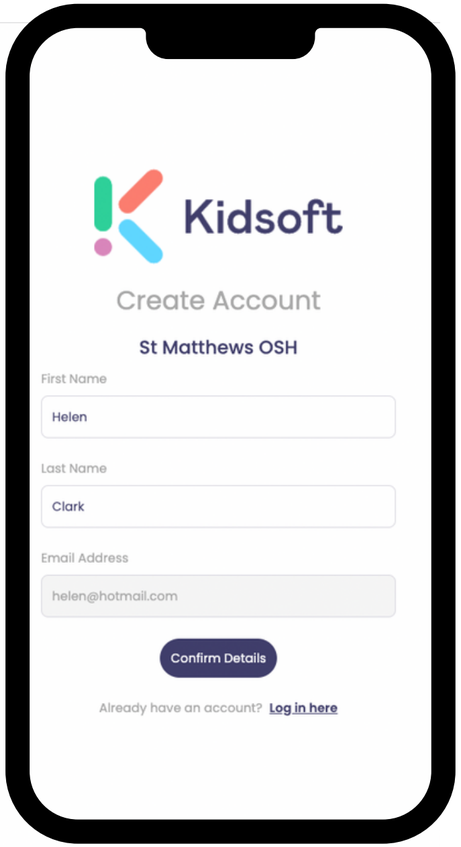



Image 1

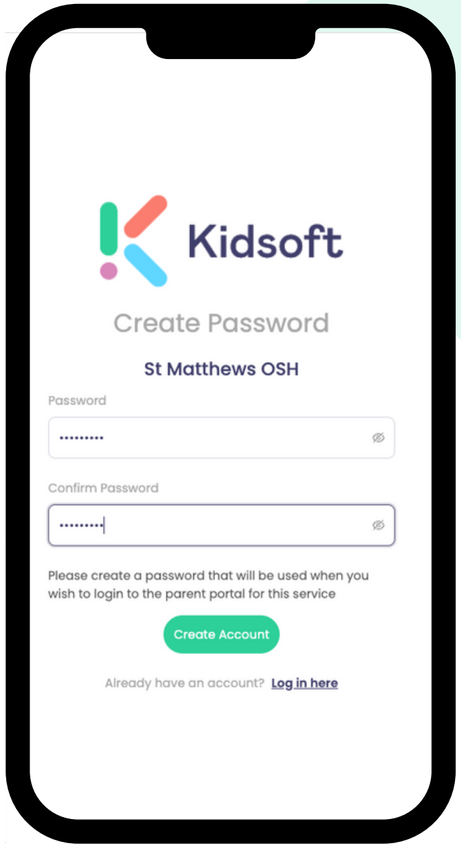



Image 2

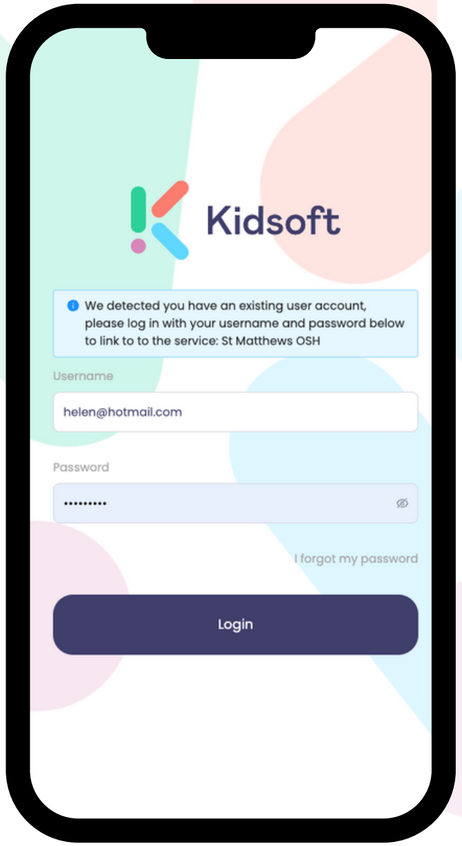
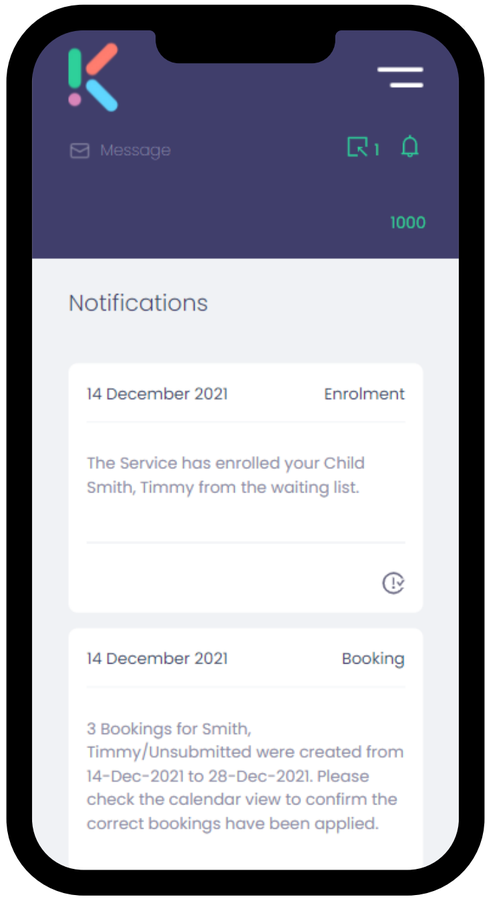



