WELCOME HOME

Connect with those who matter.

xplor

HOME OVERVIEW

Why Home?

Sign your Child in Safely

Easy digital check-in with personal passcodes. Add guardians to pick up your child, and see when your child is checked in or out.

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 to allow them access to drop off or pick up your child at the service.

HOME OVERVIEW

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.

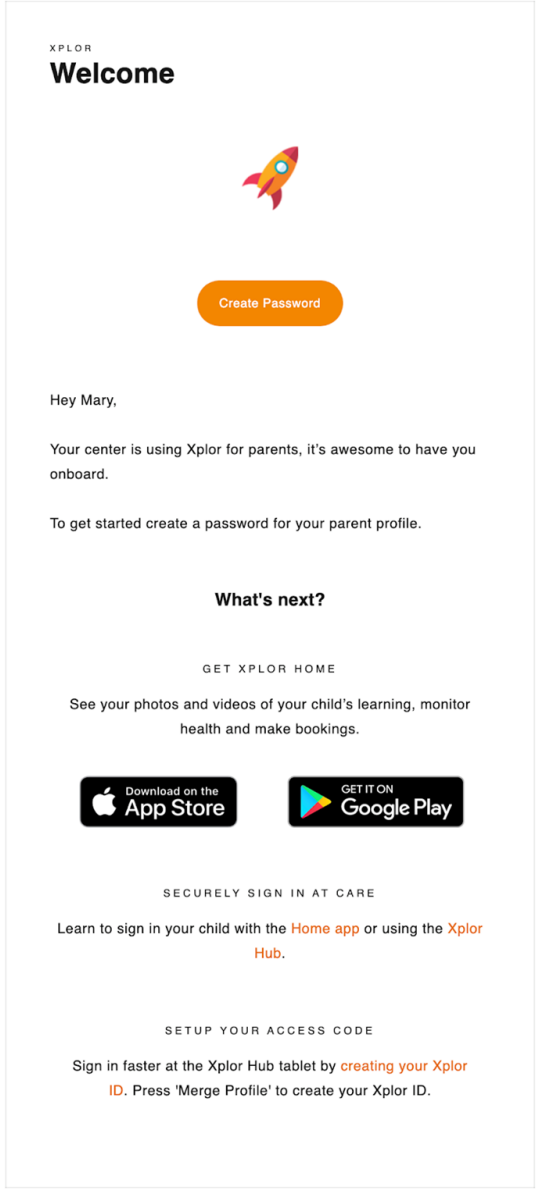
Forgotten your password?

Click here to reset your password:

Reset Password

Video Demonstration

Click **here** for a video demonstration to set up your account.


XPLOR

Welcome

Create Password

Hey Mary,

Your center is using Xplor for parents, it’s awesome to have you onboard.

To get started create a password for your parent profile.

What's next?

GET XPLOR HOME

See your photos and videos of your child’s learning, monitor health and make bookings.

Download on the App Store

GET IT ON Google Play

SECURELY SIGN IN AT CARE

Learn to sign in your child with the Home app or using the Xplor Hub.

SETUP YOUR ACCESS CODE

Sign in faster at the Xplor Hub tablet by creating your Xplor ID. Press 'Merge Profile' to create your Xplor ID.

Email Example.

Note: Be sure to check your junk email.

Set up your Xplor ID and Access Code

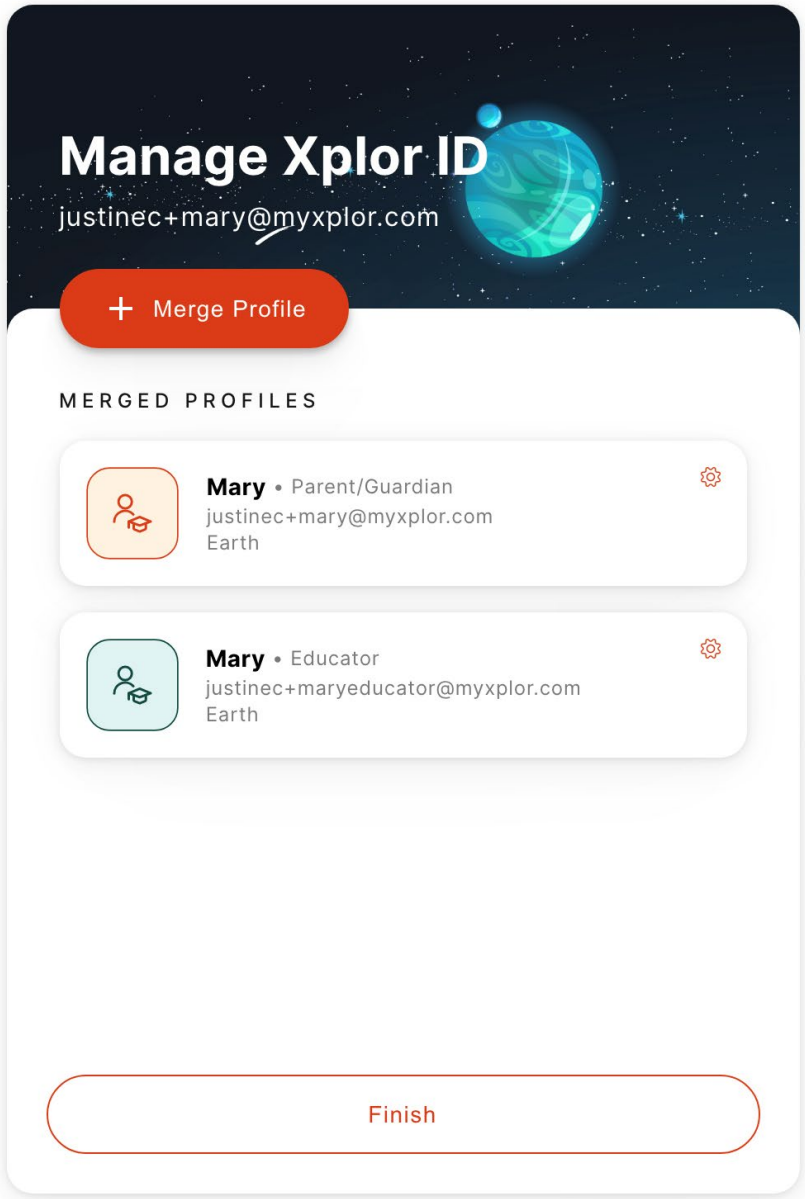
Xplor ID allows you to merge multiple Xplor profiles and use our products with a *single set of credentials.*

