



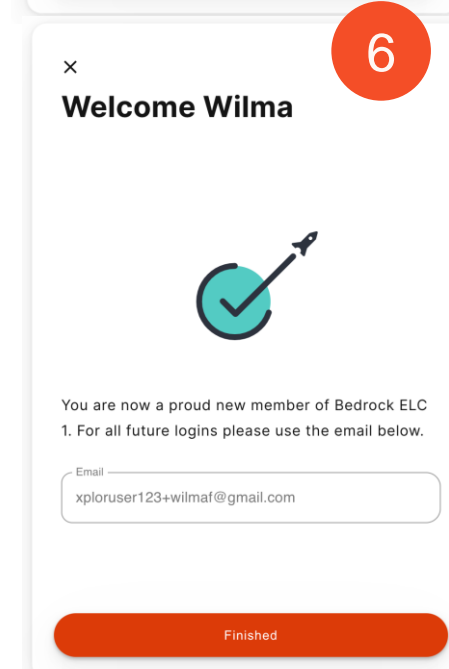
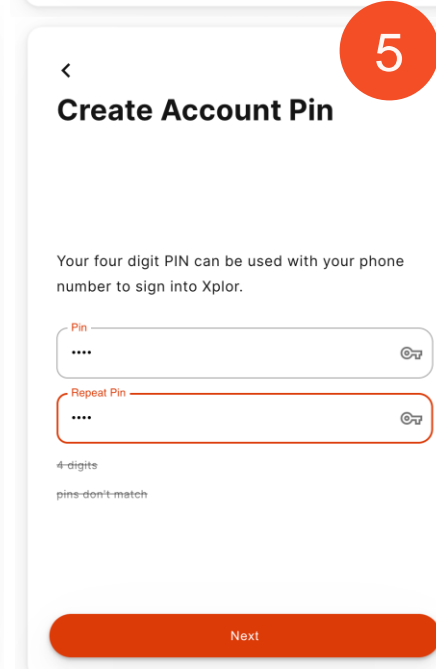
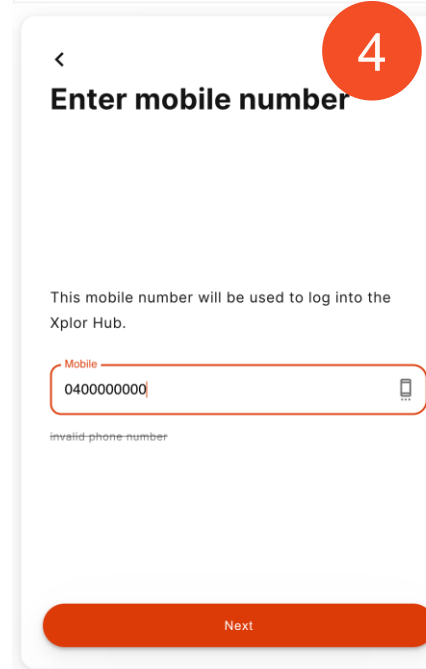
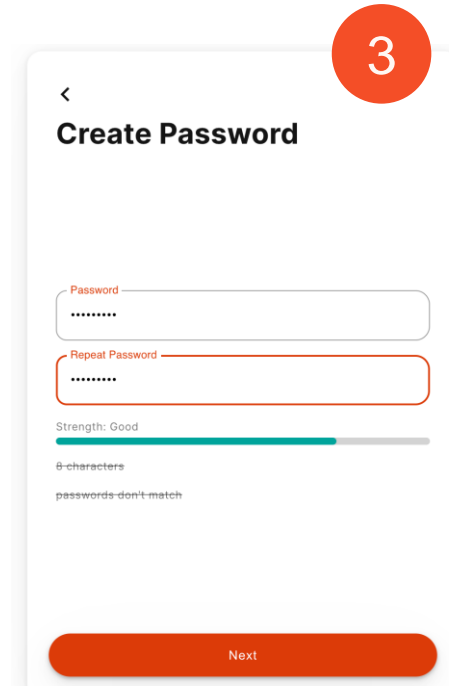
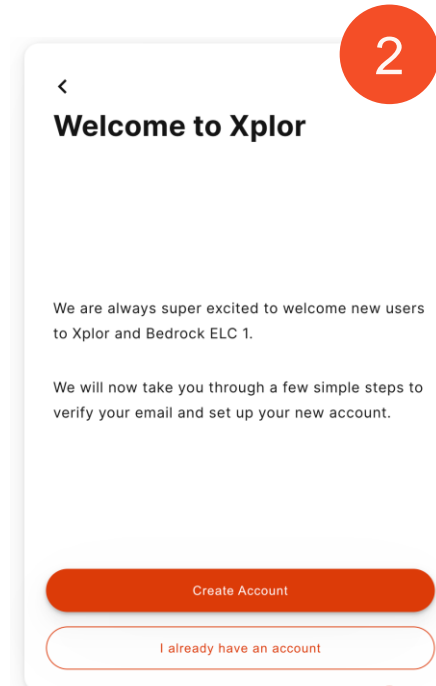
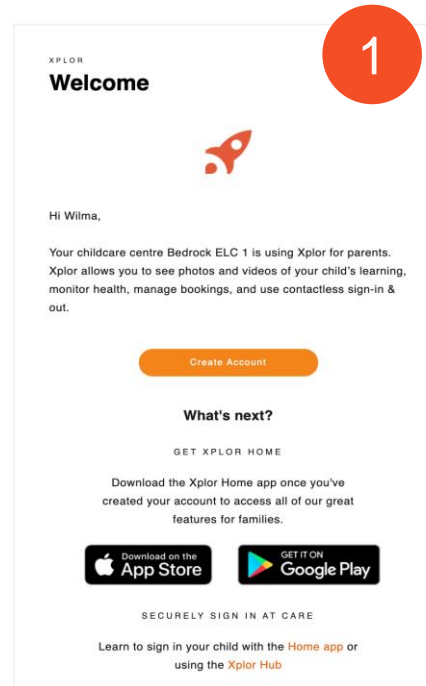
Xplor Home