Image 3

# Notifications

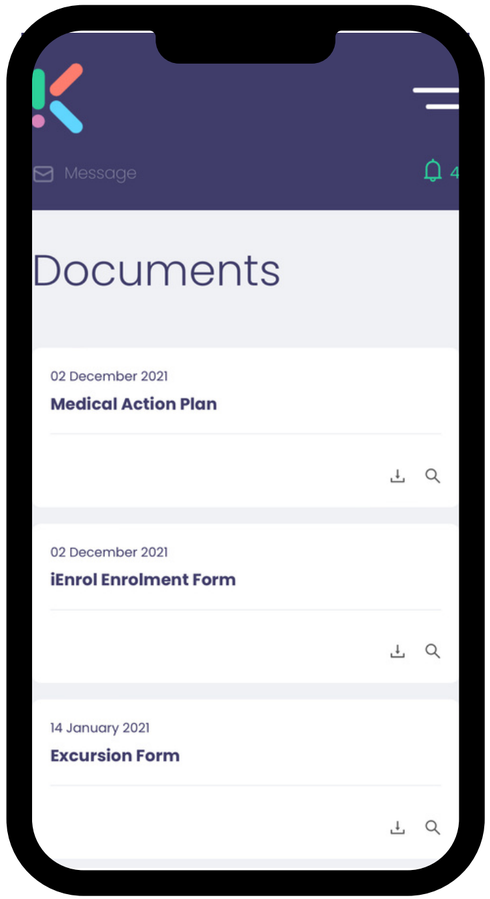



## Viewing Notifications

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




## 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

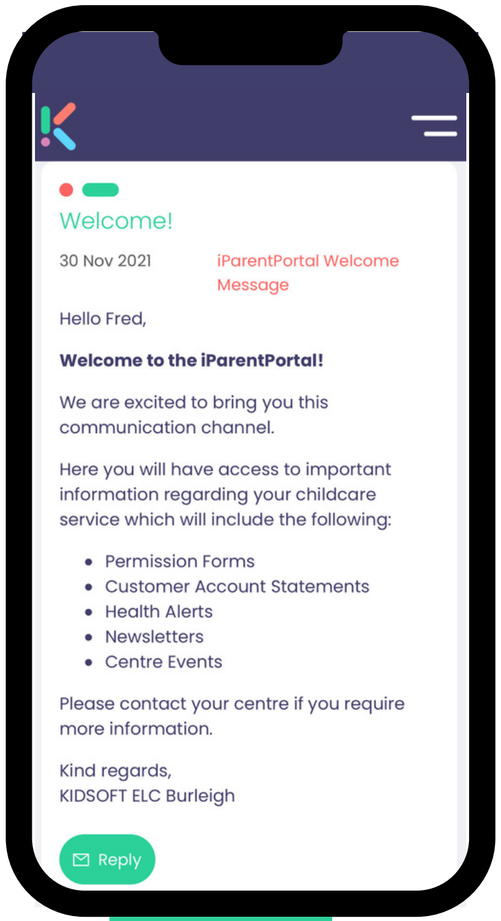



