



Marton Activity Centre

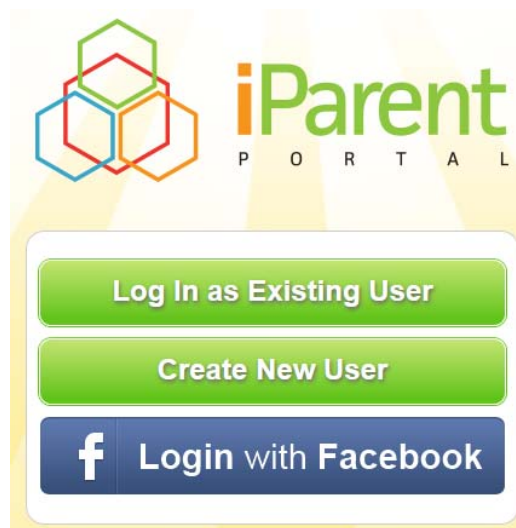
iParent Portal User Manual

OVERVIEW

All enrolments and re-enrolments for Marton Activity Centre must now be entered on the iParent Portal: <https://parents.kidsoft.com.au/p/MartonActivityCentre>

ACCESSING THE PORTAL

Open the [link above](#) in your browser. If you have previously created a login for this portal, then click on the **Log In as Existing User** button and enter your email address and password. If you are a new user, then click on **Create New User**:



CREATING A LOGIN

Complete the form displayed and click the **Create** button:

Please enter your details.

First Name:
 ✓

Last Name:
 ✓

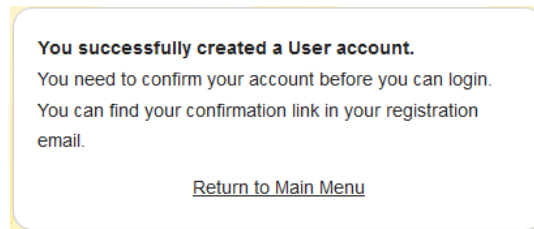
Email:
 ✓

Create

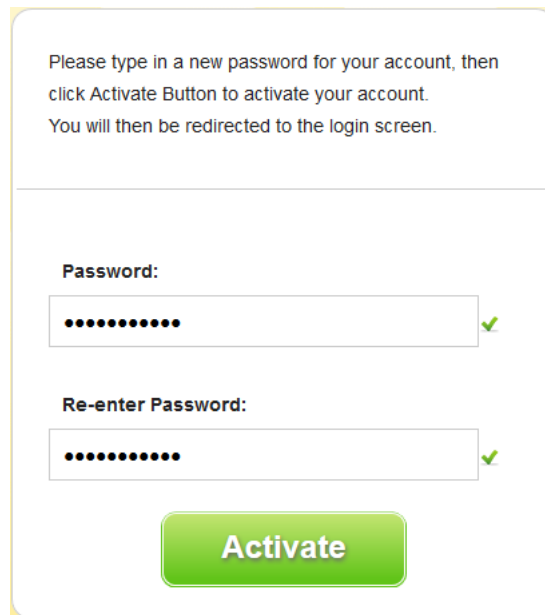
[Log in as existing user](#)

USING THE iPARENT PORTAL

A confirmation message will be displayed:



You will receive an email from Kidsoft (check your junk email folder if you have not received it within 10 minutes). Click on the link in the email to enter a password, confirm it and activate your account:



Please type in a new password for your account, then click Activate Button to activate your account.
You will then be redirected to the login screen.

Password:
 ✓

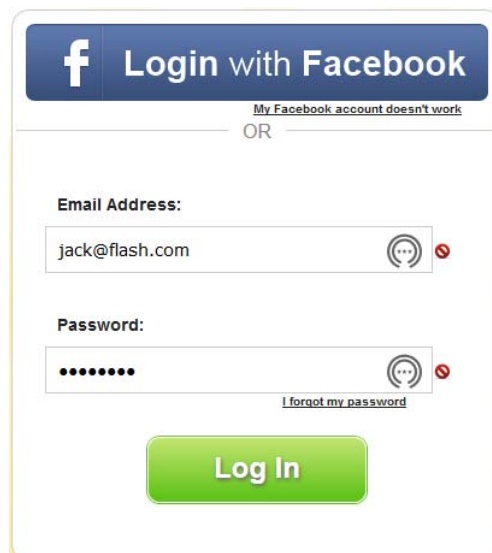
Re-enter Password:
 ✓

Activate

You will then be directed to the login page.