For Parents



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 **Link 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

1

XPLOR
Welcome



Hi Emily,

Your childcare centre Galaxy Early Learning Centre has requested you link your Xplor account to their centre.



As a reminder, Xplor allows you to see photos and videos of your child's learning, monitor health, manage bookings, and use contactless sign-in & out.

[Link 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 Emily



You are now a proud new member of Galaxy Early Learning Centre. For all future logins please use the email below.

Email

[Finished](#)



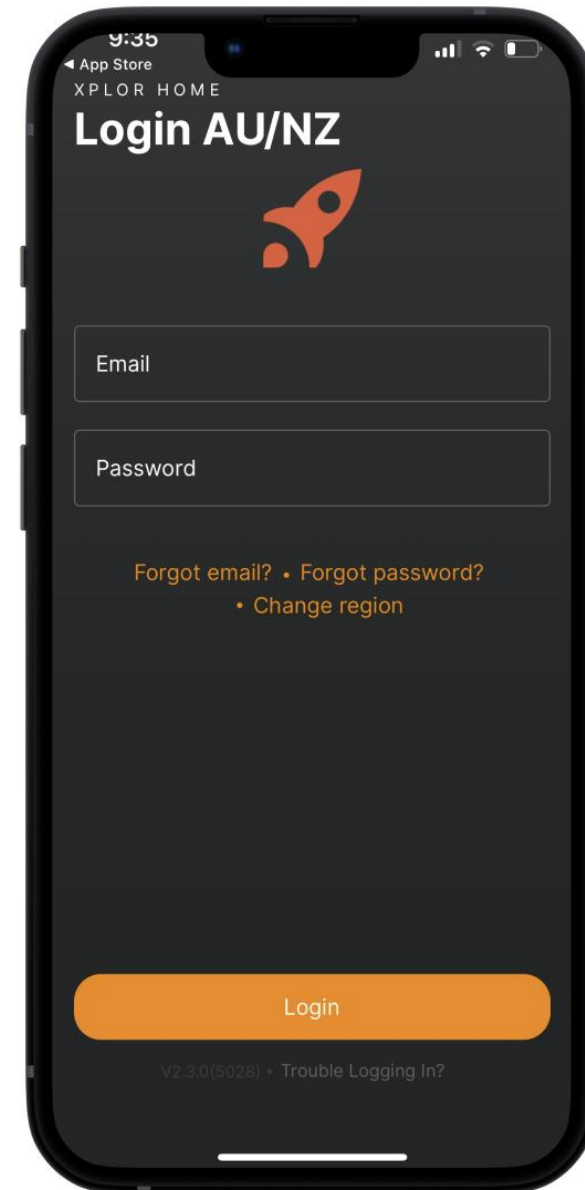
Logging In

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 Check for an invitation email in **Download the Home App** via the Google Play Store or Apple Store.
- 2 Login using your **Email & Password.**
- 3 All Done!