Image 1

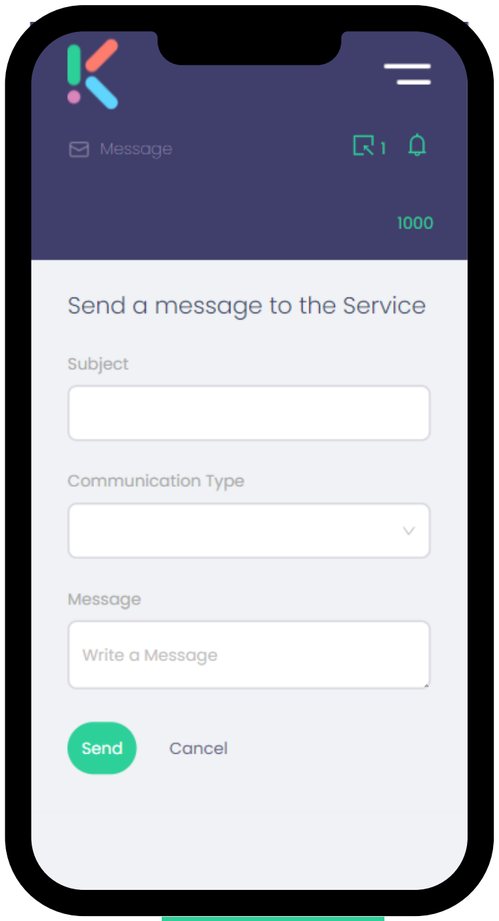



Image 2

## 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)

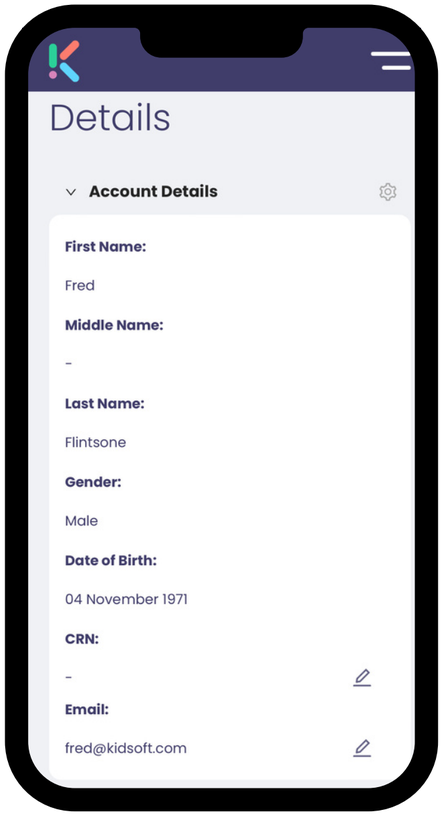



Image 1

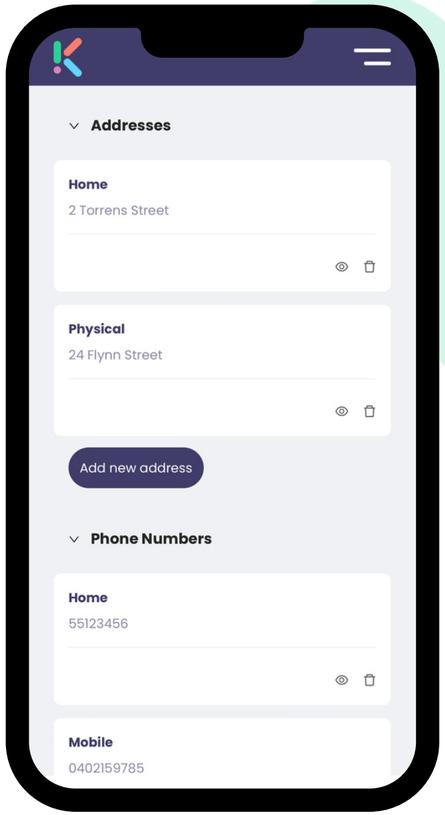