LOGGING IN

Enter your email address and password then click the **Login** button:



f Login with Facebook

My Facebook account doesn't work

OR

Email Address:
 (🔄) ✖

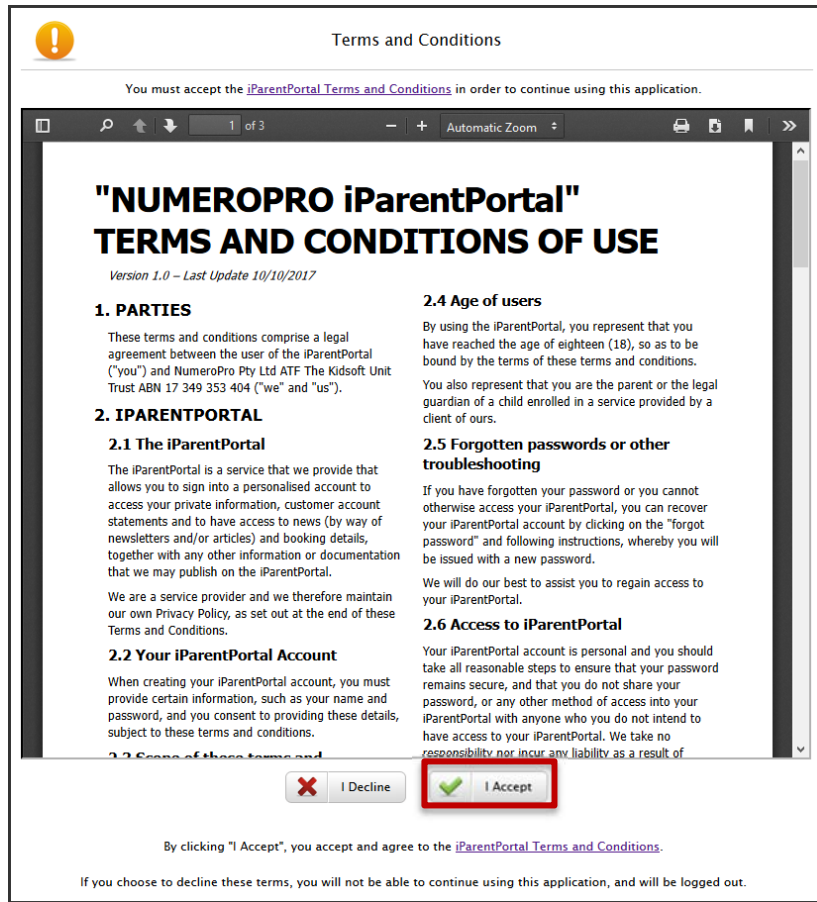
Password:
 (🔄) ✖

I forgot my password

Log In

USING THE iPARENT PORTAL

After logging in for the first time, you will need to agree to the Terms & Conditions of Use. Read the Terms and Conditions then click the **I Accept** button:



Terms and Conditions

You must accept the [iParentPortal Terms and Conditions](#) in order to continue using this application.

"NUMEROPRO iParentPortal" TERMS AND CONDITIONS OF USE

Version 1.0 – Last Update 10/10/2017

1. PARTIES

These terms and conditions comprise a legal agreement between the user of the iParentPortal ("you") and NumeroPro Pty Ltd ATF The Kidsoft Unit Trust ABN 17 349 353 404 ("we" and "us").

2. IPARENTPORTAL

2.1 The iParentPortal

The iParentPortal is a service that we provide that allows you to sign into a personalised account to access your private information, customer account statements and to have access to news (by way of newsletters and/or articles) and booking details, together with any other information or documentation that we may publish on the iParentPortal.

We are a service provider and we therefore maintain our own Privacy Policy, as set out at the end of these Terms and Conditions.

2.2 Your iParentPortal Account

When creating your iParentPortal account, you must provide certain information, such as your name and password, and you consent to providing these details, subject to these terms and conditions.

2.3 Scope of these terms and conditions

2.4 Age of users

By using the iParentPortal, you represent that you have reached the age of eighteen (18), so as to be bound by the terms of these terms and conditions.

You also represent that you are the parent or the legal guardian of a child enrolled in a service provided by a client of ours.

2.5 Forgotten passwords or other troubleshooting

If you have forgotten your password or you cannot otherwise access your iParentPortal, you can recover your iParentPortal account by clicking on the "forgot password" and following instructions, whereby you will be issued with a new password.