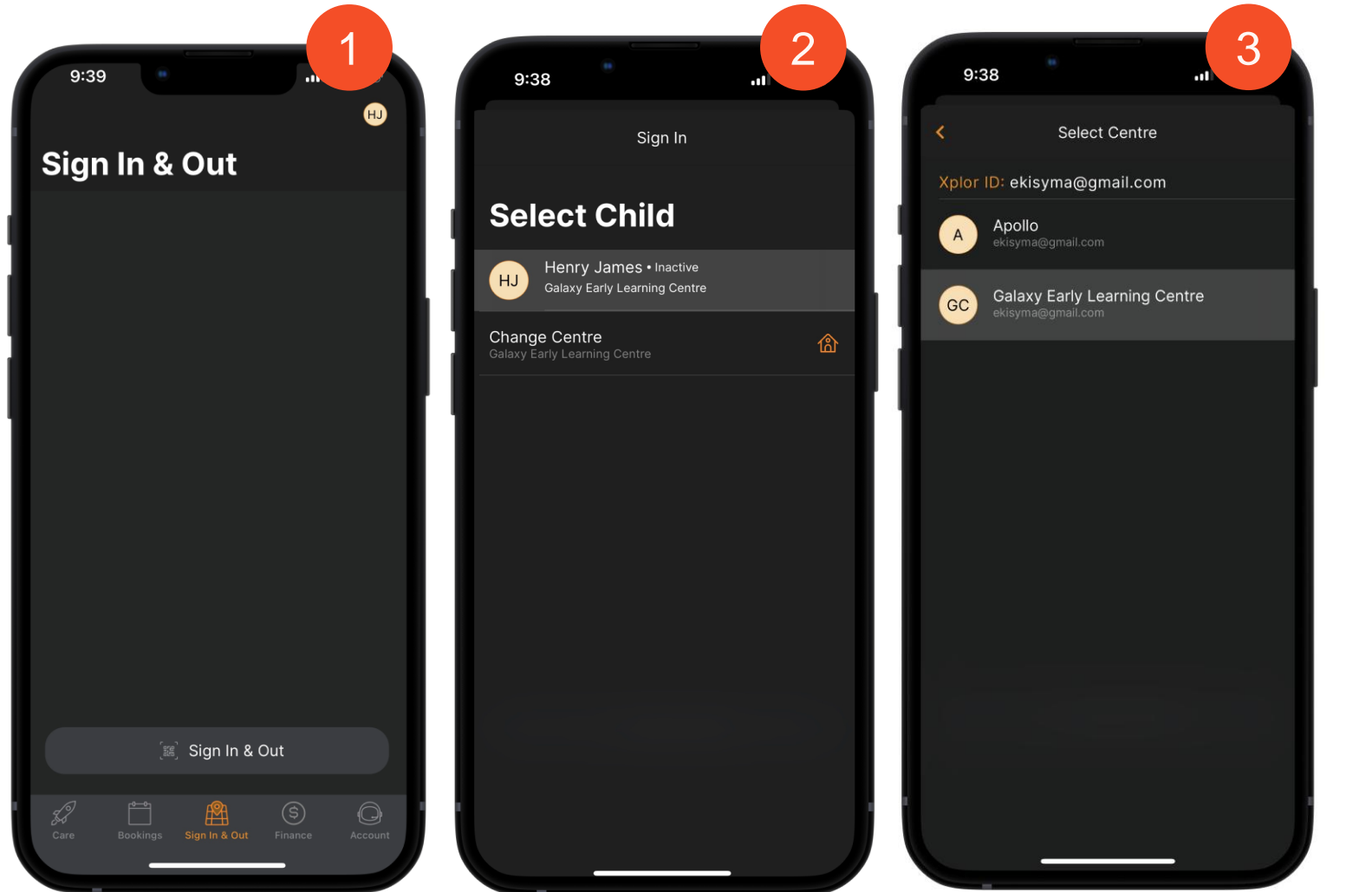
You can also log in any time on the Parent Home Web platform by going to **home.myxplor.com.**