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?

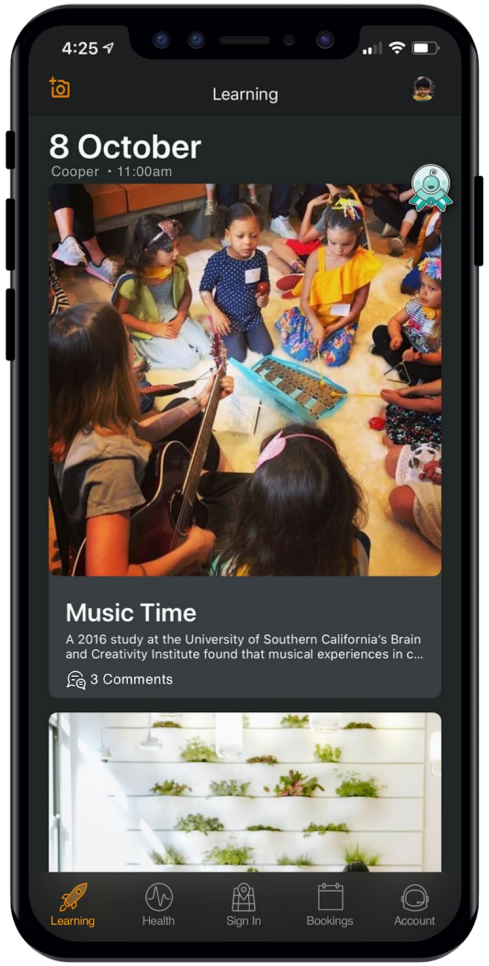
Create an Xplor ID anyway to use an Xplor ID and 4 digit pin to login to the Home App and Hub.



2 HOME PLATFORMS

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

HOME APP



Sign in

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

Bookings

Book your child into care quickly and easily.