We will do our best to assist you to regain access to your iParentPortal.

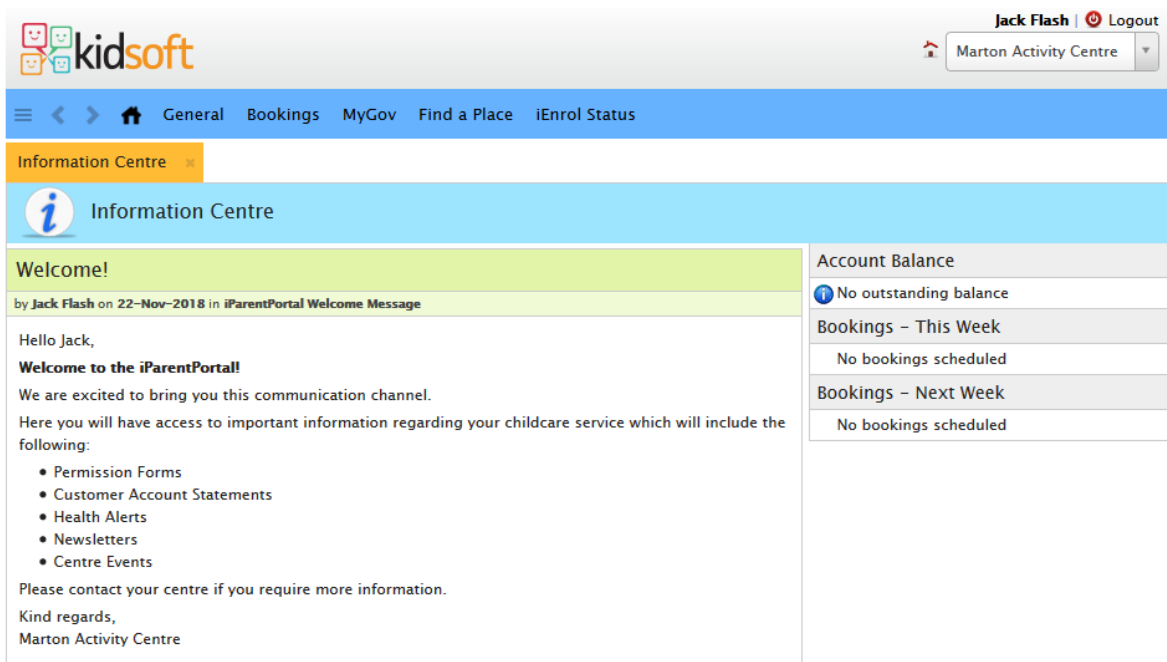
2.6 Access to iParentPortal

Your iParentPortal account is personal and you should take all reasonable steps to ensure that your password remains secure, and that you do not share your password, or any other method of access into your iParentPortal with anyone who you do not intend to have access to your iParentPortal. We take no responsibility nor incur any liability as a result of

By clicking "I Accept", you accept and agree to the [iParentPortal Terms and Conditions](#).

If you choose to decline these terms, you will not be able to continue using this application, and will be logged out.

The Welcome page will then be displayed:



Jack Flash | Logout

Marton Activity Centre

General Bookings MyGov Find a Place iEnrol Status

Information Centre

Information Centre

Welcome!

by Jack Flash on 22-Nov-2018 in [iParentPortal Welcome Message](#)

Hello Jack,

Welcome to the iParentPortal!

We are excited to bring you this communication channel.

Here you will have access to important information regarding your childcare service which will include the following:

- Permission Forms
- Customer Account Statements
- Health Alerts
- Newsletters
- Centre Events

Please contact your centre if you require more information.

Kind regards,
Marton Activity Centre

Account Balance

No outstanding balance

Bookings - This Week

No bookings scheduled

Bookings - Next Week

No bookings scheduled

USING THE iPARENT PORTAL

REQUESTING ENROLMENT

Click on **Find a Place** in the top menu and complete your child's First Name, Last Name and Date of Birth then click the **Add** button. (If your child has been previously enrolled via the portal, select their name from the Child dropdown list then click the **Add** button):

Jack Flash | Logout
Marton Activity Centre

General Bookings MyGov **Find a Place** iEnrol Status

Find a Place

Welcome to Marton Activity Centre iEnrol.
iEnrol provides you with the ability to:

- search for your preferred services
- create and add your child(ren) to as many service waitlists as you wish
- update your own and your children's information at any time
- receive and action enrolment offers

To create a new waiting list application please:

1. Enter your preferred suburb or post code
2. Enter your child's first name, last name, and their date of birth (or select the name of your child using the drop down arrow)
3. Click [Search]
4. Choose your preferred location(s) using the tick boxes and click [Add to My List]
5. Click [Submit] to complete your waiting list application.

