WELCOME HOME

Connect with those who matter.

xplor

HOME OVERVIEW

Lesson 1

Home Platforms

1. Why Xplor Home?
2. Home App
3. Home Web

Lesson 2

Setting up your account

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

Inviting Hub Guests

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

Lesson 5

Managing your child's bookings using Xplor Home App

1 HOME PLATFORMS

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

HOME APP

Finance

Easily manage childcare financials and subsidies.

Sign in/out

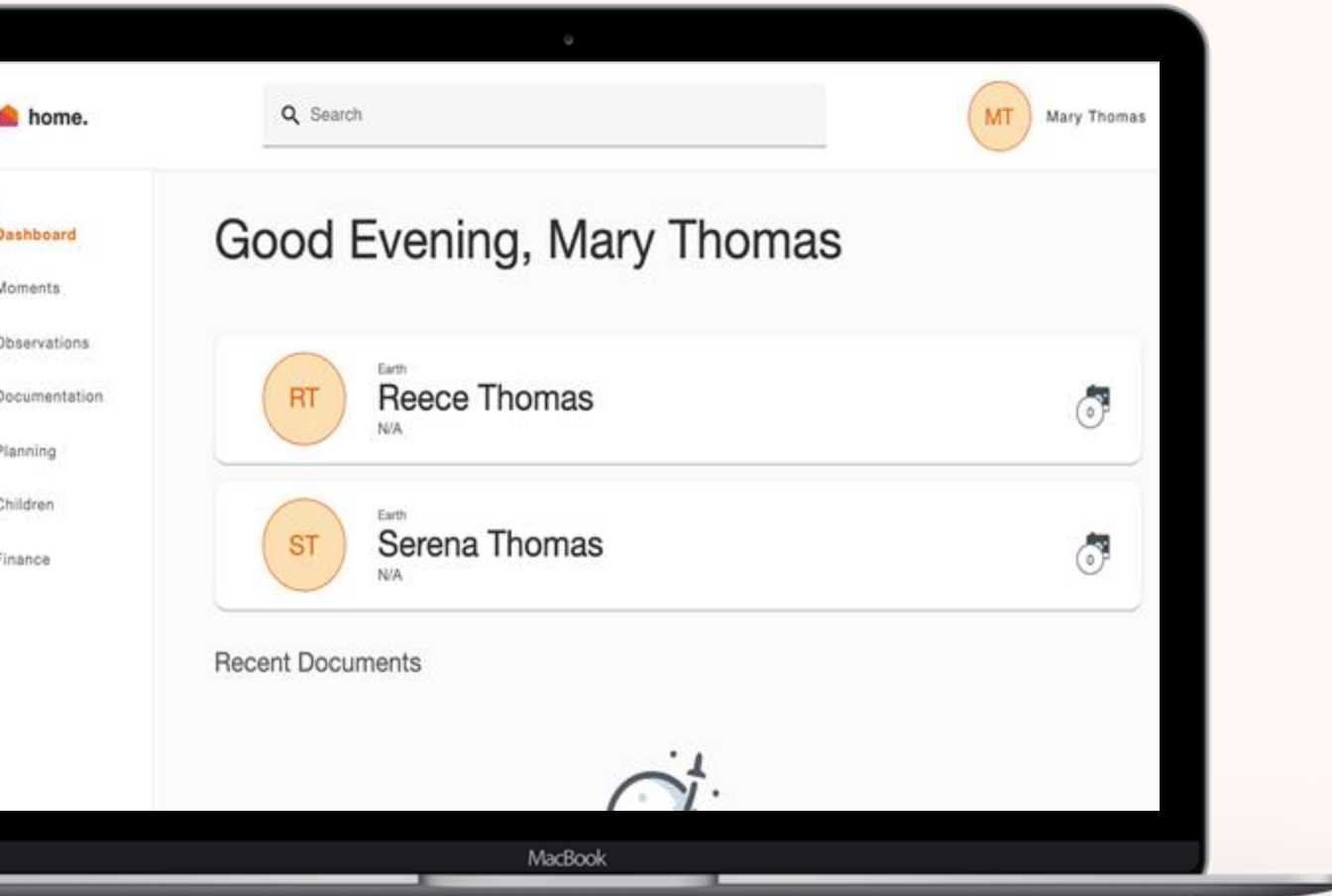Use the Home app to quickly sign your child in and out.

Bookings

Book your child into care quickly and easily.

Comms Centre

View messages from your service in the Comms Centre.

View Comms Centre

View messages from your service in the Comms Centre.

Access your CWA

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

Finances

View your statements at any time

Access Home Web by opening a browser and entering:
home.myxplor.com

2 SETTING UP YOUR ACCOUNT

Set up your Xplor Home Account!

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!**

Already have an Xplor account?

