

WELCOME HOME

Connect with those who matter.





Why Home?

Learning Journey

View your **child's learning**, featuring all the beautiful photos and videos captured throughout the day. **Chat with Educators** about your Child's progress and re-discover their passions. Finally, share those special moments securely with other family members.

Health and Wellbeing

Monitor your **child's health** at a glance with easy analytics covering: sleep, nutrition, toileting and sun protection. Receive and keep **secure records** about any medication or incident reports while at care or at home.

Booking into Child Care

Quickly and easily **book into extra child care sessions** when you need it most. Send messages to your centre to let them know if you're running late or will be absent.

Finance and Child Care Subsidy

Simplify your child care financials so they're easy to manage. Quickly see how much child care subsidy you are receiving and **when payments are due**.

Securely Invite Others

Send secure invitations to other **friends and family** to allow them access to drop off or pick up your child at the service.

HOME OVERVIEW



Please Note:

You must enrol online and have had your account approved before Lesson One.

Lesson 1

Setting up your account

1. Email and Password
2. Xplor ID

Lesson 2

Home Platforms

1. Download the Home App
2. Log into Home Web

Lesson 3

Sign in and out options

1. Home App - QR Code
2. Hub - Phone number and access code
3. Hub - Email and Password

Lesson 4

Adding Bank Details

1. Direct Debit via Home App
2. Direct Debit via Home Web

Lesson 5

Inviting Hub Guests

1. Authorise additional people to drop off and collect your child

1 SETTING UP YOUR ACCOUNT

Set up your email and Xplor ID to
start enjoying the Home platforms!

Setup your email and password.

Creating a password

You should have received an email from Xplor with a link to create your password. (See screenshot on the right.)

Didn't receive a welcome email?

If you have not received your welcome email, please contact your service administrator and they can resend it to you. Only service administrators can set up your account on Xplor.

Forgotten your password?

Click here to reset your password:

[Reset Password](#)

Video Demonstration

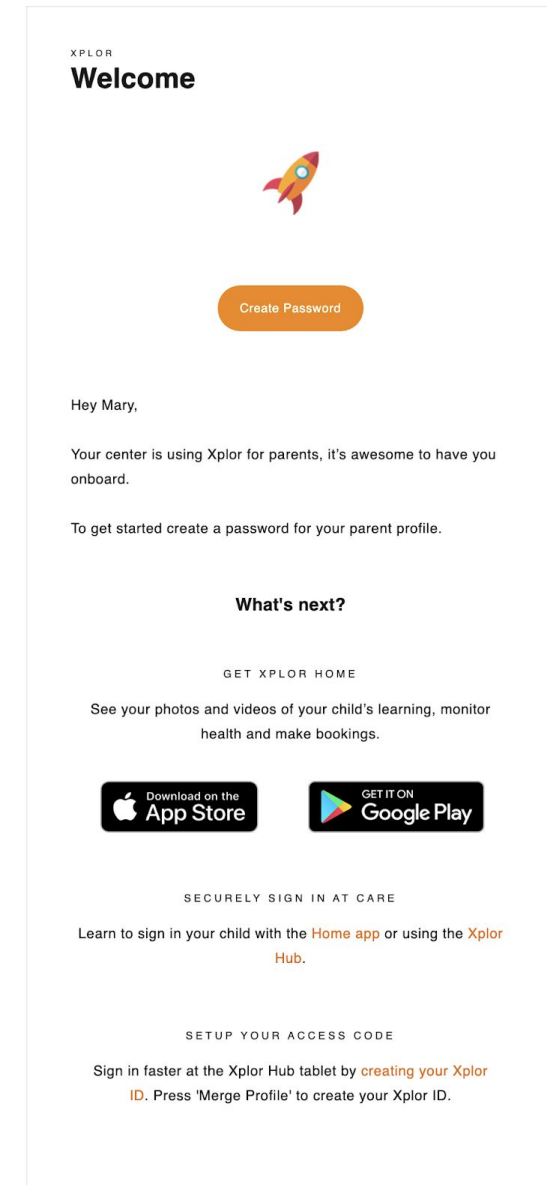
Click [here](#) for a video demonstration to set up your account.

Please Note:

You must enrol online and have had your account approved before setting up your login.

Email Example.

Note: Be sure to check your junk email.



