



HUBHELLO PARENT PORTAL

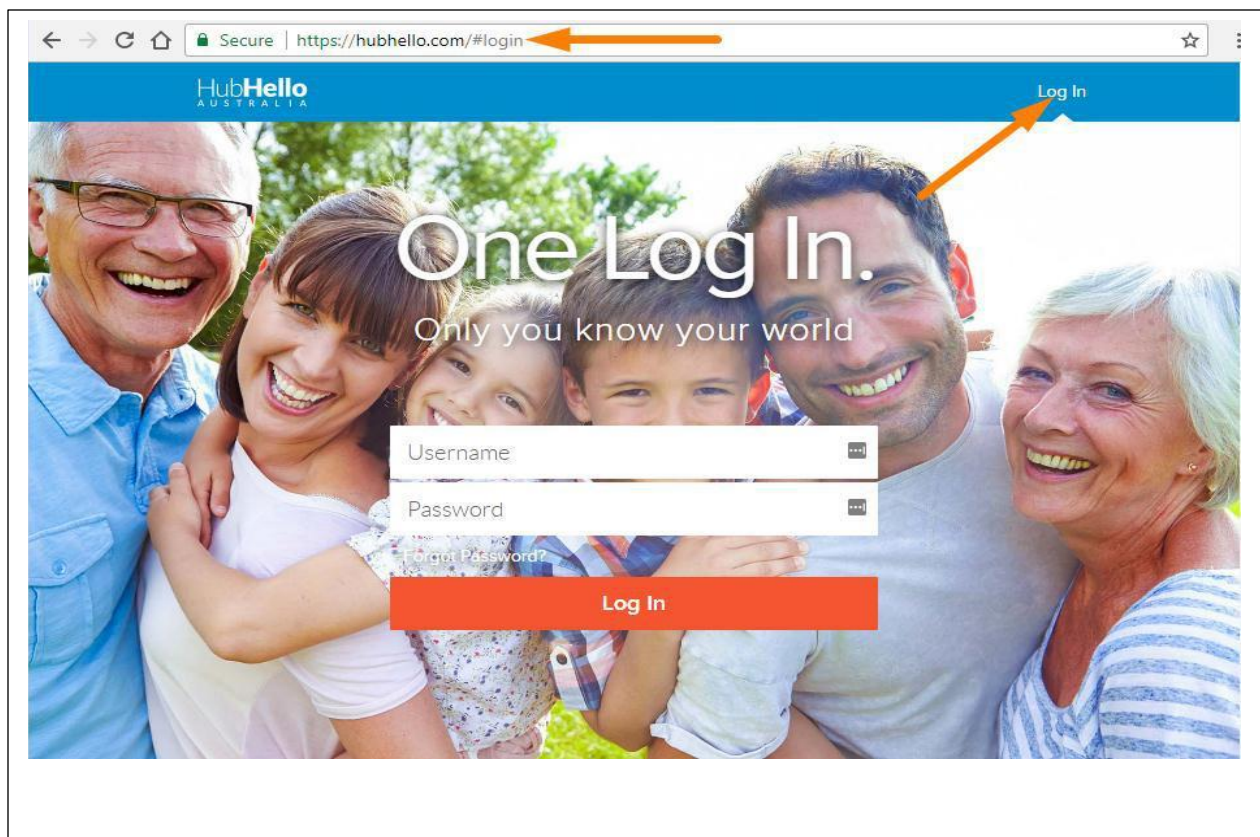


HubHello Parent Portal

Once you have enrolled at our Centre you will be provided your unique username and password giving you access to HubHello and our associated Programs.

Below is a snap shot of what you have access to and can expect from Hubhello.

After logging in you will be taken through a brief walkthrough that highlights the various aspects of HubHello, its programs and modules.



Accounts

Under your **Accounts tab** you can view your current government percentage payments, how many hours your family is eligible for, how many absences have been accrued year to date, the current balance of your account and your children's attendance history. You can also produce and print an invoice or statement or make a payment.

Locker

The Locker feature has three tabs Alerts, Log, and Vault.

Alerts tab: The Alerts tab lists alerts from both your child care service and the Government. Alerts may include a notice about your child's eligible % changing or when a News Feed article is added to HubHello.

Log Tab: Records all actions completed on your account.

Vault Tab: Allows you to upload documents ideal for immunisation and birth certificates that are needed as part of your enrolment.

Profile

Your HubHello Profile notes essential information about you and your children. This section can easily be update online at any time, reducing the need for completing additional forms when a change happens to your personal circumstances.

Information about yourself and family includes:

About Me: allows you to view and update information about your family's Heritage and Culture, Work Details and Education.

My Identity: allows you to view a snapshot of your basic information such as: Name, DOB, Age, Contact Details, Relationship Status and Proof of identify.

My Health: allows you to enter general information about your general and physical health e.g. Height, Weight, Blood Type, Medicare Number, Medicare Card, Medical Conditions. Under your child's health information updates to your child's, Illnesses, Medications, Medical Operations and Conditions, Dietary Requirements, Immunisations and Health Services information.

My World: allows you to add information about people participating in your and your child's world.

My Welfare: allows to you update information about your child's family life, experiences and events.

Authorisations: is where you can nominate authorisations for each emergency contacts.

Support

The Support page is where you will find important announcements and educational materials. HubHello believes that communication is key to successful partnerships and as such ensures the articles and materials available on the Support page are relevant, up to date and practical.

HubHello encourages all parents/guardians to regularly use the Support page as a selfhelp source should you have questions about the functionality of HubHello or any associated program.

Announcements

Announcements list important messages from HubCare regarding HubHello and any associated programs. This could include support office closures, CCMS system outages or urgent development actions.

What's New

What's New includes enhancement articles regarding updates to HubHello and any associated program. These articles contain how to information and in many cases screenshots to demonstrate the update. What's New is divided into sections and you will only see those sections relevant to the programs available to you.

Video Tutorials

Several video tutorials are available for HubHello and each associated program.

Gallery

The Gallery module is where you can view images that we have uploaded and tagged to include your child. You are also able to add your own images to the Gallery.

HubWiki

HubWiki collates information from partner organisations websites to provide parents/guardians with an easy to access knowledge base. The HubWiki module displays a Topic of the Day on the HubHello page.

News Feed

The News Feed module is where we add articles and information about what we are currently doing at the centre.