1 Check for an invitation email 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!

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

1

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Welcome Wilma

You are now a proud new member of Bedrock ELC 2. For all future logins please use the email below.
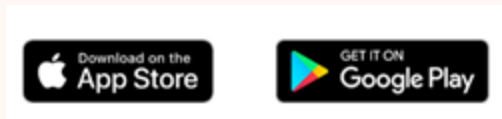
Email
xploruser123+wilmaf@gmail.com

Finished

2

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!

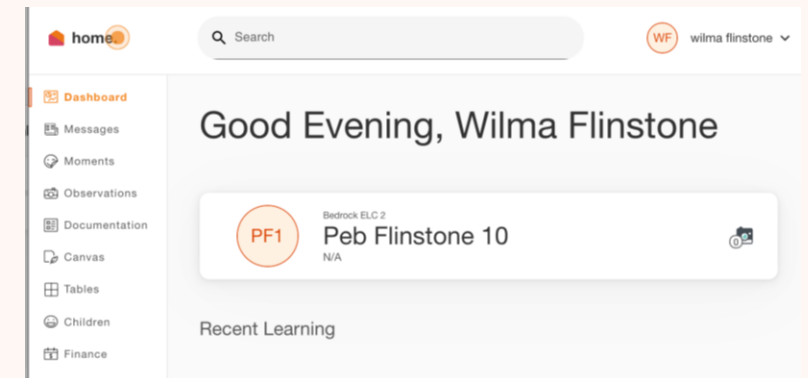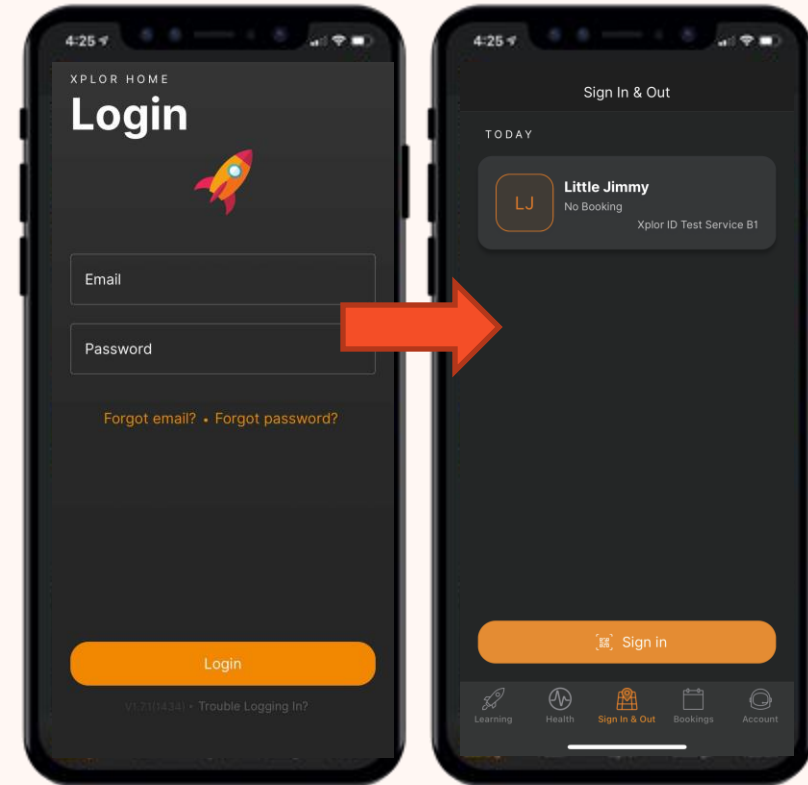**1** Download the **Home App** via the Google Play Store or Apple Store.