Set up your Xplor ID and Access Code

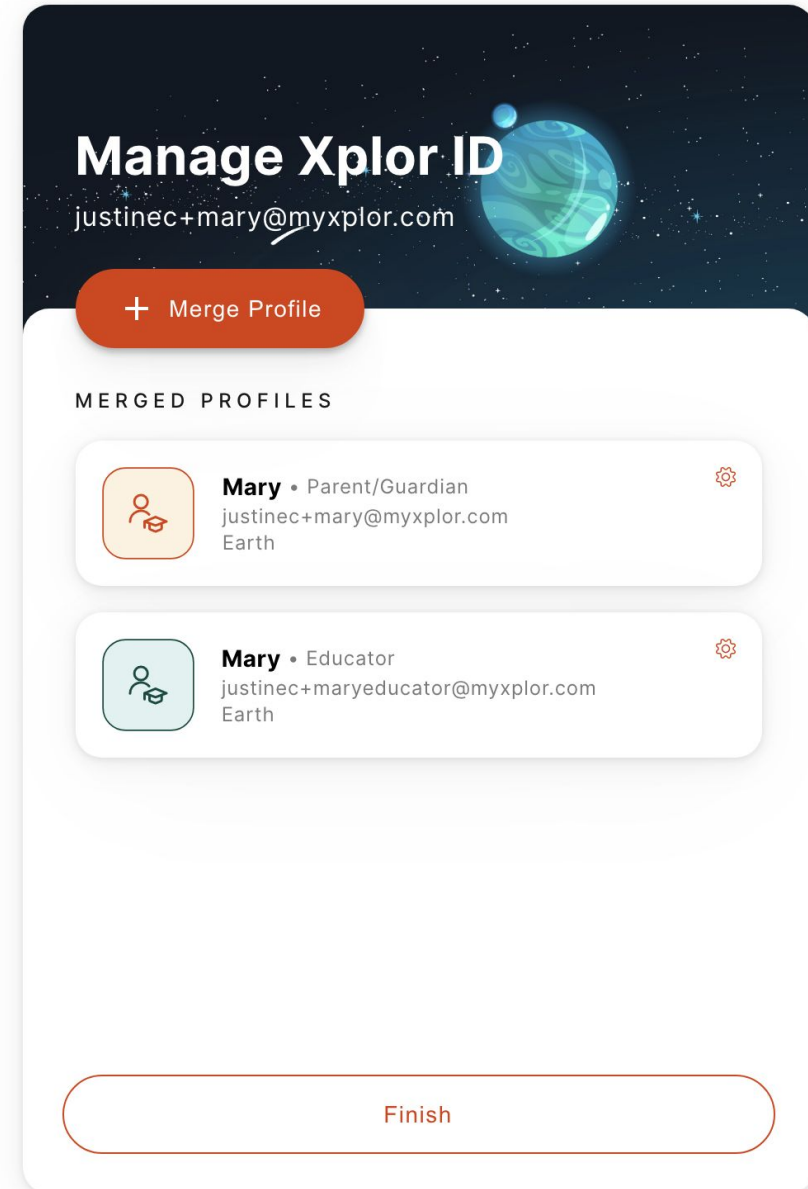
Xplor ID allows you to merge multiple Xplor profiles and use our products with a *single set of credentials*.

Follow the steps [here](#) to set your mobile number up as your **Xplor ID** and create a 4 digit access code.

Start by logging in here:
<https://login.myxplor.com>

Only have one account?

Create an Xplor ID anyway to use an Xplor ID and 4 digit pin to login to the Home App and Hub.



2 HOME PLATFORMS

1. Download the Home App
2. Log into Home Web

HOME APP

Learning Timeline

View observations from your service and record at home learning “moments”.

Finance

Easily manage child care financials and subsidies.

Health

Receive regular updates and keep track of your child’s health at a glance.

Bookings

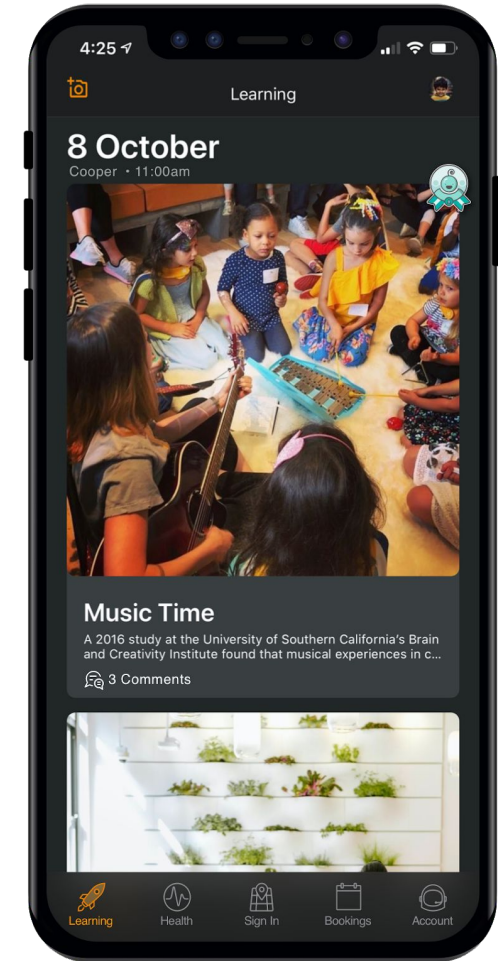
Book your child into care quickly and easily.