CWA

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

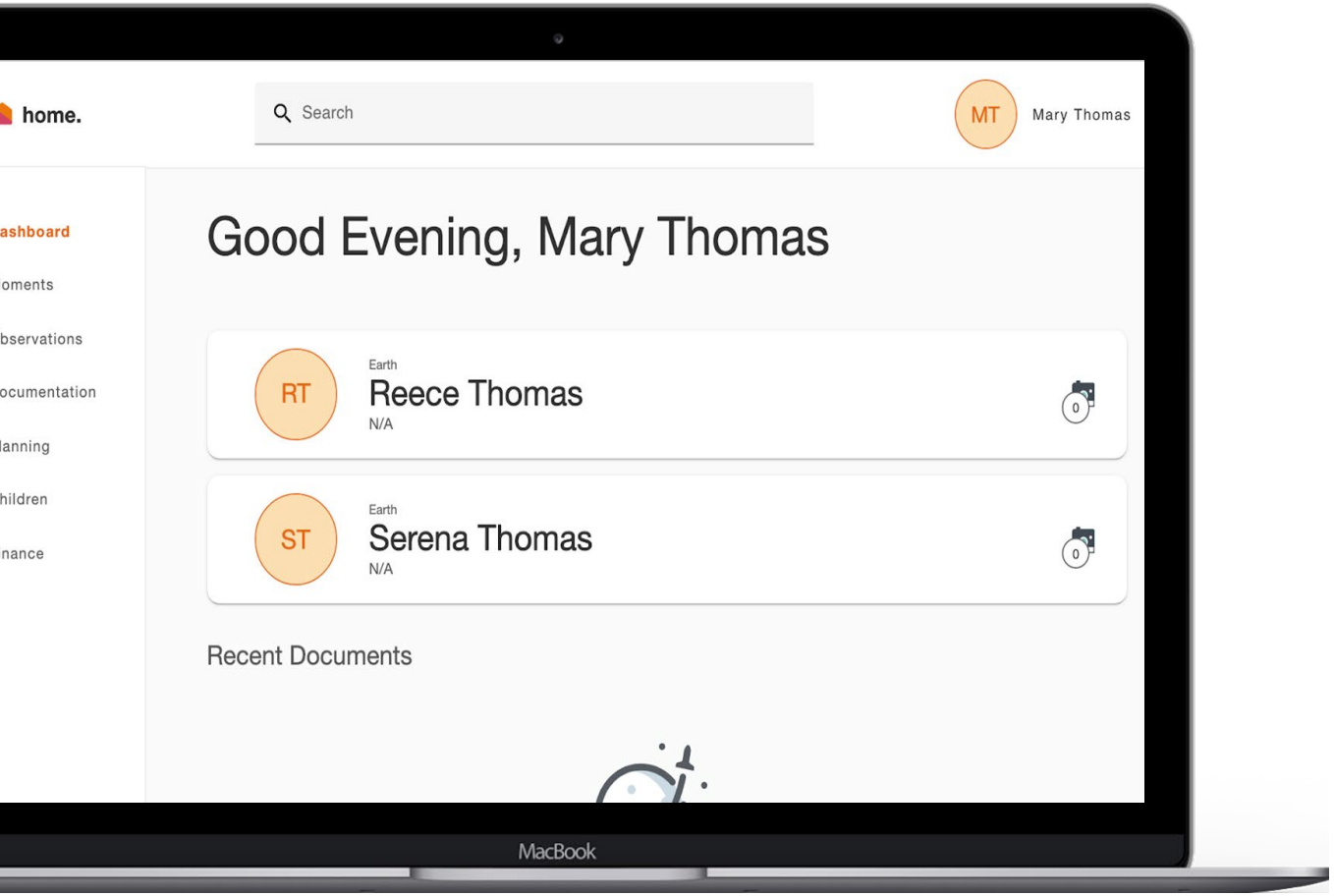
Finance

Easily manage child care financials and subsidies.

Download on the App Store

GET IT ON Google Play

HOME WEB



Home Web.
home.myxplor.com

Check your child's information

Make sure your child's health and contact information are all up to date. Contact your administrator if not up to date.

Finance

Save your payment details and view your statements at any time.

CWA

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

3 SIGNING YOUR CHILD IN OR OUT

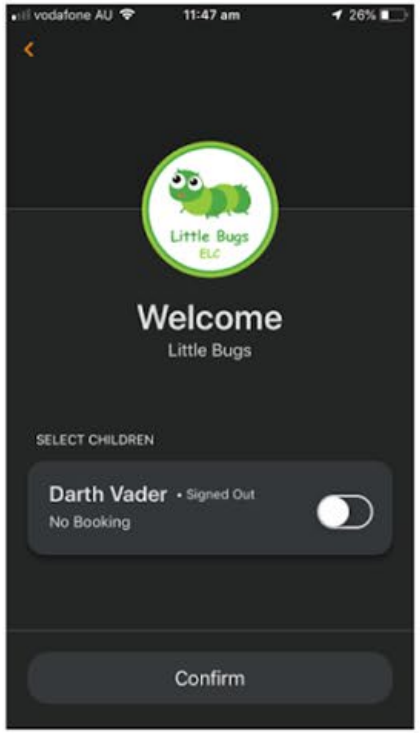
With Xplor there are 3 different ways you can sign your child in and out of care.

Option 1: QR CODE

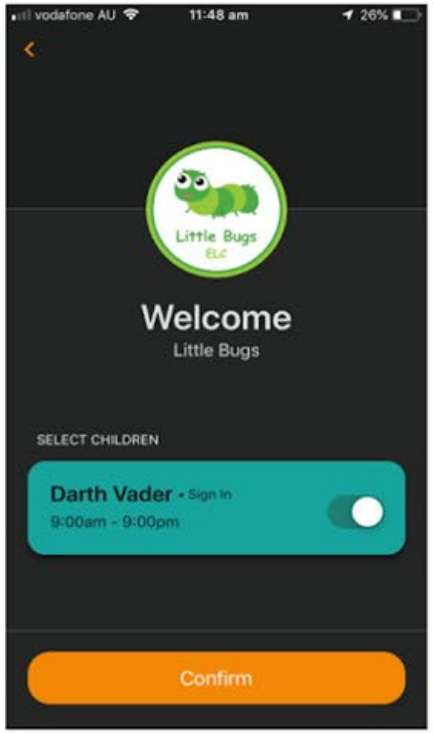
You can sign your child in/out of care through the Home App by using the QR code located on the HUB