[See here for Home App FAQs](#)



Toggle between different services

- 1 Open the **Xplor Home App**
- 2 Click on the circle in the **Top Right Hand Corner**
- 3 Select **Change Centre**
- 4 Select the **Service** from the list



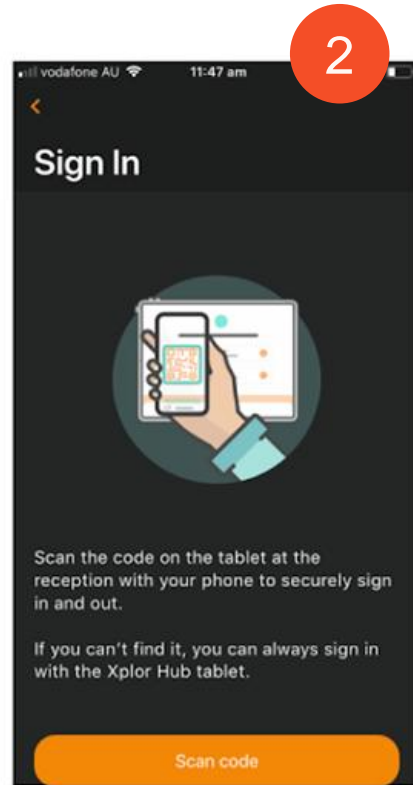
Sign In Option 1: QR Code



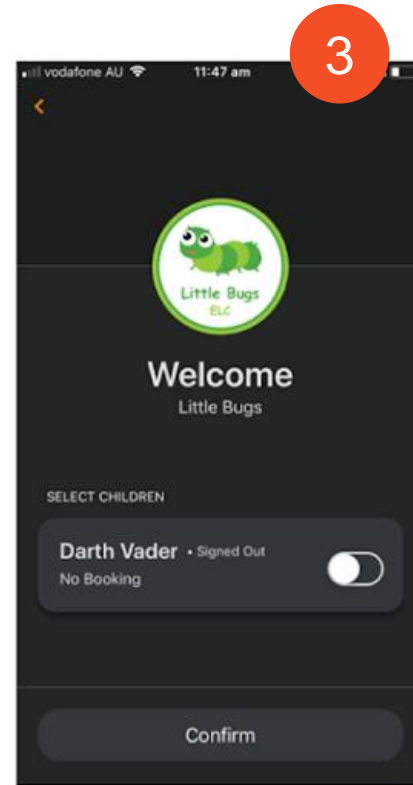
You can sign your child in/out of care through the Home App by using the QR code located on the HUB