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

3 **All Done!**

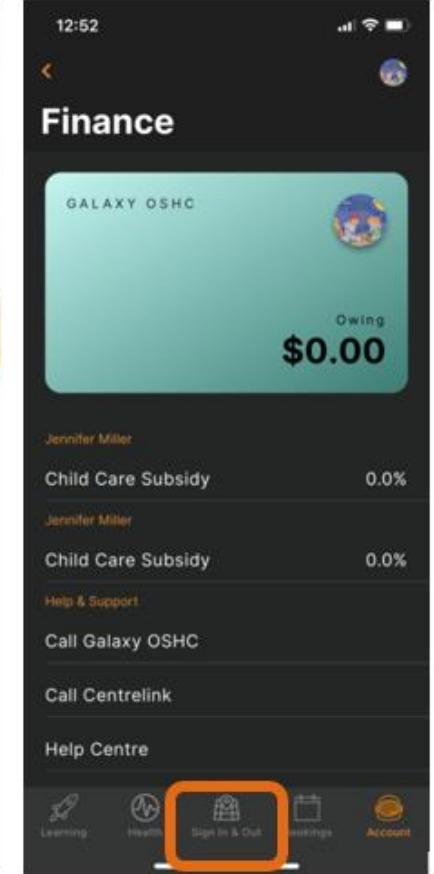**4** You can also log in any time on the Parent Home Web platform by going to **home.myxplor.com.**
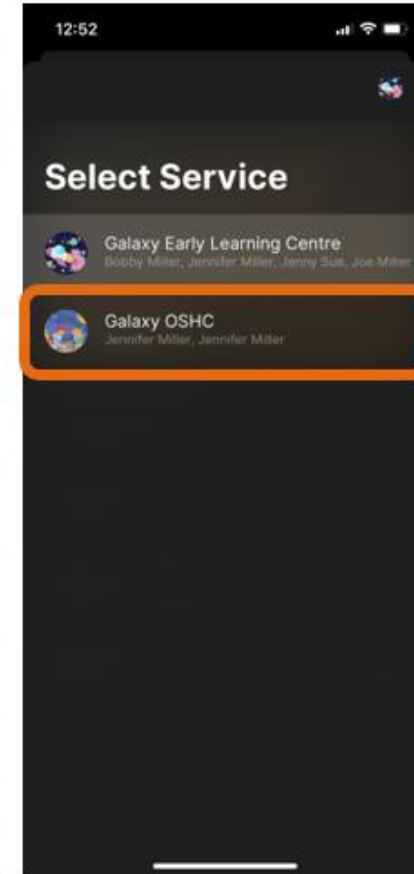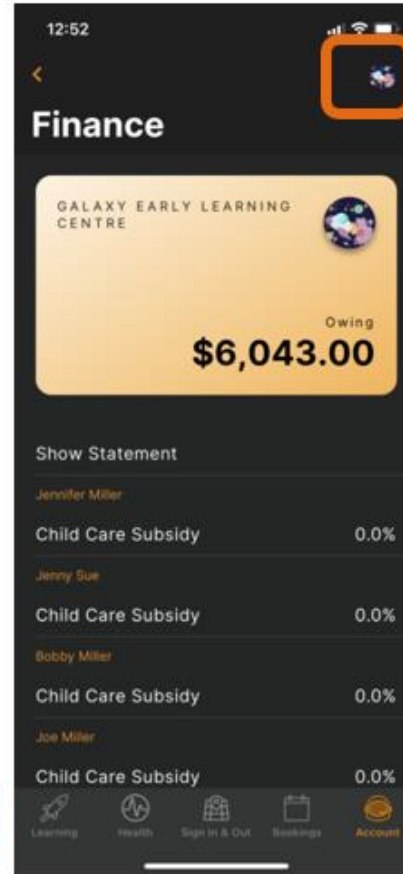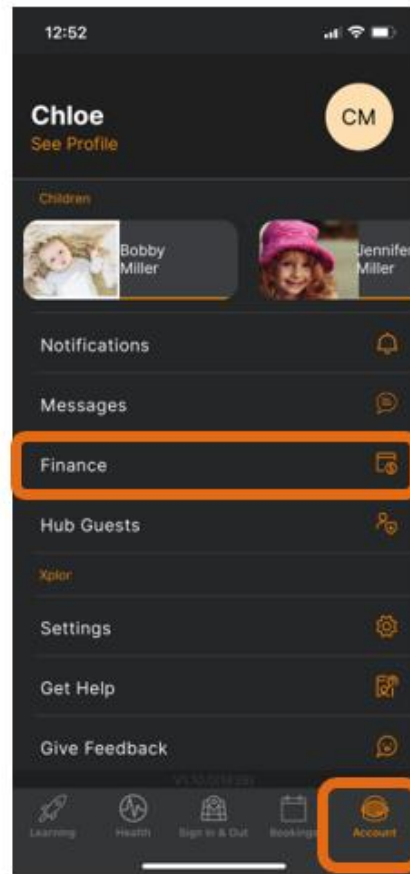
5 **See here for Home App FAQs**

How to Toggle between centres through the Home App

1 Open the Xplor Home App

2 Tap on the Account Menu

3 Click on Finance

4 Click on the Centre logo

5 Select the new centre from the list

6 Click on Sign In & Out to return to the sign in/out screen

3 SIGNING YOUR CHILD IN OR OUT

With Xplor there are 3 different ways you can sign your child in and out of care.
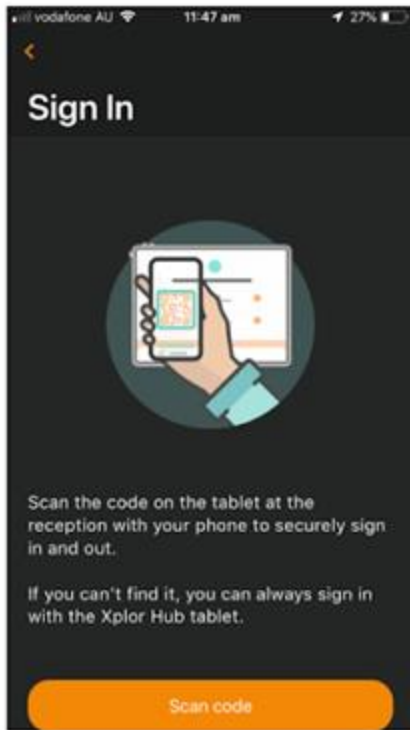
Option 1: QR CODE

