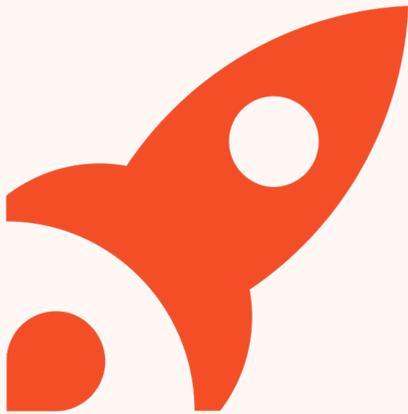# WE ARE CHANGING OUR SIGN IN & OUT PROCESS

Xplor Home

WHAT IS HAPPENING?

We are moving to a new Digital Attendance system which will replace our current sign in & out functionality. It will be a similar system to the kiosk that is utilized in the Reception allowing you to sign in and out your children contactless with a QR Code scanner from your phone, or using a phone number and PIN code

HOW WILL THIS HAPPEN?

1. On Monday you will be invited via email to set up your account for the Digital Attendance system.

Please keep an eye out for this email, it will be coming through from **Xplor** and depending on your email settings, this may be redirected to your *Junk or Spam folders.*

2. Once you have set up your account online, please download the parent app called 'Xplor Home' and log in. This will allow you to sign in your child next week with the QR Code scanner

3. Invite your family or friends to pick up or drop of your child at the service.

I encourage you to read the following information for the new process and if you have any questions at all, please speak to a member of our team and we will be happy to assist.

Setting up your Xplor Account for the first time

1 Check for an invitation email in your Inbox and select **Create Account.**

2 Click **Create Account.**

3 Tap **Password.**

4 Enter **Mobile Number.**

5 Enter **Account Pin.**

6 **All Done!**

1

XPLOR
Welcome

Hi Wilma,

Your childcare centre Bedrock ELC 1 is using Xplor for parents. Xplor allows you to see photos and videos of your child's learning, monitor health, manage bookings, and use contactless sign-in & out.

Create Account

What's next?

GET XPLOR HOME

Download the Xplor Home app once you've created your account to access all of our great features for families.

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

2

Welcome to Xplor

We are always super excited to welcome new users to Xplor and Bedrock ELC 1.

We will now take you through a few simple steps to verify your email and set up your new account.

Create Account

I already have an account

3

Create Password

Password
••••••••

Repeat Password
••••••••

Strength: Good

8 characters
passwords don't match

Next

4

Enter mobile number

This mobile number will be used to log into the Xplor Hub.

Mobile
0400000000

invalid phone number

Next

5

Create Account Pin

Your four digit PIN can be used with your phone number to sign into Xplor.

Pin
••••

Repeat Pin
••••

4 digits
pins don't match

Next

6

Welcome Wilma

You are now a proud new member of Bedrock ELC 1. For all future logins please use the email below.

Email
xploruser123+wilmaf@gmail.com

Finished

LOGGING IN

Now that you have set up your account with Xplor and your service, you are now ready to log in to either the Home App and Home Web!
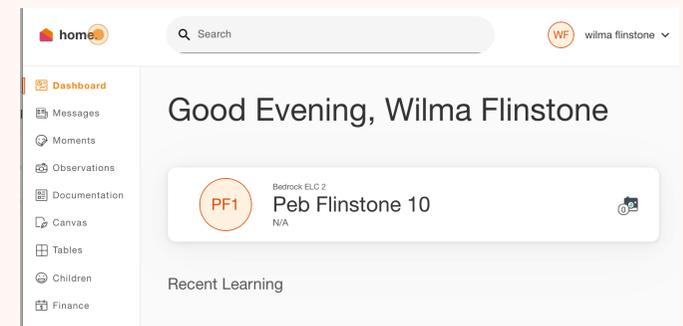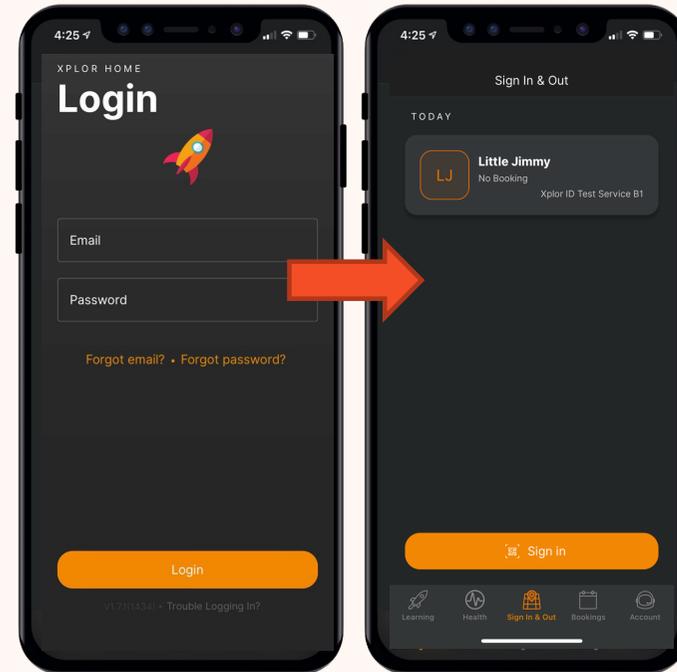
1 Download the **Home App** via the Google Play Store or Apple Store.

2 Login using your **Email** & **Password.**

3 **All Done!**

4 You can also log in any time on the Parent Home Web platform by going to **home.myxplor.com.**

Already have an Xplor account?

1 Check for an invitation email on Monday in your Inbox and select **Create Account.**

2 **All Done!**
The system will automatically detect if your email address is currently registered with Xplor and will automatically merge your accounts together!

4

XPLOR

Welcome

Hi Wilma,

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Create Account

What's next?

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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

1

×

Welcome Wilma

You are now a proud new member of Bedrock ELC 2. For all future logins please use the email below.

Email
xploruser123+wilmaf@gmail.com

Finished

2

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

How to invite a Hub Guest via the Home App

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** once you have sent an invite**..**

2. Hub Guest to follow the prompts from the email.

Hub Guest sign in options

Hub Guests can sign your child in using the two options below.

Option 1: Use Mobile Number and PIN

Option 2: Email and password

Note: Hub Guests do not have access to the Home App.