Image 2

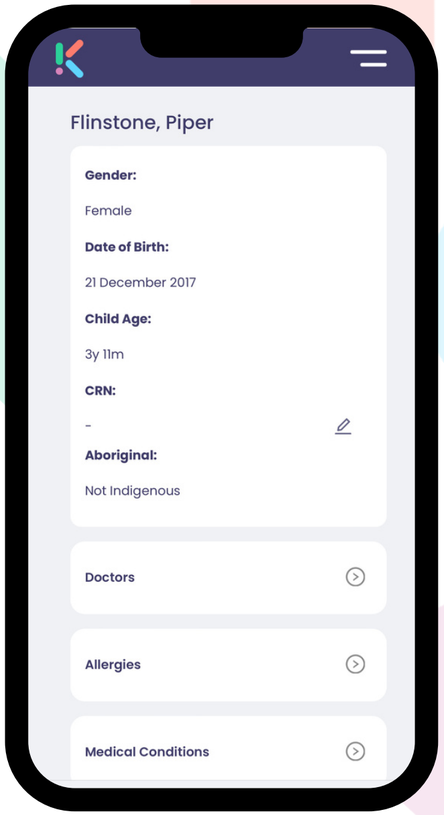



Image 3

# Bookings

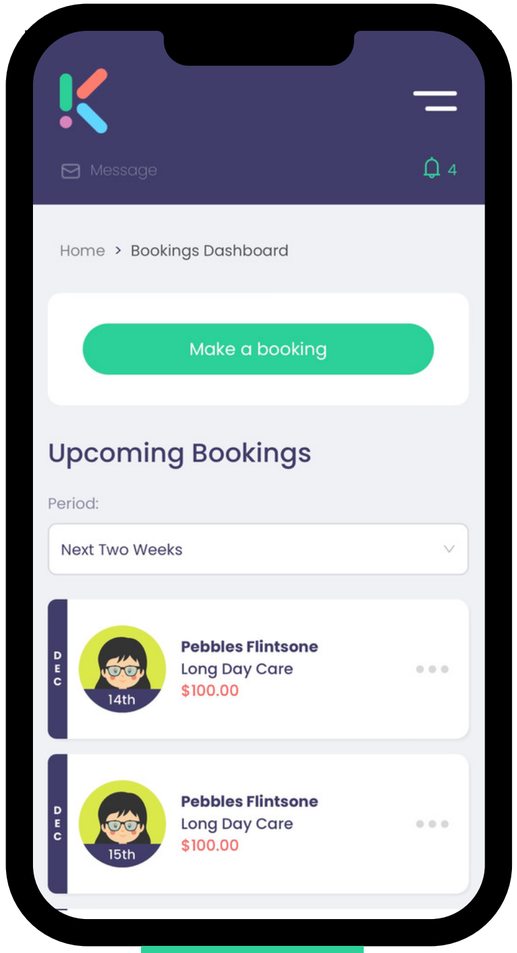



Image 1

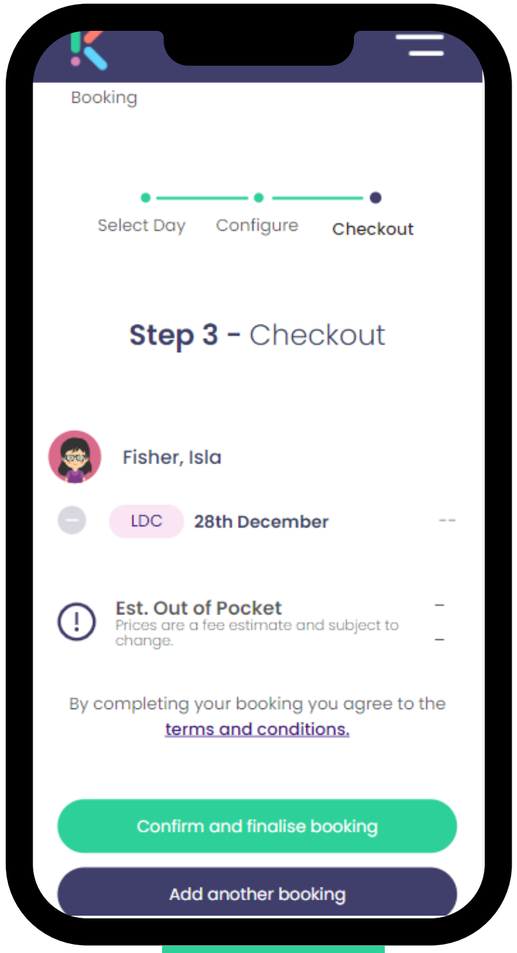



Image 2

## 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)