Sign in

Use the Home app to quickly sign your child in and out.

CW A

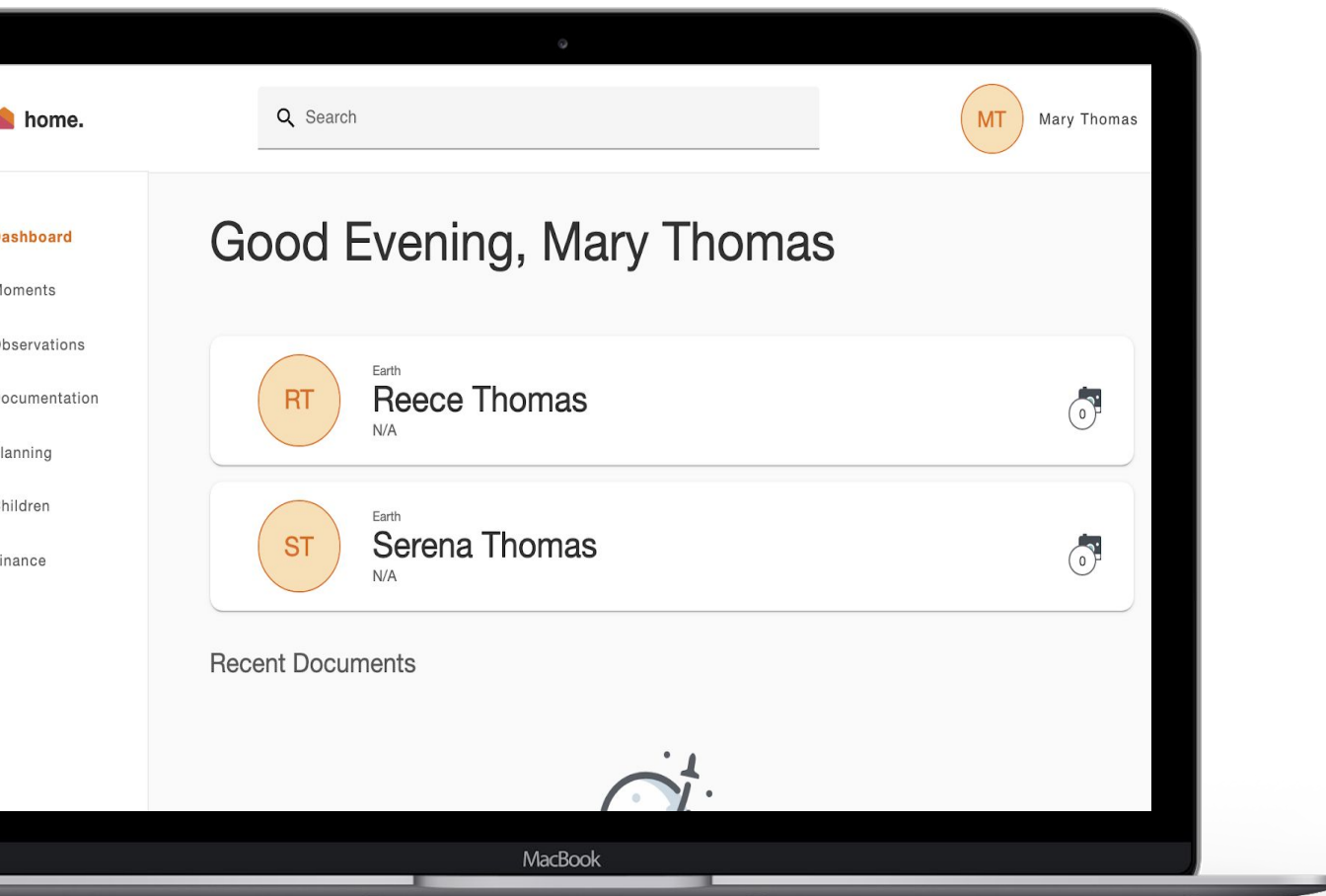
Sign your CWA as your first step to complete your CCS enrolment