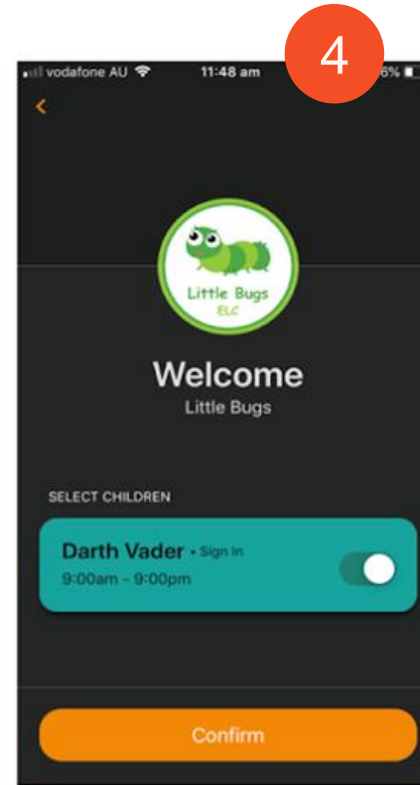
1. Tap the 'Sign in & Out' Tab



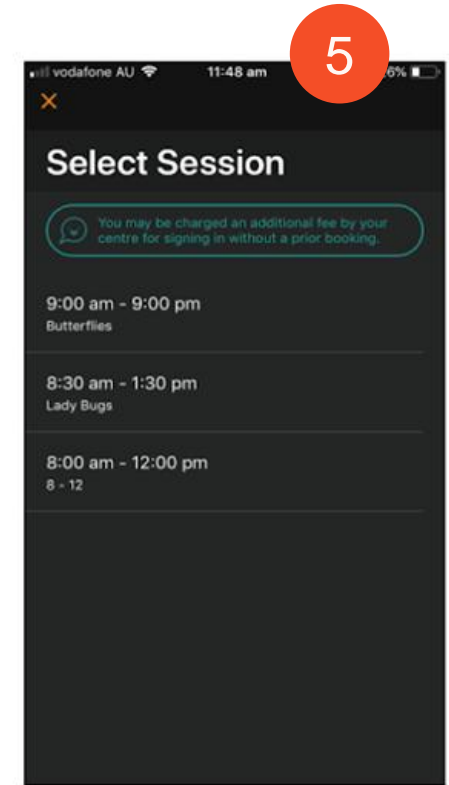
2. Tap scan code and scan the code on the HUB tablet



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

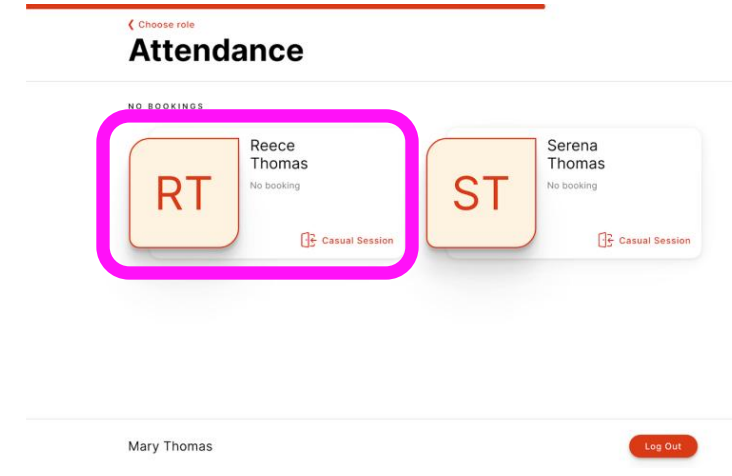
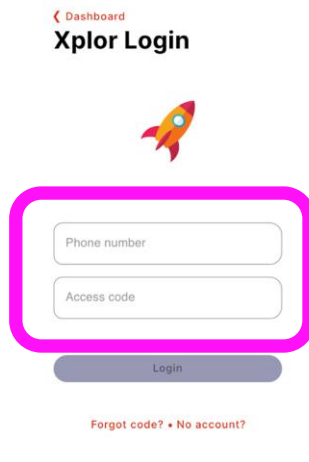
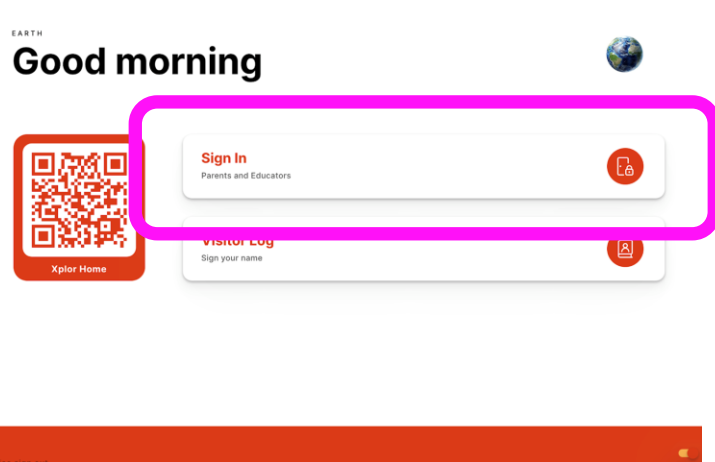