# Payments

## 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)

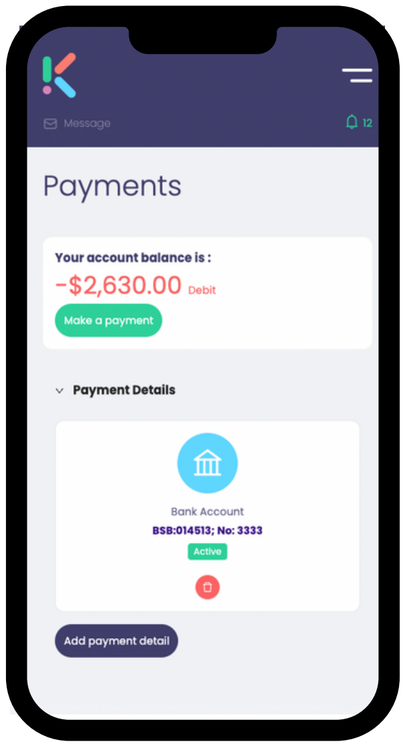



Image 1

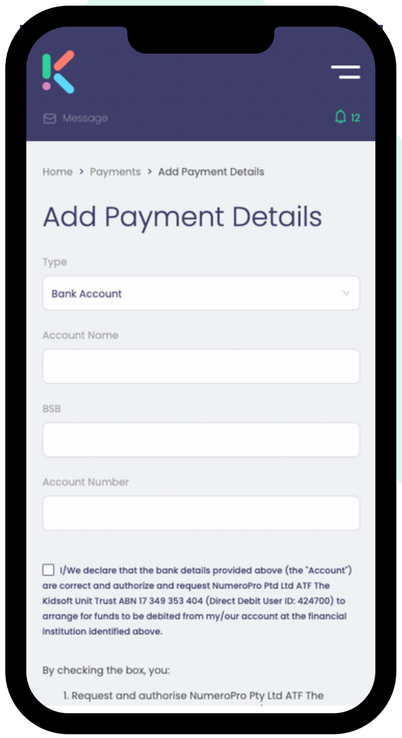



Image 2

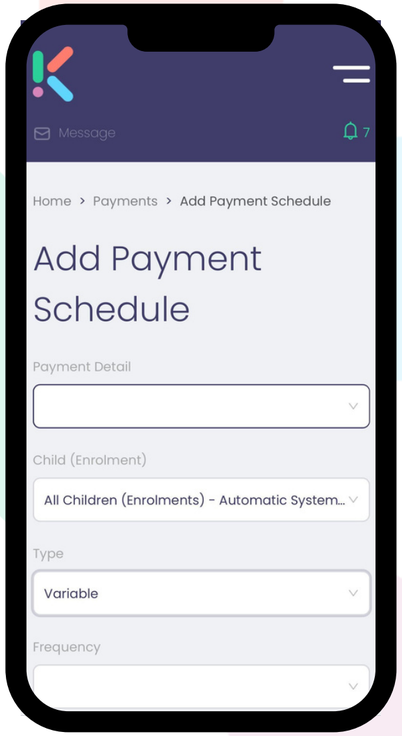



Image 3