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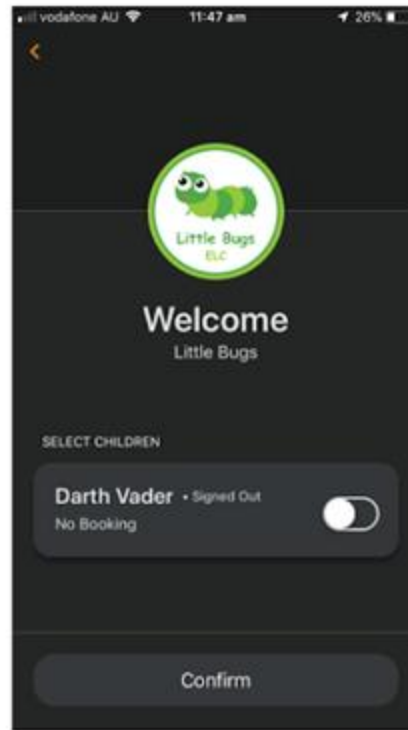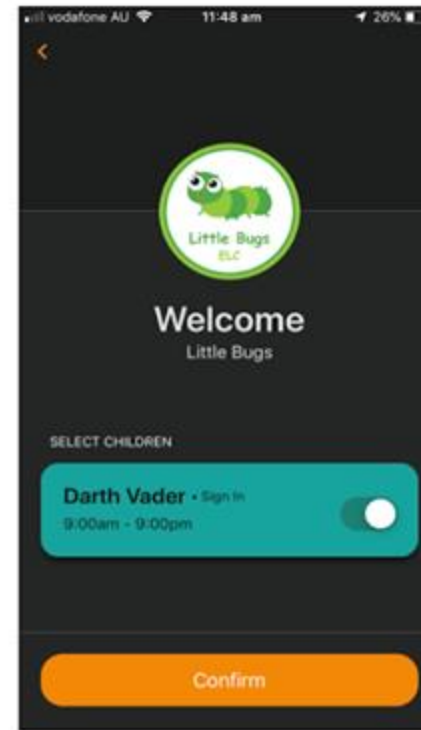

1 Tap the 'Sign in & Out' Tab
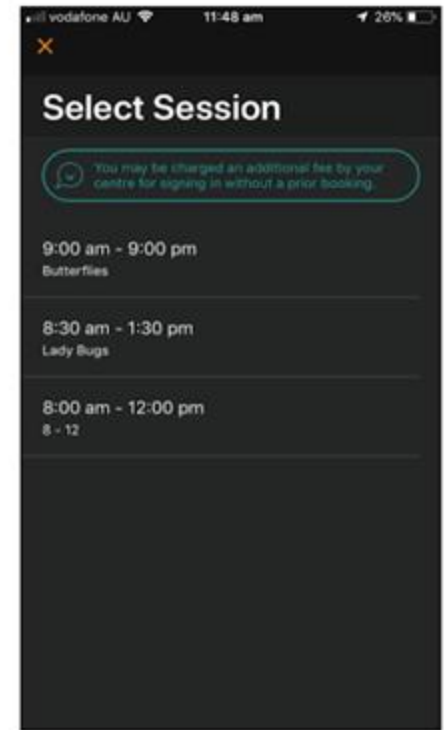
2 Tap scan code and scan the code on the HUB tablet
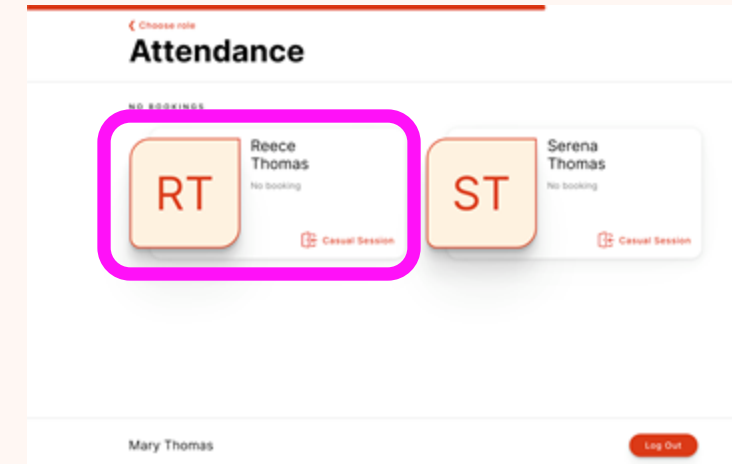
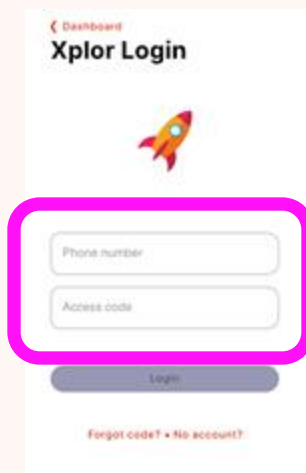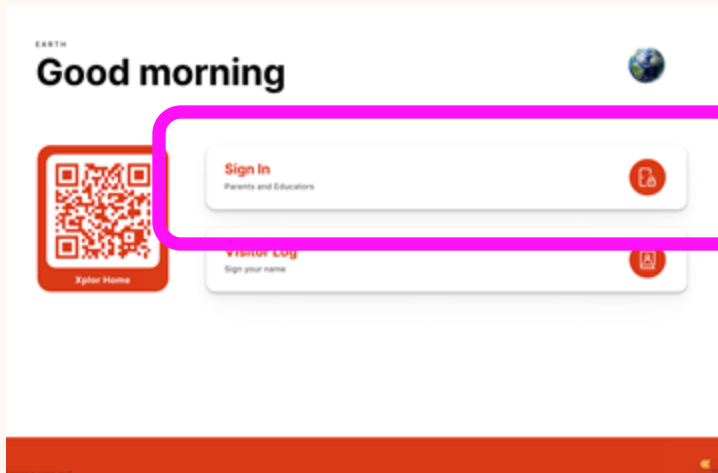3 Toggle on the child you'd like to sign in or out

