

KidSoft – School Holiday Program

How to register:

- Step 1. Open i-Parent Portal:** <https://app.kidsoft.com.au/p/CommunitiesatWork/find-a-place>
i-Parent Portal is accessible through the children's services enrolments page (Figure 1):
<https://www.commsatwork.org/services/children/enrolments/>

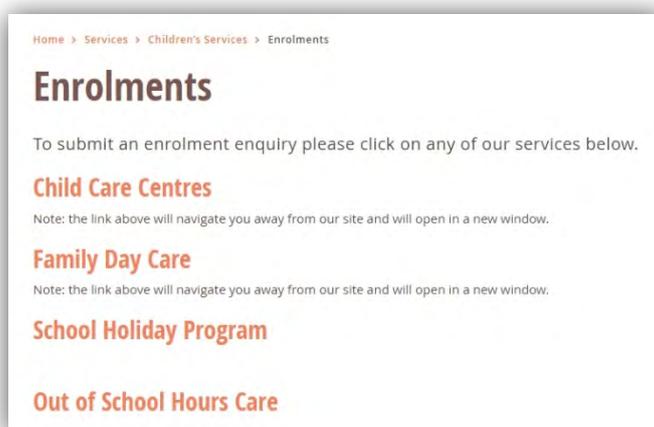


Figure 1

- Step 2.** If you have used our Children's Services before please follow step 2.1. If you have not used our Children's Services before please follow step 2.2.

2.1. Password setup:

- a. Click '**Log In as Existing User**' (Figure 2.1.1)
- b. Enter the email you receive Communities@Work correspondence to and click '**I forgot my password**' (Figure 2.1.2)



Figure 2.1.1

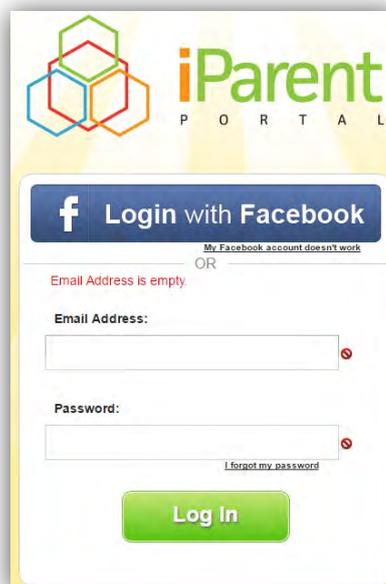


Figure 2.1.2

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- c. Enter the email address you receive Communities@Work correspondence to and click **'Next'** (Figure 2.1.3 & 2.1.4)
- d. You will then receive an email with a link to reset your password, click this link and you will be taken to the window in Figure 2.1.5. Here you will enter your new password and click **'Reset'**.
- e. You will then be taken back to the login screen where you will be able to enter your email and new password.

The screenshot shows the iParent Portal registration page. At the top is the iParent Portal logo. Below it is a form with a red error message: "Email Address is empty". There is an input field for "Email Address:" which is empty. Below the input field is a green button labeled "Next". At the bottom of the form, there is a small link that says "Return to Login".

Figure 2.1.3

The screenshot shows the iParent Portal password reset success message. At the top is the iParent Portal logo. Below it is a white box with a red heading: "Password Reset Successful." Below the heading is a paragraph: "A secure link has been emailed to you so that you can continue to reset your account password. This link will only be active for 24 hours." At the bottom of the box is a blue link: "Return to Login".

Figure 2.1.4

The screenshot shows the iParent Portal password reset form. At the top is the iParent Portal logo. Below it is a white box with a red heading: "Password Reset Successful." Below the heading is a paragraph: "A secure link has been emailed to you so that you can continue to reset your account password. This link will only be active for 24 hours." Below the paragraph is a red error message: "Password is empty." There are two input fields: "Password:" and "Re-enter Password:". Below the input fields is a green button labeled "Reset".