1. Tap the 'Sign in & Out' Tab

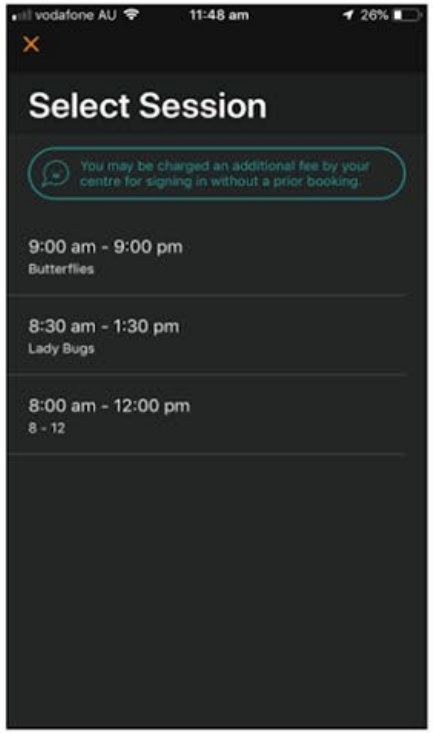
2. Tap scan code and scan the code on the HUB tablet



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

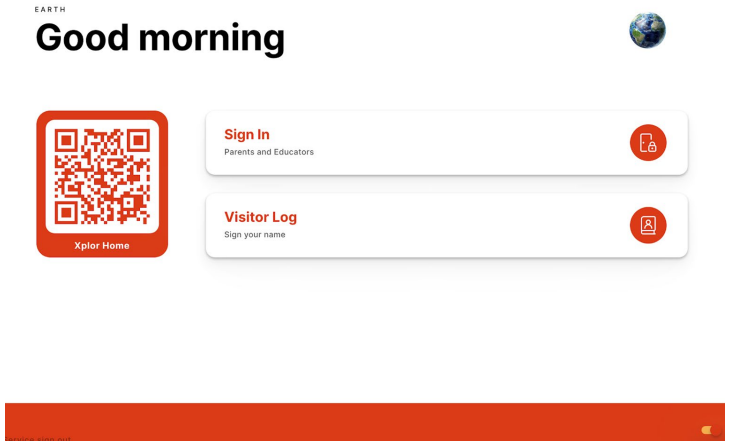


4. Confirm



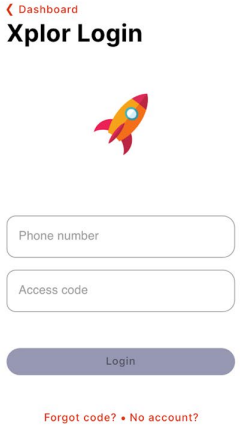
5. Select the session

OPTION 2: Xplor ID and Access Code.



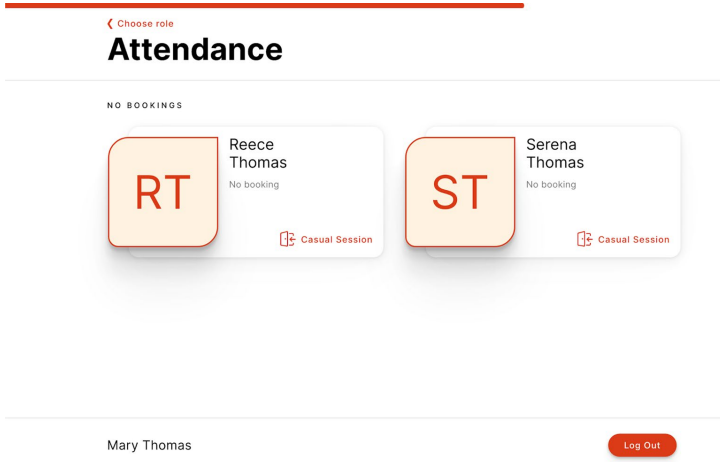
Step 1:

Click ”Sign In”



Step 2:

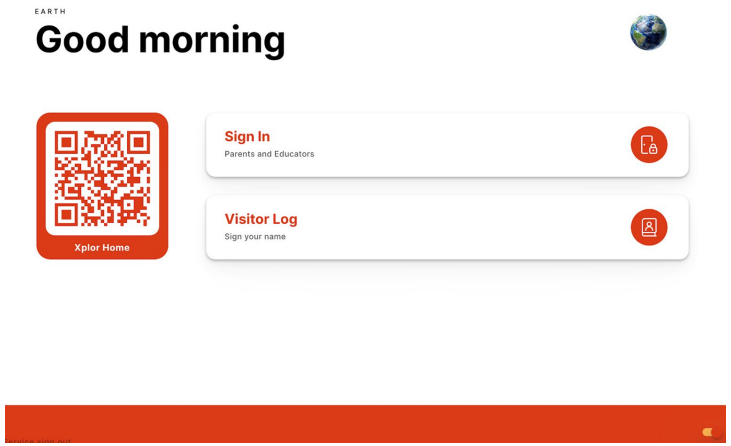
Enter Xplor ID (mobile number) and 4 digit access code



Step 3:

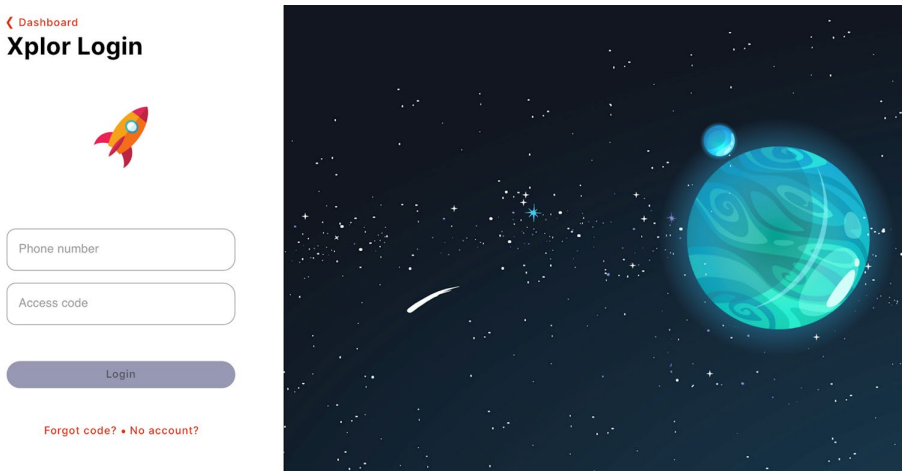
Select child

OPTION 3: Email and password.



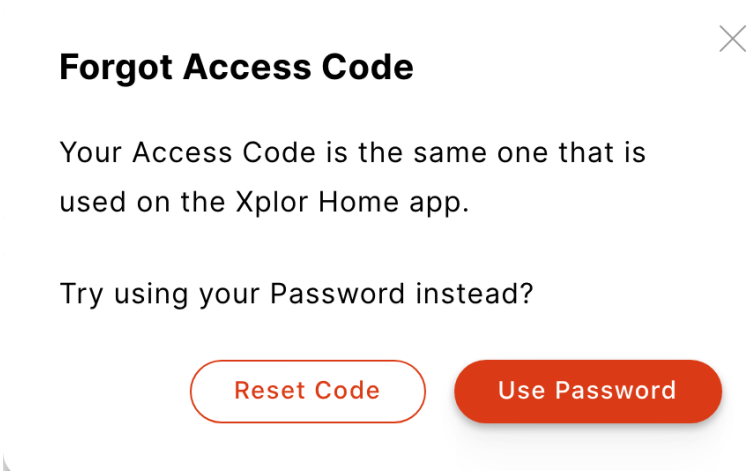
Step 1:

Click ”Sign In”



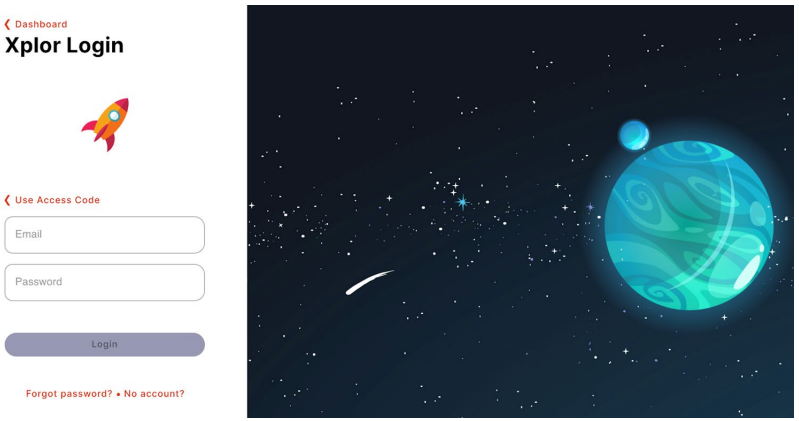
Step 2:

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



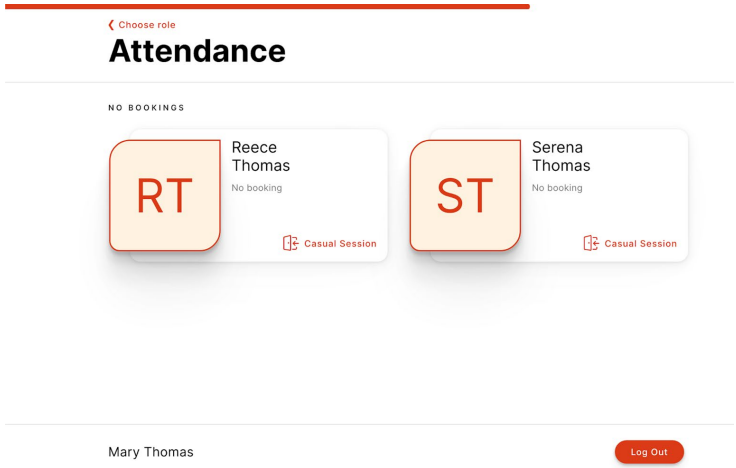
Step 3:

Select child



Step 4:

Enter email and password



Step 5:

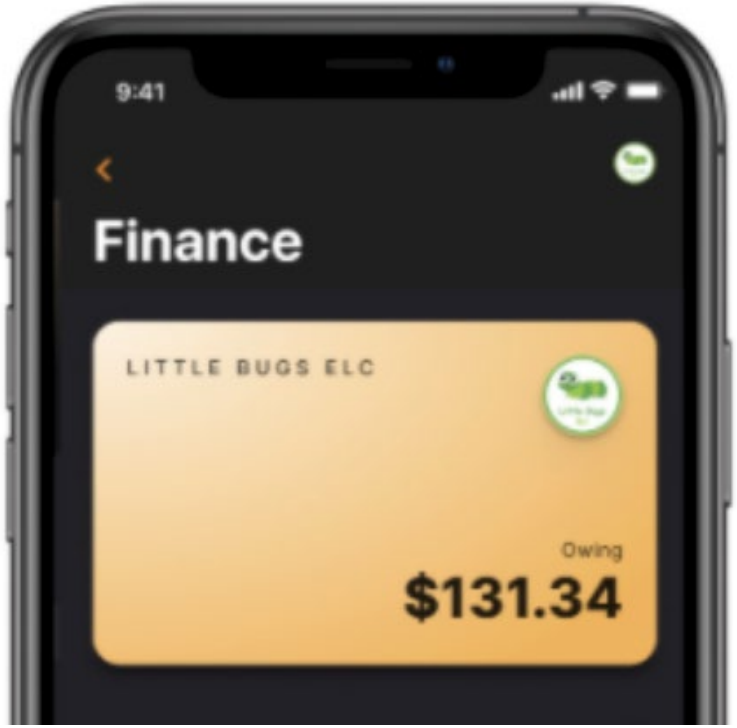
Select child

4 ADDING PAYMENT DETAILS

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

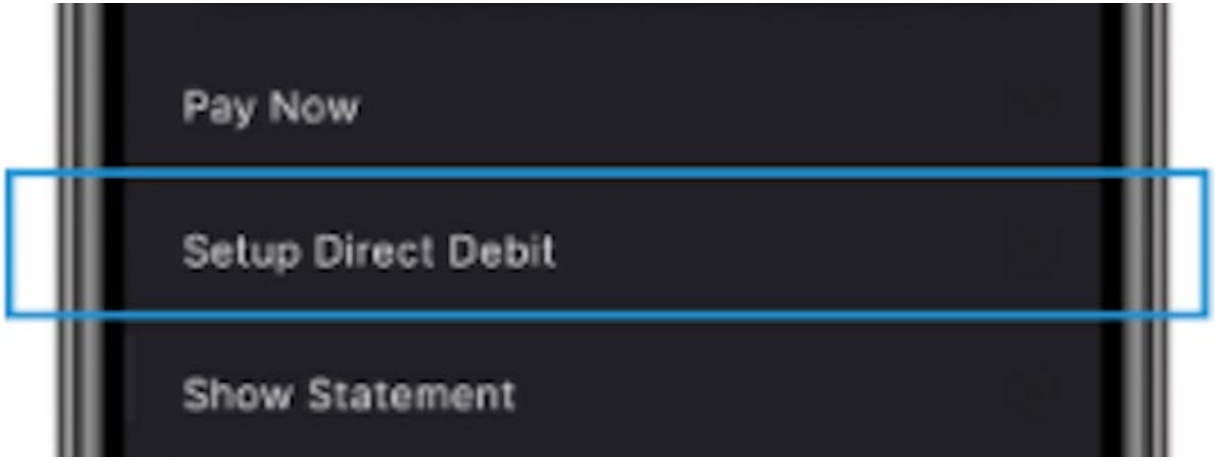
Please note: only the primary carer of the child will be able to save payment details.

Adding your payment details via HOME APP



Step 1:

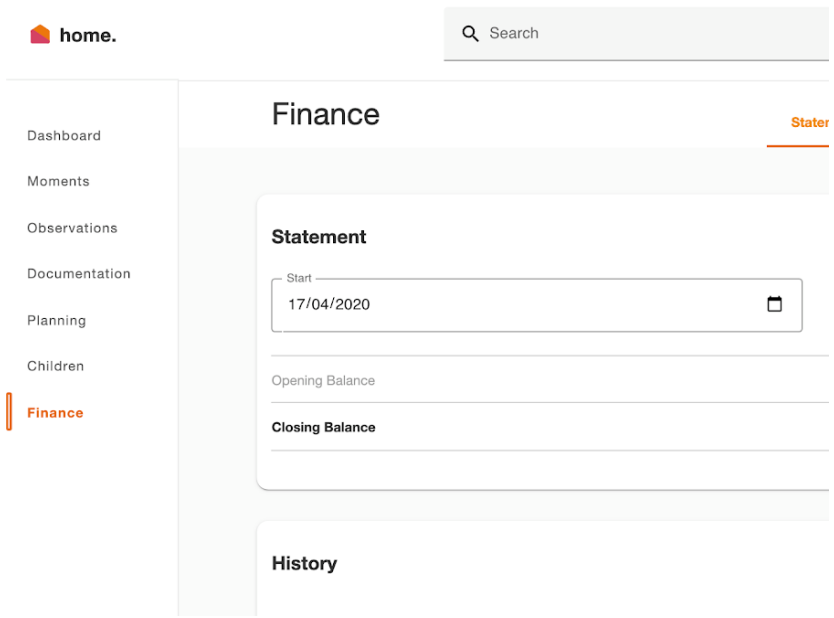
In the Home App, navigate to Settings > Finance