4 Confirm

5 Select the session

OPTION 2: Mobile Number and PIN

1

Tap **Sign In**
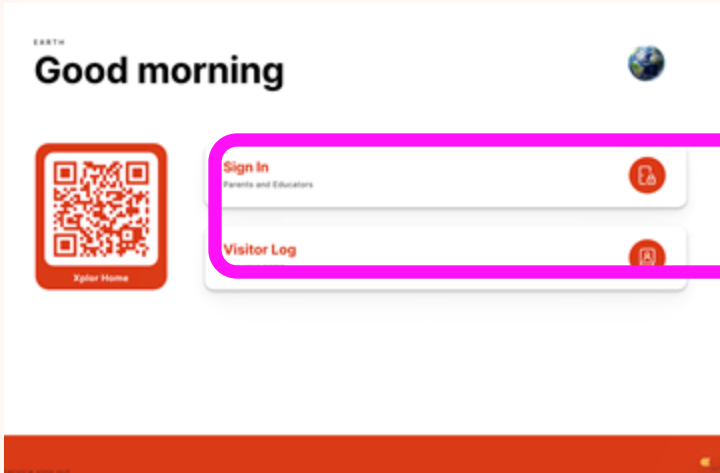
2

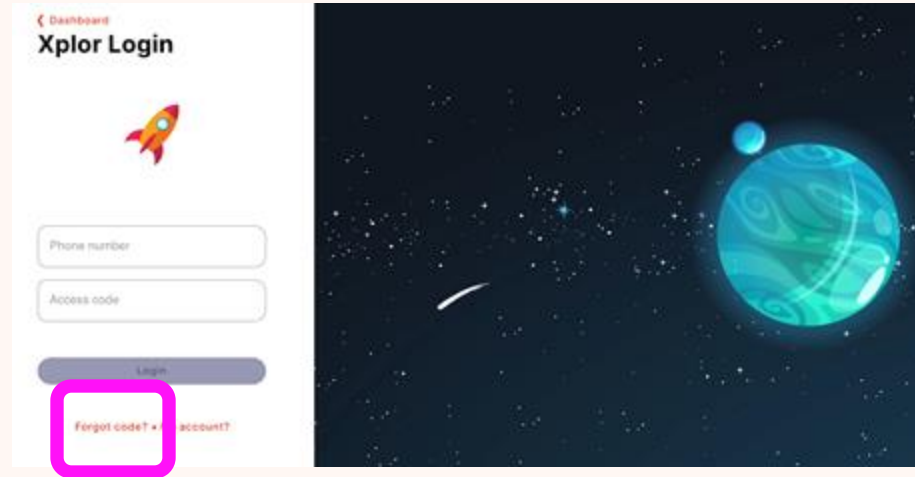Enter **Mobile Number** and **PIN**

3

Tap your child's name to sign in or out!

OPTION 3: Email and Password

1 Tap **Sign In**

EARTH
Good morning

Sign In
Parents and Educators

Visitor Log

Xplor Home

2 Tap **Forgot Code?**

‹ Dashboard
Xplor Login

Phone number

Access code

Login

Forgot code? • No account?

3 Tap **Use Password**

Forgot Access Code

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

Try using your Password instead?