Figure 2.1.5

2.2. New Users:

- a. Click **'Create New User'** (Figure 2.1.1)
- b. Enter your first name, surname, email and password, than click **'Create'** (Figure 2.2.1)
- c. A confirmation will be displayed. Click **'Log In'** to continue (Figure 2.2.2)
- d. The Terms and Conditions of the portal will automatically be downloaded. Once you are satisfied click **'I Accept'** to continue (Figure 2.2.3 on next page)

The screenshot shows the iParent Portal user creation form. At the top is the iParent Portal logo. Below it is a white box with a red heading: "Please enter your details." Below the heading are five input fields: "First Name:", "Last Name:", "Email:", "Password:", and "Retype Password:". Each input field has a green checkmark to its right. Below the input fields is a green button labeled "Create". At the bottom of the form, there is a small link that says "Log In as test.user@work".

Figure 2.2.1

The screenshot shows the iParent Portal user creation confirmation message. At the top is the iParent Portal logo. Below it is a white box with a red heading: "You successfully created a User account." Below the heading is a paragraph: "Your Username is test.user@email.com". Below the paragraph is a paragraph: "Click the button to log in with your new account." Below the paragraph is a green button labeled "Log In".

Figure 2.2.2

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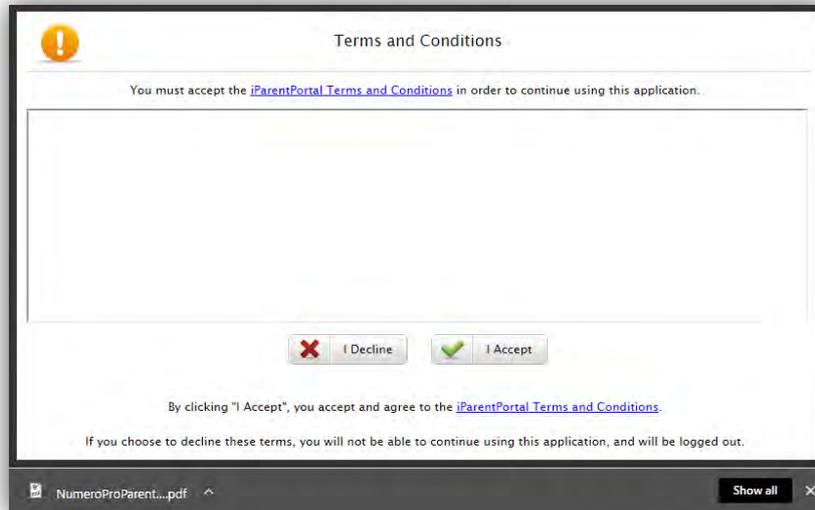


Figure 2.2.3

Step 3. To populate centre search details; enter your suburb or postcode and select the best suggestion from under the text-field.

New Users see step 3.1, **Existing Users** see step 3.2.

- 3.1. If you are entering a child for the first time, leave the 'Child' category as '+ New Child' and complete the remainder of your child's details.
- 3.2. If you have previously enrolled a child into the system, their details will be available under the 'Child' drop-down. Select the child's name that you would like to enrol to continue.

Click '**Search**' to initiate a search of the local centres (**Figure 3**)