# Enrolments

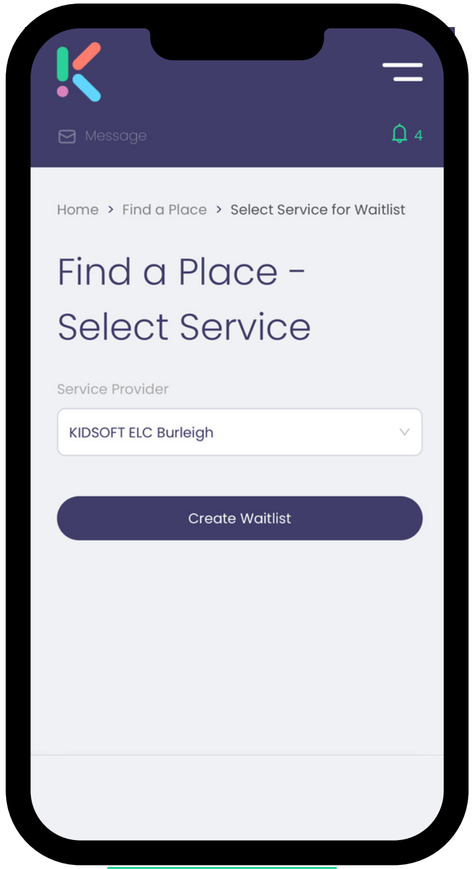



Image 1

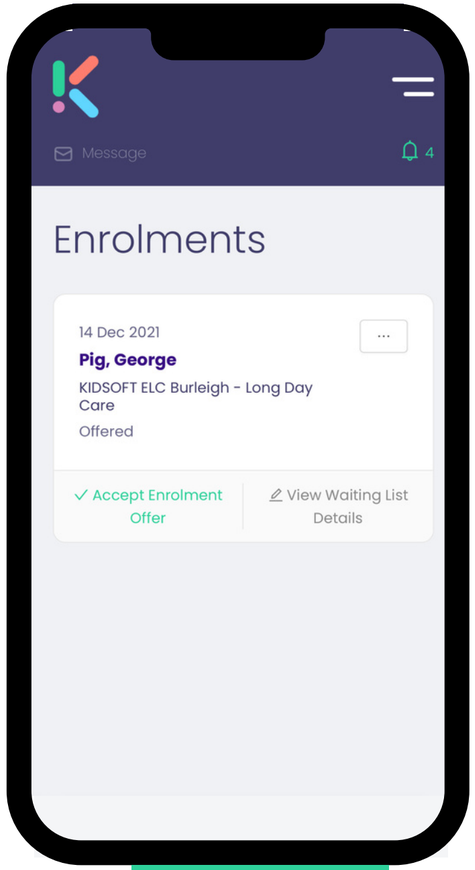



Image 2

## 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)

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