Reset Code   Use Password
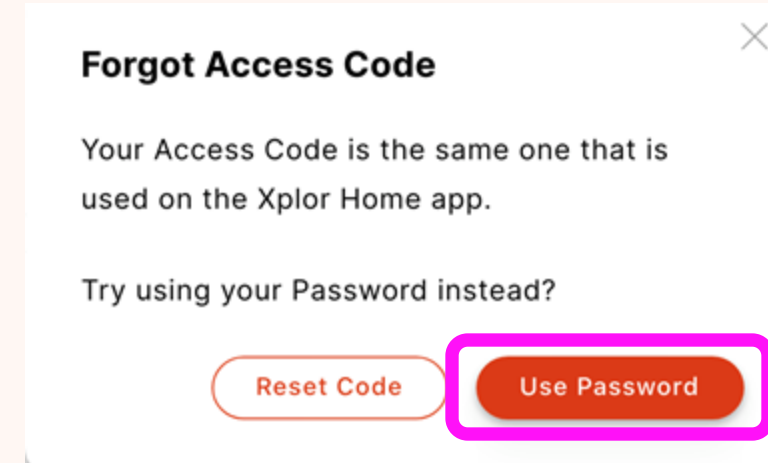
4 Enter **Email and Password**

‹ Dashboard
Xplor Login

Email

Password

Login

Forgot password? • No account?

4 Tap your child's name to sign in or out!

‹ Choose role
Attendance

NO BOOKINGS

RT   Reece Thomas
No booking
Casual Session

ST   Serena Thomas
No booking
Casual Session
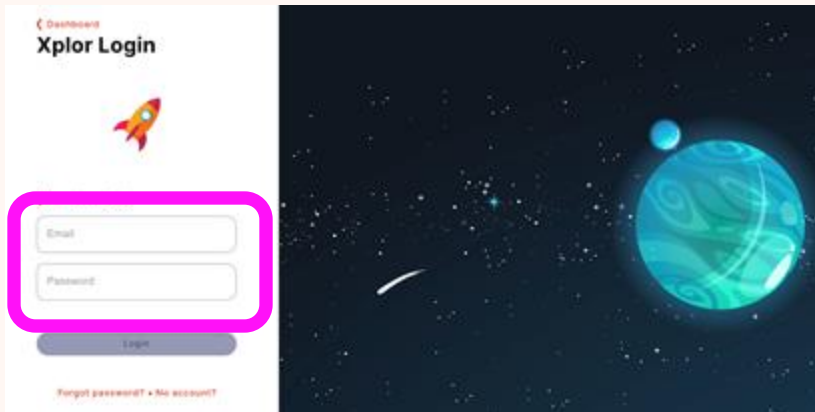
Mary Thomas   Log Out
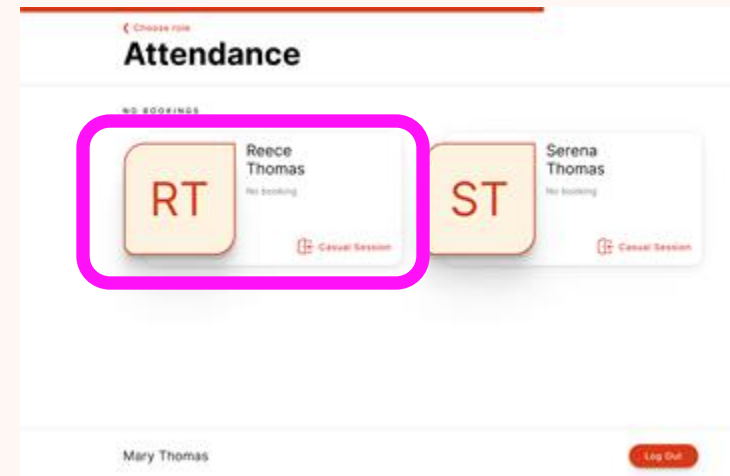
4 INVITING HUB GUESTS