Step 2:

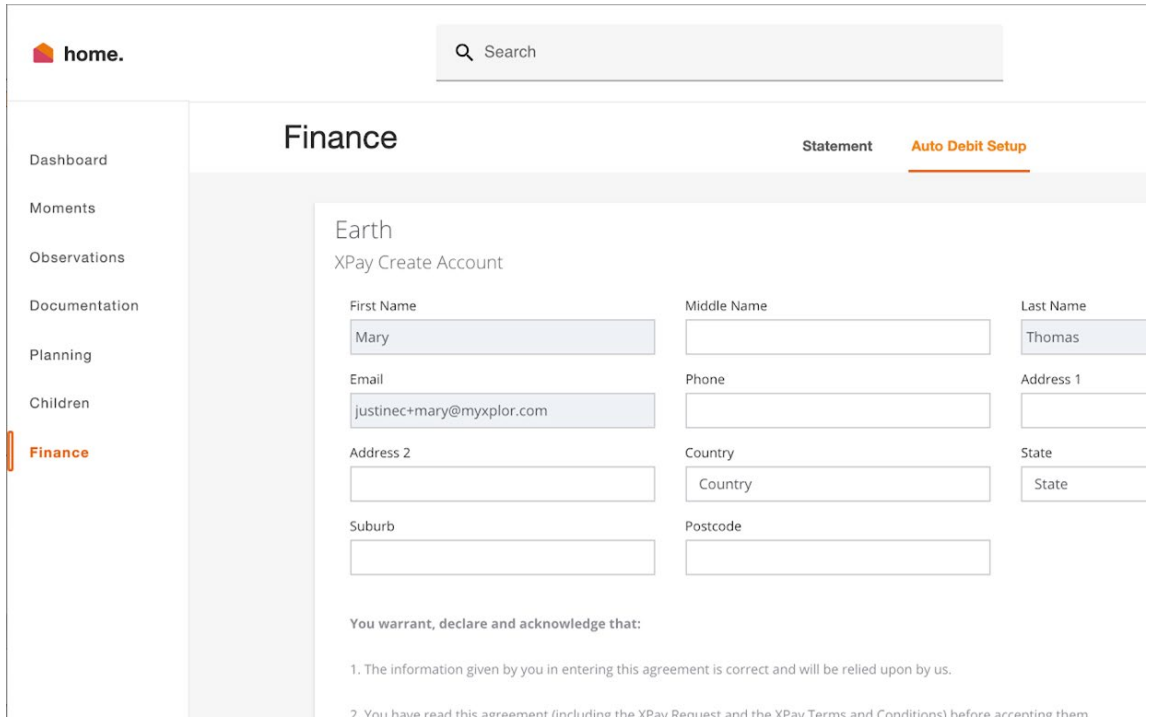
Click “Setup Direct Debit” and follow the prompts

Adding your payment details via HOME WEB



Step 1:

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



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”.**

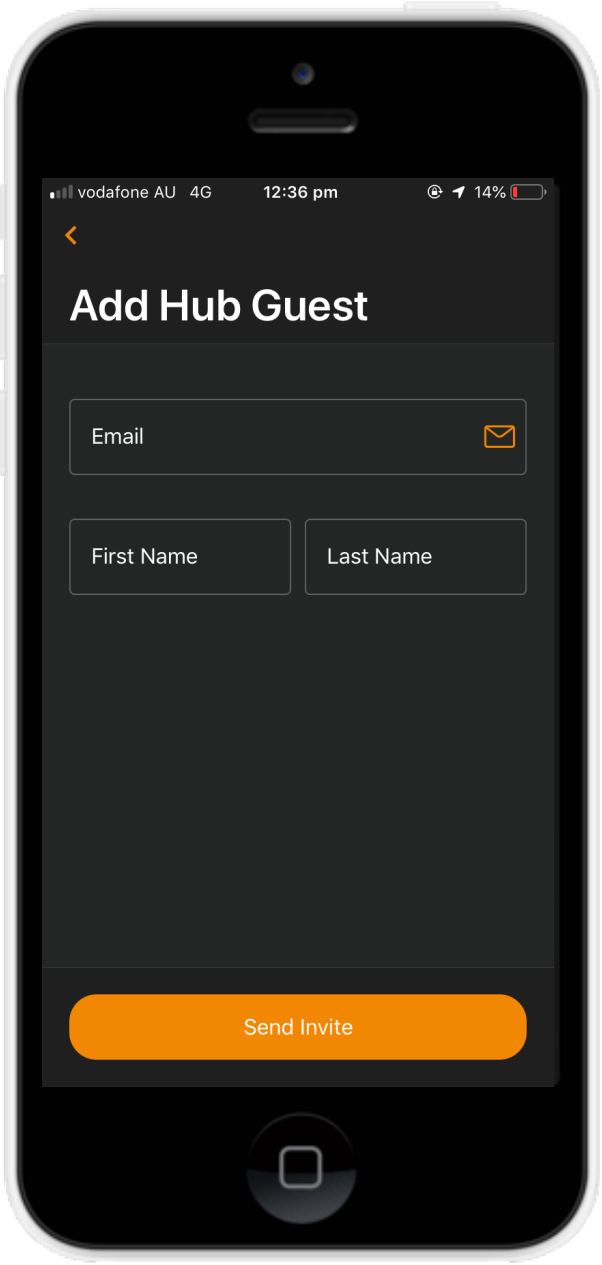
Hub Guest Steps

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

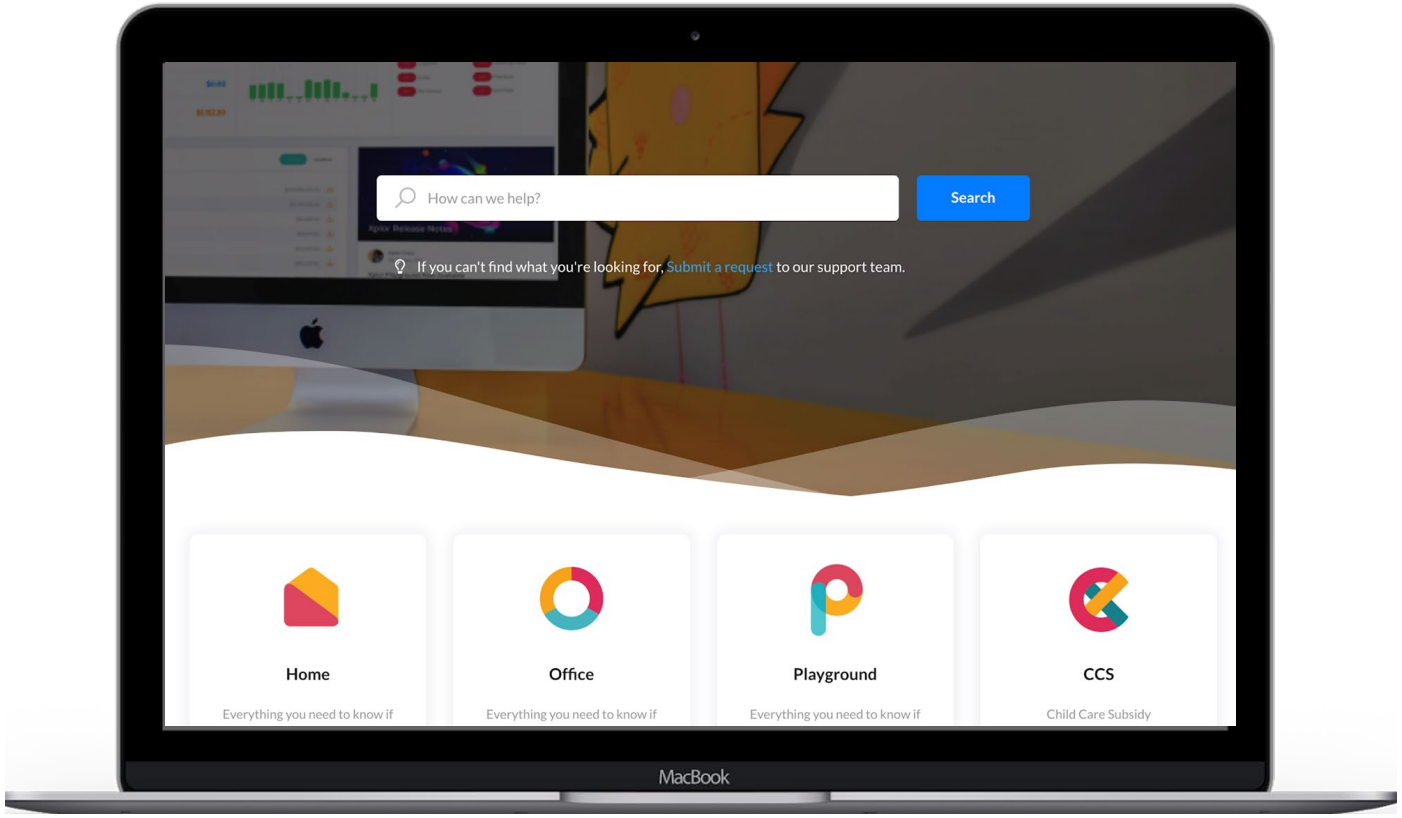
Option 1: Use Xplor ID

Option 2: Email and password



XPLOR HOME

For more resources, check out our online knowledge base here.



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