HOME WEB



Home Web.
home.myxplor.com



View your child's learning

View observations, documents, plans created by educators for your child

Access your CWA

Sign your CWA as your first step to complete your CCS enrolment

Finances

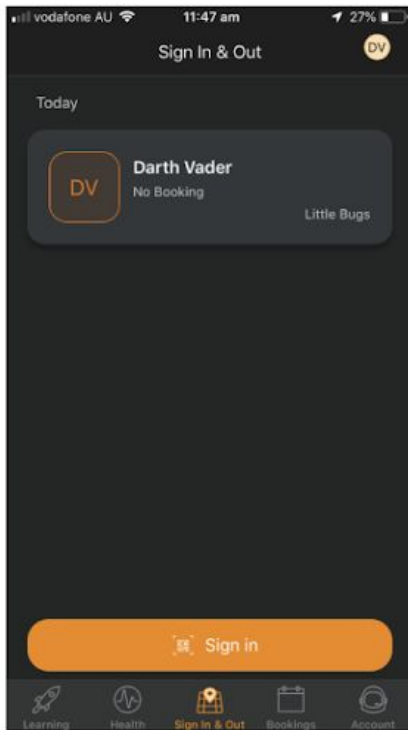
Save your payment details and view your statements at any time

3 SIGNING YOUR CHILD IN OR OUT

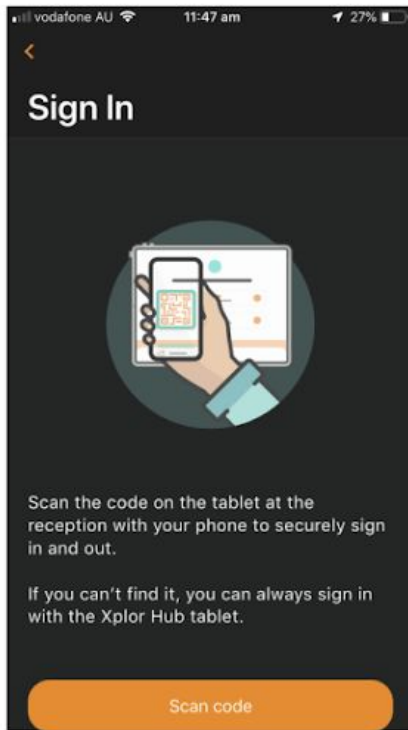
With Xplor there are 3 different ways you can sign your child in and out of care.

Option 1: QR CODE

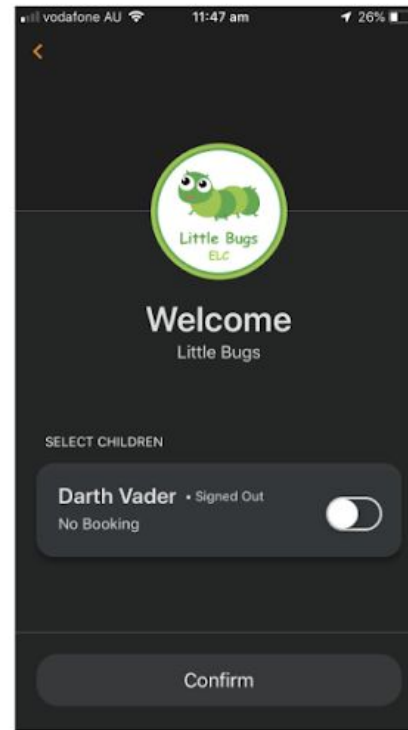
You can sign your child in/out of care through the Home App by using the QR code located on the HUB