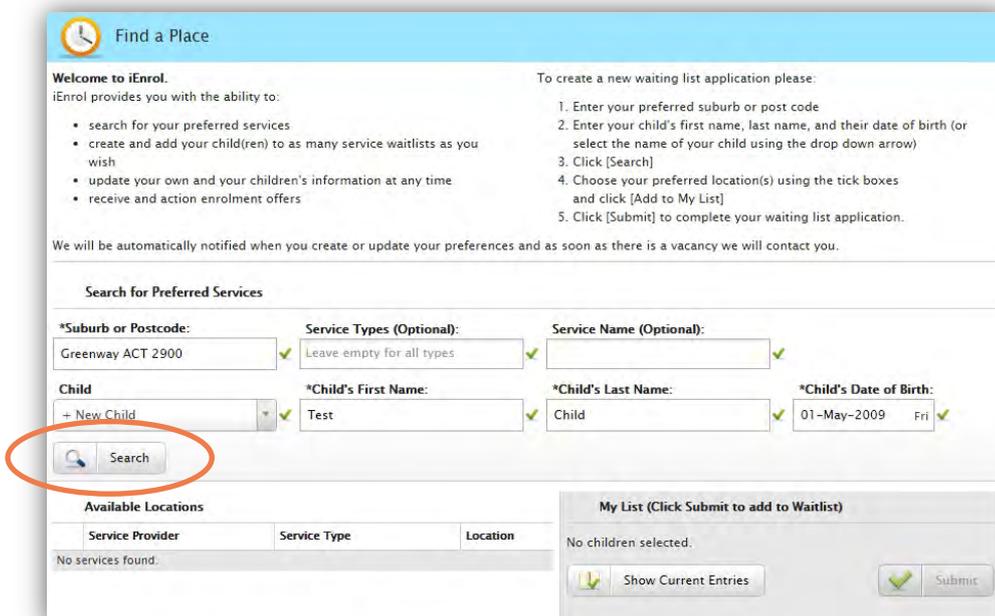


Figure 3

How to register

- Step 4.** For a list of locations running School Holiday Programs, refer to our child care page <https://commsatwork.org/services/children/> and select the 'SHP' filter
- On the 'Find a Place' page select the centre(s) you would like to register interest for by ticking the boxes in the left column.
 - Click 'Add to My List' at the bottom of the list to continue (**Figure 4**)

Search for Preferred Services

*Suburb or Postcode: Greenway ACT 2900 ✓
 Service Types (Optional): Leave empty for all types ✓
 Service Name (Optional): ✓
 Child: + New Child ✓
 *Child's First Name: Test ✓
 *Child's Last Name: Child ✓
 *Child's Date of Birth: 01-May-2009 Fri ✓

Search

Service Provider	Service Type	Location
<input checked="" type="checkbox"/> Greenway Child Care & Education Centre http://www.commsatwork.org	Long Day Care	Greenway 0.2 km
<input type="checkbox"/> Tuggeranong Child Care & Education Centre http://www.commsatwork.org	Long Day Care	Greenway 0.2 km
<input type="checkbox"/> Monash Outside School Hours Care http://www.commsatwork.org	OSHC	Monash 2.3 km
<input type="checkbox"/> Monash School Holiday Program http://www.commsatwork.org	OSHC	Monash 2.3 km
<input type="checkbox"/> Stirling Child Care & Education Centre http://www.commsatwork.org	Long Day Care	Stirling 7.6 km
<input type="checkbox"/> Malkara School Age Care http://www.commsatwork.org	OSHC	Hughes 9.2 km

Add to My List

My List (Click Submit to add to Waitlist)
 No children selected.
 Show Current Entries Submit

Figure 4

- Step 5.** Once your list is populated, click on 'Submit' to add your request to the waitlist (**Figure 5**)

Service Provider	Service Type	Location
No services found.		

Service Provider	Child's Name	Child's DOB	Action
Greenway Child Care & Education Centre (Long Day Care)	Test Child	01-May-2009	Remove

Show Current Entries Submit

Figure 5

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Step 6.

- A form titled 'Finalise Waiting List Entries' will open (Figure 6.1). Complete the form by entering both you and your child's details.
- Please select at least **one** of the days that you require in 'Requested Days' and then in 'Notes' write **all the days** you require (Figure 6.2).
- Click 'Submit' to finalise your waiting list application (Figure 6.1).

Figure 6.1

Figure 6.2

- Step 7.** You will be redirected to a confirmation page and receive a confirmation email (Figure 7)

Service Provider	Waitlisted Date	Service Type	Child	Days	Status	Unread Waitinglist Communication	Action
Greenway Child Care & Education Centre	16-May-2017	Long Day Care	Child, Test	Mondays, Tuesdays, Thursdays	Waitlisted	0	Delete Entry

Figure 7

- Step 8.** Our Enrolments Team will be in touch as soon as possible.