We will be automatically notified when you create or update your preferences and as soon as there is a vacancy we will contact you.

Add Children

Child: + New Child ✓

*Child's First Name: Jimmy ✓

*Child's Last Name: Flash ✓

*Child's Date of Birth: 01-Nov-2012 Thu ✓

+ Add

The child will be added to the **My List** section at the bottom of the page. Click on the **Submit** button:

My List (Click Submit to add to Waitlist)

Service Provider	Child's Name	Child's DOB	Action
Marton Activity Centre (OSHC)	Jimmy Flash	01-Nov-2012	Remove

Show Current Entries

Submit

The **Finalise Waiting List Entries** form will be displayed. Some of the details will already have been completed. You must complete all fields that have the icon. Blank fields with the icon are optional.

Standard Priority of Access is level 3.

Click the **Info** link to display criteria for higher priorities:

Priority 1: a child at risk of serious abuse or neglect
Priority 2: a child of a single parent who satisfies, or of parents who both satisfy, the work, training, study test under section 14 of the A New Tax System (Family Assistance) Act 1999
Priority 3: any other child

USING THE iPARENT PORTAL



Finalise Waiting List Entries

Guardian Details

First Name:

Jack ✓

Last Name:

Flash ✓

Email:

Jack@Flash.com ✓

*Phone (Mobile Preferred):

0814 780 112 ✓

Gender:

Male ✓

Do you or your child identify as:

Not Indigenous ✓

Guardian CRN (from Centrelink):

✓

Guardian Work Status:

Working full time / part time ✓

(sole or both parents/guardians)

Other Guardian Work Status:

Working full time / part time ✓

(sole or both parents/guardians)

How did you hear about us?

✓

Address Details

Address Line 1:

25 Smith St ✓

Address Line 2:

✓

Country:

Australia ✓

Suburb:

Engadine ✓

Postcode:

2233 ✓

State:

NSW ✓

Child Details

First Name:

Jimmy ✓

Last Name:

Flash ✓

Gender:

Male ✓

Guardian Relationship:

Father ✓

Child CRN (from Centrelink):

✓

Date of Birth:

01-Nov-2012 Thu ✓

Priority of Access – Childcare only:

3 ✓

[Info](#)

In the next section of the form, click on **Before School** or **After School**, tick the checkbox beside Marton Activity Centre. Enter the current date for Booking Start & End Dates (MAC Admin will adjust these for you) then tick the requested day(s).

USING THE iPARENT PORTAL

If you wish to request Before AND After School care, complete **Before School**, then click on **After School** and complete the dates and days as above.

Add any explanatory notes to the **Notes** field, tick the check box to acknowledge you have read and understood the information, then click the **Submit** button at the bottom of the form.

Before School After School

Marlon Activity Centre

Book at a later date

***Booking Start Date:**
22-Nov-2018 Thu ✓

***Booking End Date:**
22-Nov-2018 Thu ✓

Days: ✓	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:
To commence in term 1 next year ✓

Waitlisted Services:
[Marlon Activity Centre \(OSHC\)](#) ✓

I acknowledge/agree that:

- I have provided correct information and agree to notify Marlon Activity Centre if my circumstances change.
- I understand that the information I have provided will be used for the purposes of being considered for a place at Marlon Activity Centre.
- I give permission for my details to be provided to Marlon Activity Centre for the purpose of enrolment.
- I understand that Marlon Activity Centre regards my information as confidential and has policies in place to ensure the protection of this information.
- I understand that this data may be used for statistical purposes.
- I am the legal guardian of the child and have authority to provide the information contained in this form.
- By completing this waiting list application it does not guarantee nor confirm placement for my child at Marlon Activity Centre.

I acknowledge that I have read and understand the information above.

Cancel Submit

On receipt of your application, MAC admin will accept your enrolment, subject to available positions, and an enrolment form will be forwarded for completion.

The start dates for term one 2019 (when billing commences) are as follows:

- Kindies: Monday, 4th February 2019
- Years 1-6: Wednesday, 30 January 2019