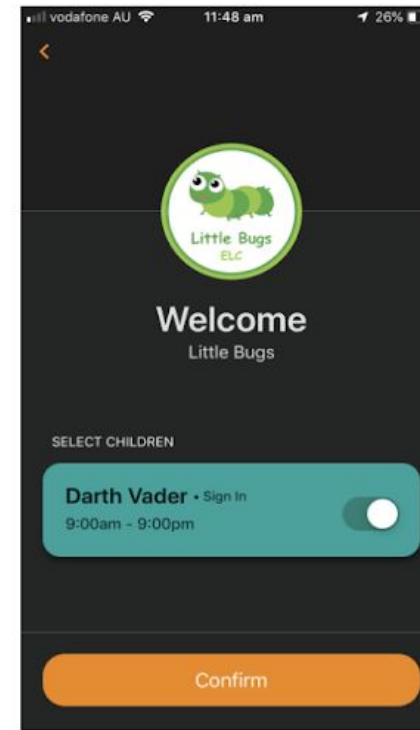
1. Tap the 'Sign in & Out' Tab



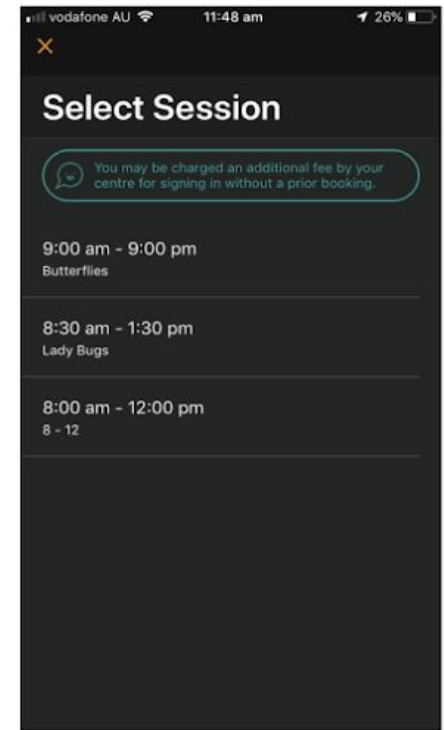
2. Tap scan code and scan the code on the HUB tablet



3. Toggle on the child you'd like to sign in or out



4. Confirm




5. Select the session

OPTION 2: Xplor ID and Access Code.

EARTH

Good morning



Xplor Home

Sign In
Parents and Educators

Visitor Log
Sign your name

Dashboard

Xplor Login



Phone number

Access code

Login

Forgot code? • No account?



Choose role

Attendance

NO BOOKINGS

RT
Reece Thomas
No booking
Casual Session

ST
Serena Thomas
No booking
Casual Session

Mary Thomas

Log Out

Step 1:

Click "Sign In"

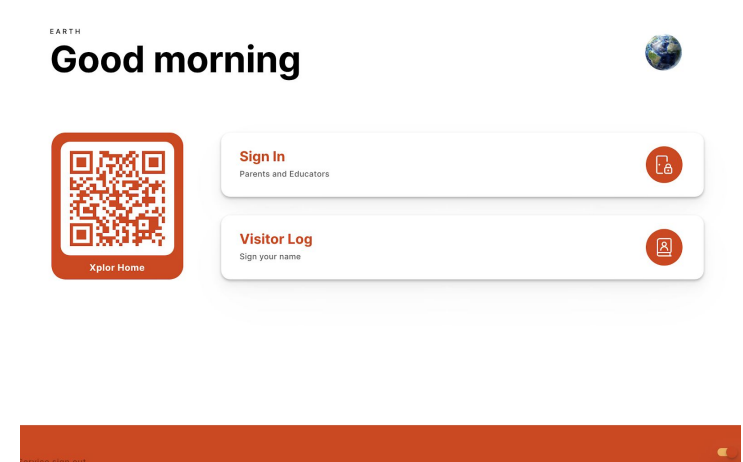
Step 2:

Enter Xplor ID (mobile number)
and 4 digit access code

Step 3:

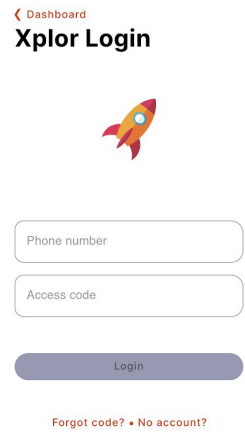
Select child

OPTION 3: Email and password.



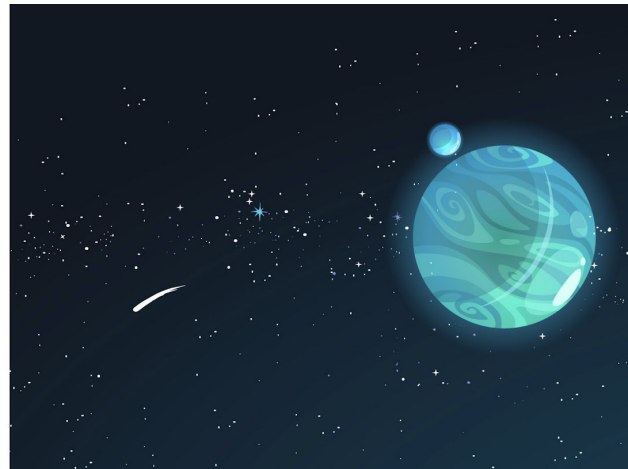
Step 1:

Click "Sign In"



Step 2:

Enter Xplor ID (mobile number) and 4 digit access code



Forgot Access Code

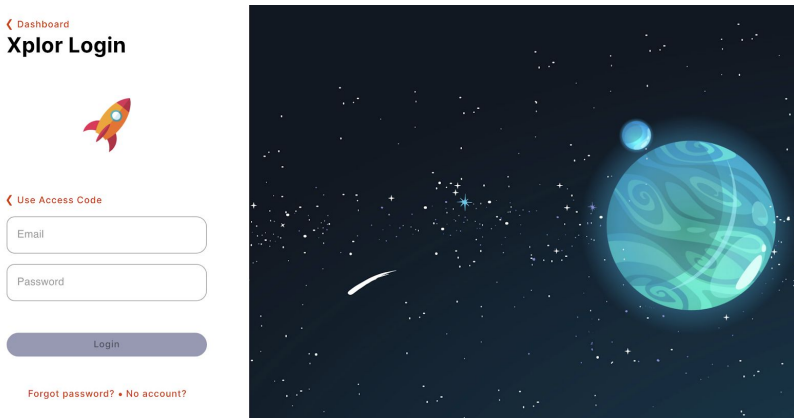
Your Access Code is the same one that is used on the Xplor Home app.

Try using your Password instead?



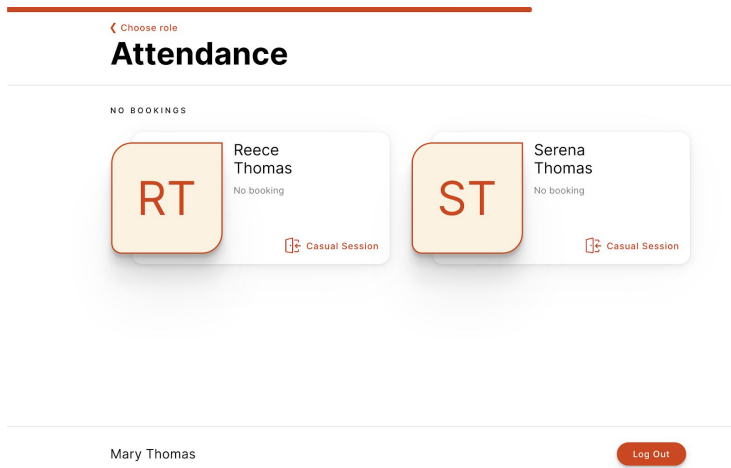
Step 3:

Select child



Step 4:

Enter email and password



Step 5:

Select child

4 ADDING PAYMENT DETAILS

1. Saving Direct Debit details via Home App
2. Saving Direct Debit details via Home Web

Please note: only the primary carer of the child will be able to save payment details.

HOME APP

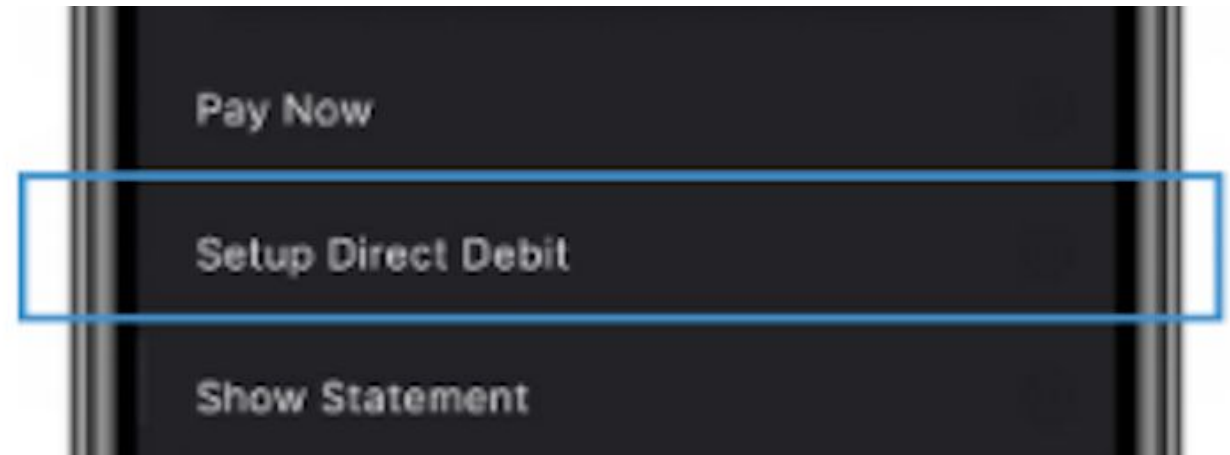


Adding your payment details via HOME APP



Step 1:

In the Home App, navigate to
Settings > Finance



Step 2:

Click “Setup Direct Debit” and follow the
prompts

HOME WEB



Adding your payment details via HOME WEB

The screenshot shows the Home Web interface. On the left is a sidebar with a search bar and a list of menu items: Dashboard, Moments, Observations, Documentation, Planning, Children, and Finance (which is highlighted with an orange bar). The main content area is titled 'Finance' and has a sub-header 'Stater'. Below this, there is a 'Statement' section with a 'Start' date field set to '17/04/2020'. Underneath are fields for 'Opening Balance' and 'Closing Balance'. At the bottom of the main area is a 'History' section.

Step 1:

Login to home.myxplor.com then click “Finance”

The screenshot shows the Home Web interface with the 'Auto Debit Setup' section selected. The sidebar is the same as in Step 1. The main content area is titled 'Finance' and has a sub-header 'Auto Debit Setup'. Below this, there is a form for 'Earth XPay Create Account'. The form has several fields: First Name (filled with 'Mary'), Middle Name (empty), Last Name (filled with 'Thomas'), Email (filled with 'justinec+mary@myxplor.com'), Phone (empty), Address 1 (empty), Address 2 (empty), Country (filled with 'Country'), State (filled with 'State'), Suburb (empty), and Postcode (empty). Below the form, there is a section for terms and conditions with two numbered points.

Step 2:

Click “Auto Debit Setup” and follow the prompts

5 INVITING HUB GUESTS

Give permission for additional people to drop off and collect your child using digital sign in via the Hub.

Invite family and/or friends to pick up and drop off your child

How to invite a Hub Guest via the Home App

You should have received an email from Xplor with a link to create your password. (See screenshot on the right.)

1. Open up the **Home App**.
2. Click “**Account**”.
3. Click the “**Hub Guests**” menu item.
4. Click the ‘+’ icon in the top right corner of the page.
5. Enter Hub Guest **name** and **email** and click “**Send Invite**”.

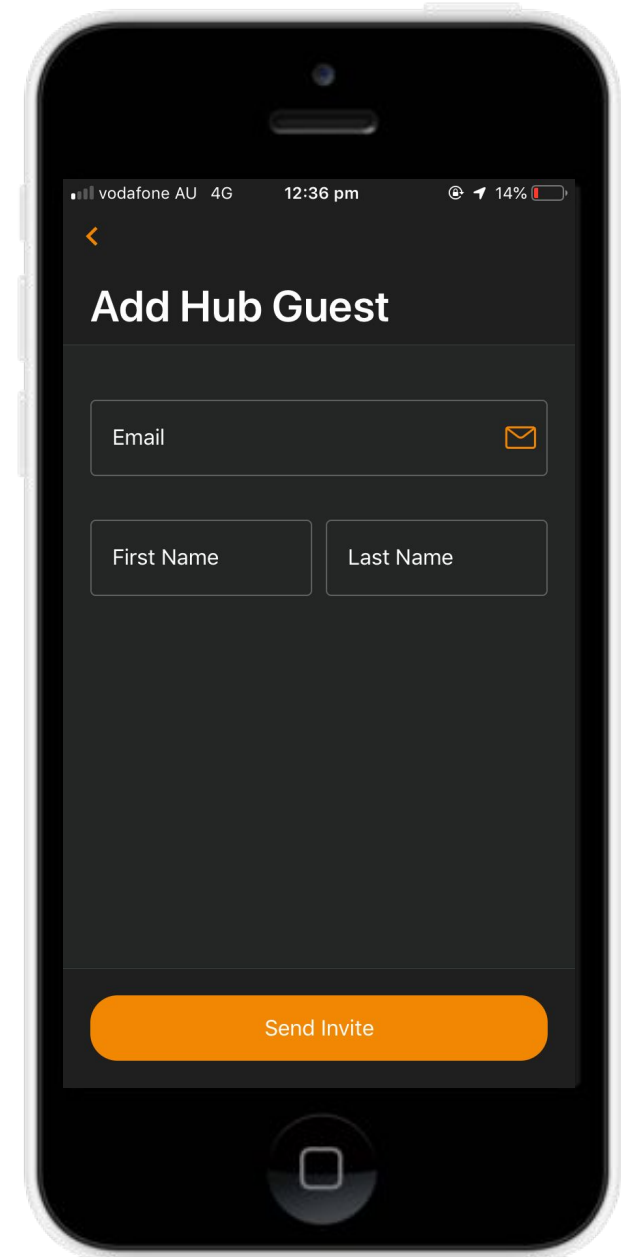
Hub Guest Steps

1. Hub Guest will receive an email to **create password**.
2. Hub Guest will need to create an **Xplor ID** by logging in to <https://login.myxplor.com/>.
3. Hub Guest **must** select “**Merge Profiles**”. Follow the prompts from there!