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

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.**.**

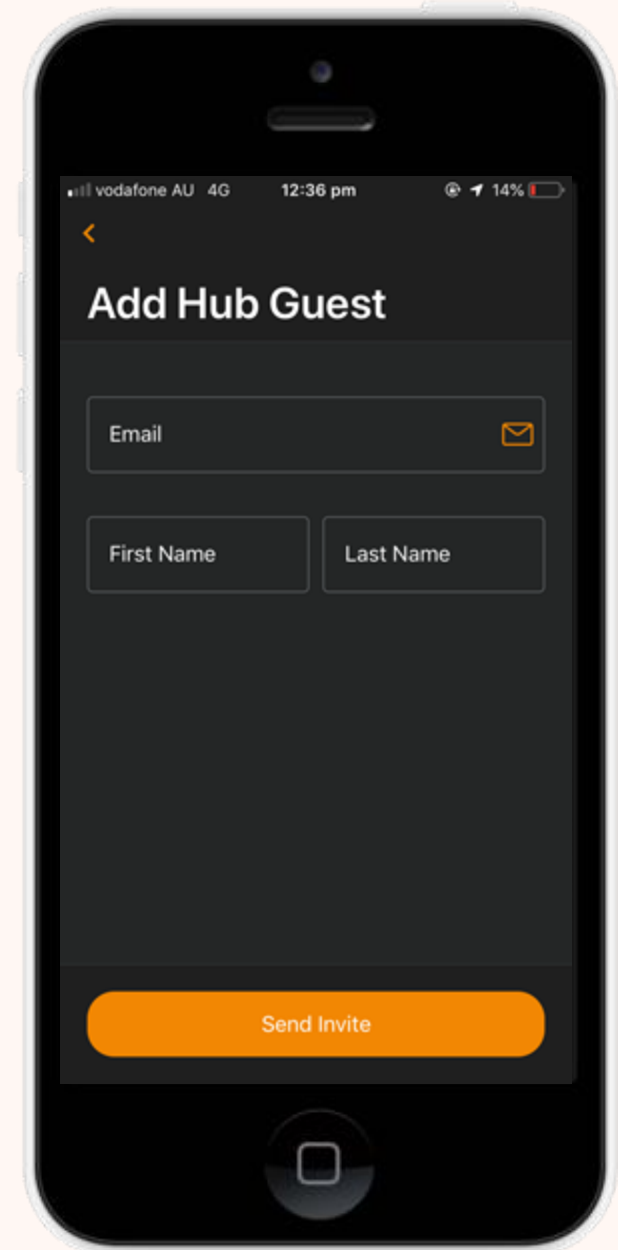2. Hub Guest to follow the prompts from the email.

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.

5 MANAGING YOUR CHILD'S BOOKINGS

View and manage your child's future bookings using Xplor Home App

Managing your child's bookings on the Home App

1 Select the **Bookings** option in your **Home App.**

2 Any future bookings will be indicated by an **orange circle** in the calendar. You can tap on those dates to view more details about the booking.