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How to complete your enrolment:

Important: This portion of the enrolment process can only be completed after you have submitted a waitlist application and been offered a placement in a school holiday program. If you have not yet completed a waitlist application please do so at:

<https://commsatwork.org/services/children/enrolments/>

- Step 1.** Once you receive a notification email confirming your placement offer, click the link in your email or open i-Parent Portal through: <https://app.kidsoft.com.au>
- Step 2.** Click **'Log In as Existing User'** (Figure 2.1); Enter your email and password, click **'Log In'** (Figure 2.2)



Figure 2.1

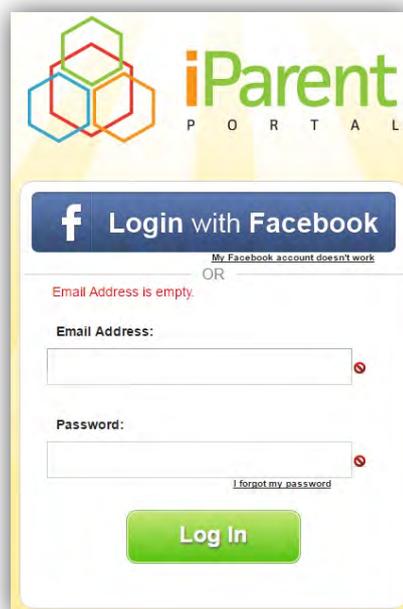


Figure 2.2

- Step 3.** Once you log in, ensure you are on the **'iEnrol Status'** page. To navigate to this page from the home screen, click either the **'Enrolment Offer'** notification in the right-hand menu or on **'iEnrol Status'** on the top navigation menu. (Figure 3)



Figure 3

How to complete your enrolment:

- Step 4.** Your waitlist application will be displayed in the bottom table. In the Action column click '**Accept Offer**' to access the enrolment form (**Figure 4**)

The screenshot shows the 'iEnrol Status' interface. At the top, there is a thank you message: "Thank you for your child's waiting list application. You will be contacted once a place becomes available. Please feel free to contact the service if you have any questions. Contact details can be found on the services website." Below this is a search form with several fields: "Waitlisted Date" (dd-mon-yyyy), "Service Provider" (Leave empty for all Services), "Children" (Leave empty for all Children), "Service Type" (Leave empty for all Types), and "Status" (Active). A "Search" button is located below the form. At the bottom, there is a table with the following data:

Service Provider	Waitlisted Date	Service Type	Child	Days	Status	Unread Waitinglist Communication	Action
Greenway Child Care & Education Centre	16-May-2017	Long Day Care	Child, Test	Mondays, Tuesdays, Thursdays	Offered	0	Accept Offer Decline Offer

Figure 4

- Step 5.** The enrolment form consists of 13 pages. To proceed to the next page, complete all mandatory fields marked by a red cross; once they have been updated, the form will allow you to proceed to the next page. The pages can be summarised as follows:

- Page 1 & Page 2** – Your child's details
- Page 3 & Page 4** – Parent/Guardian details
- Page 5 & Page 6** – Emergency contact details
- Page 7 & Page 8** – Medical information
- Page 9** – Living and care arrangements
- Page 10** – Medical declaration and consent
- Page 11** – Marketing declaration and consent
- Page 12** – Payment details
- Page 13** – Terms and conditions

- Step 6.** Once you have completed the enrolment form, click '**Finalise**'. You will receive an email confirmation with a copy of the information you provided.

- Step 7.** Your enrolment forms will be reviewed by the enrolments team; you will be contacted if any required information is missing. Once all the information has been reviewed you will receive a confirmation email informing you of your successful enrolment.

For more information, please contact our enrolments team:

Phone: 1300 212 273

Email: enrolments@commsatwork.org