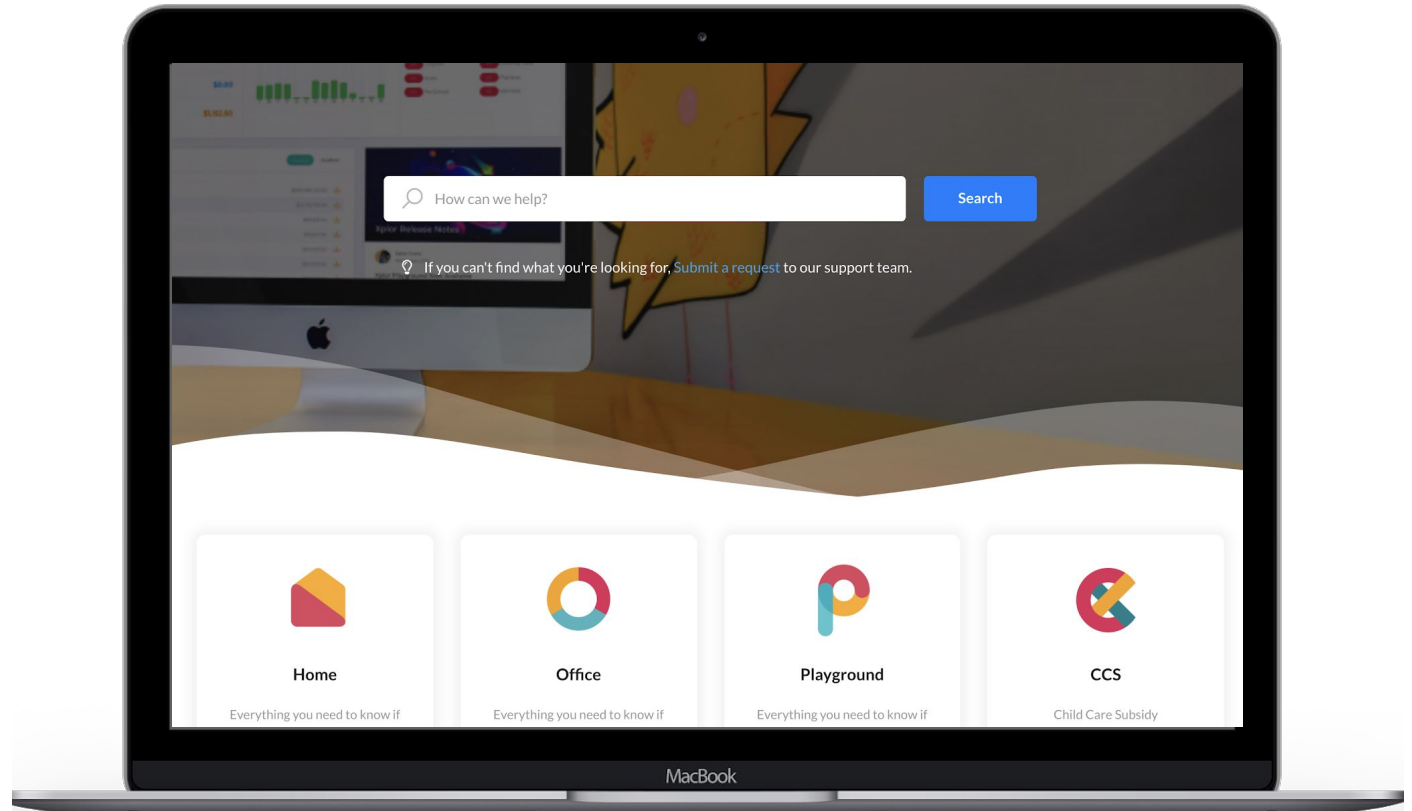
Hub Guest sign in options

Option 1: Use Xplor ID

Option 2: Email and password



For more resources, check out our online knowledge base [here](#).



THANK YOU