3 Tap the **+ New** icon on the top right corner to request for additional bookings/absences.

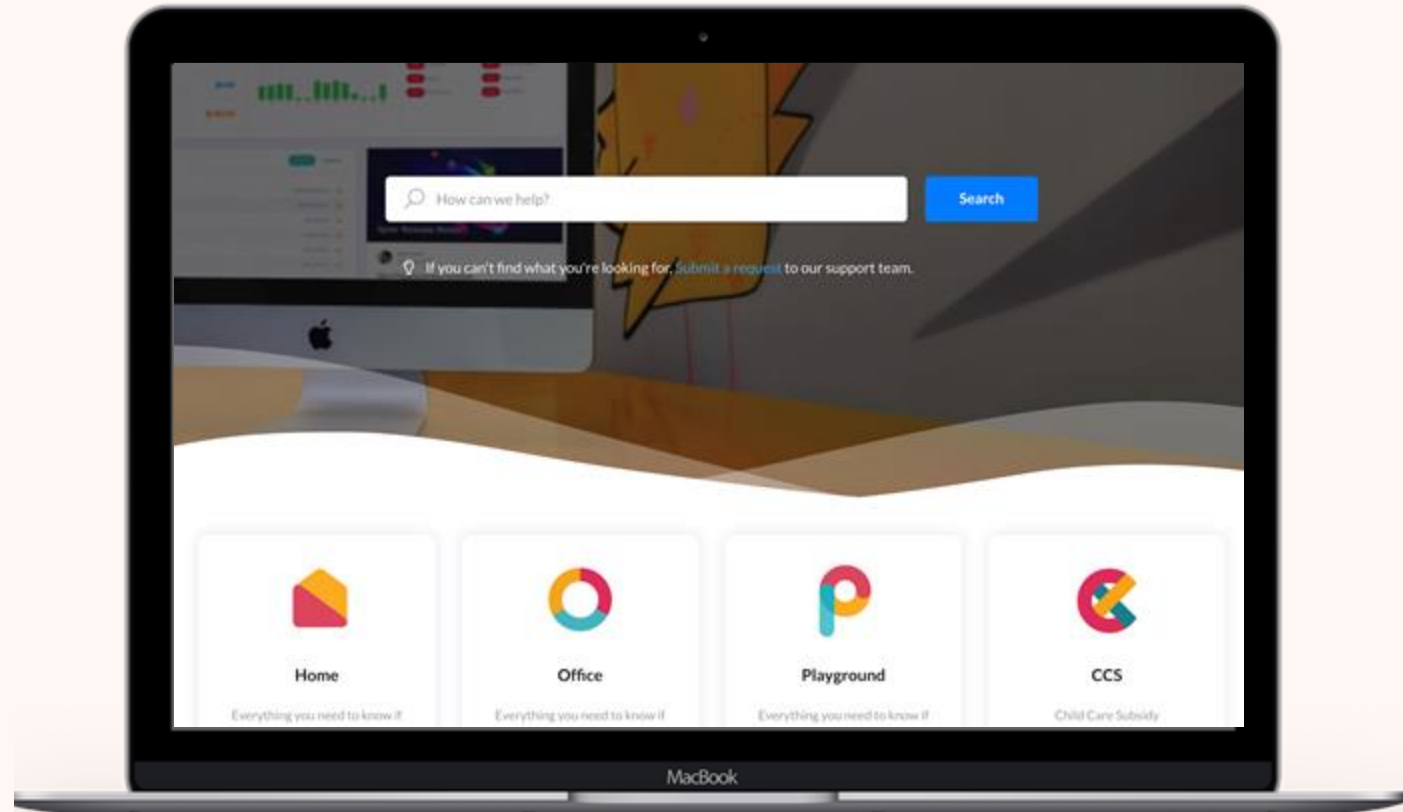You will receive a push notification once the service admin has rejected/accepted the booking request.
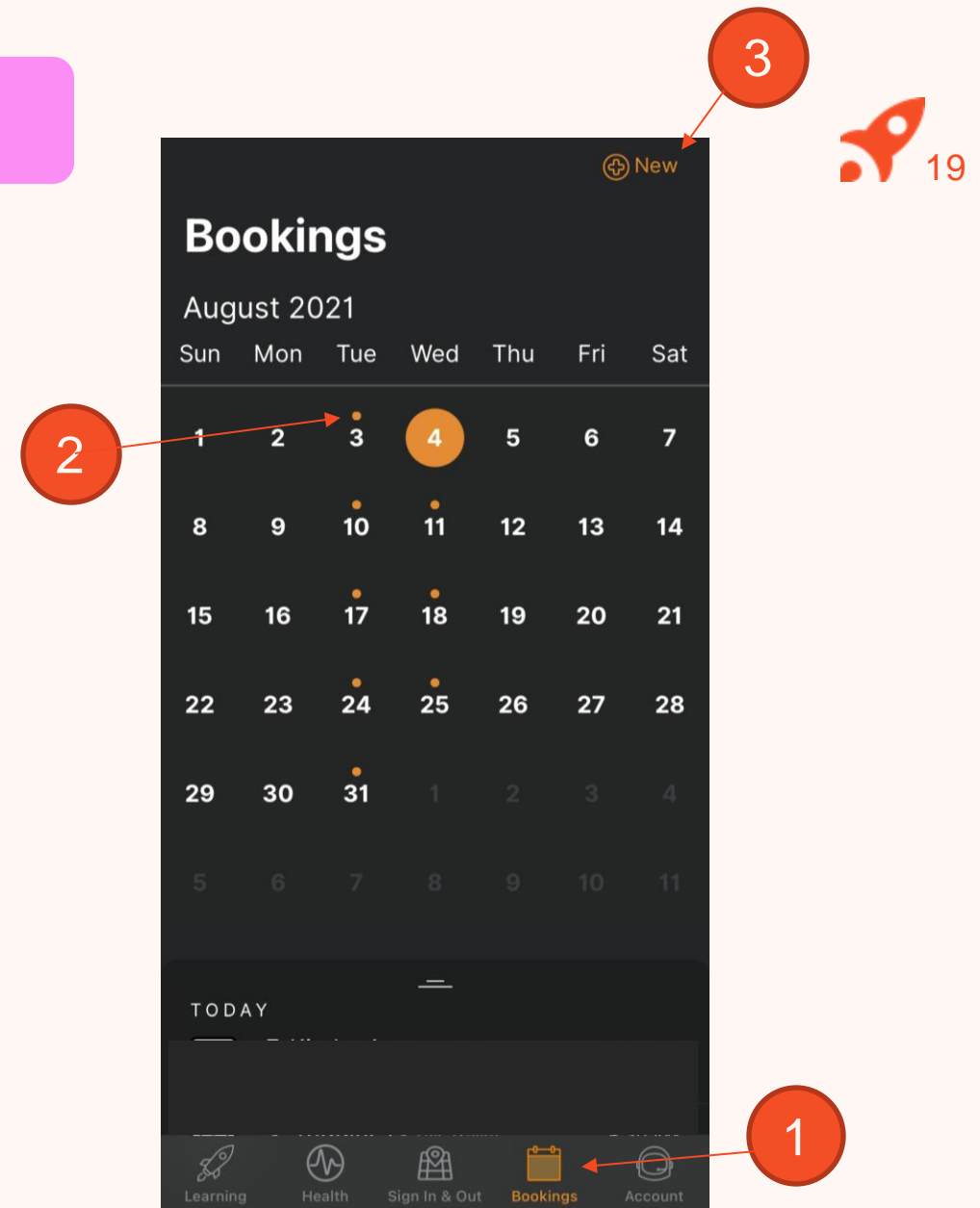
Note: You may not see future bookings until after your services Go Live date.

For more resources,
Visit our online knowledge base
support.ourxplor.com

THANK YOU