4. Confirm



5. Select the session

Sign In Option 2: Mobile and Pin



1 Tap **Sign In**

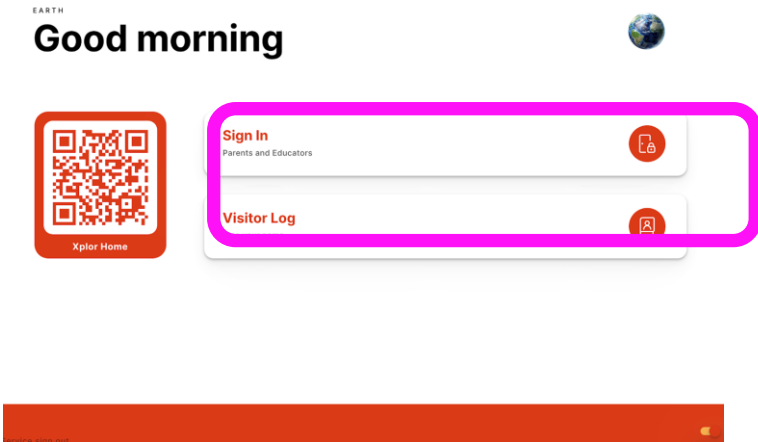
2 Enter **Mobile Number** and **PIN**

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

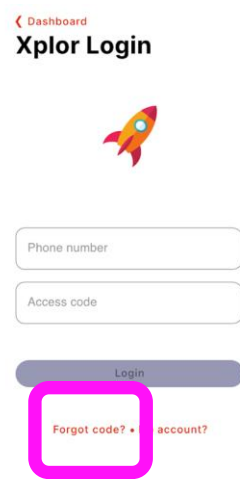
Sign In Option 3: Email and Password



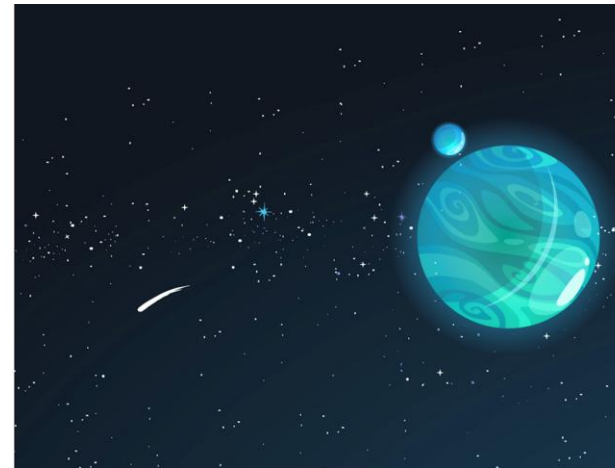
1 Tap **Sign In**



2 Tap **Forgot Code?**



3 Tap **Use Password**



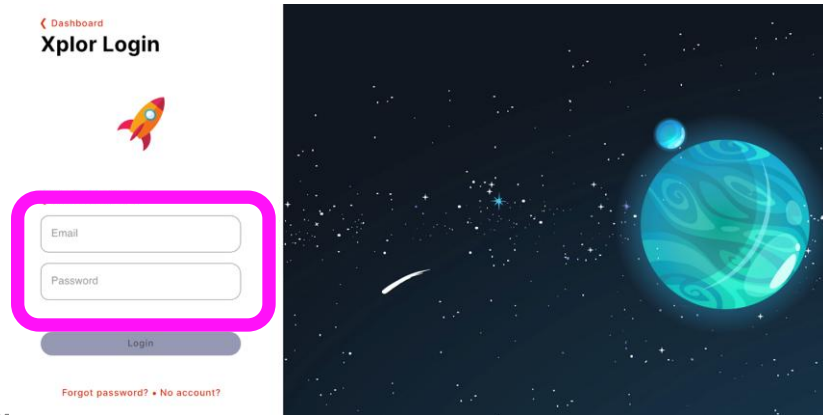
Forgot Access Code

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

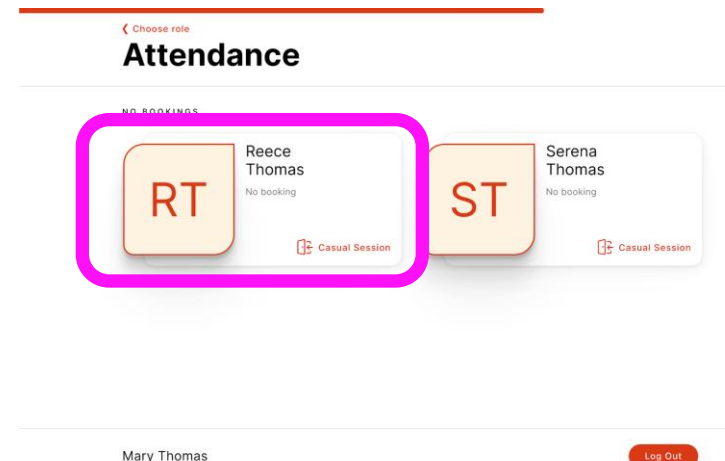
Try using your Password instead?



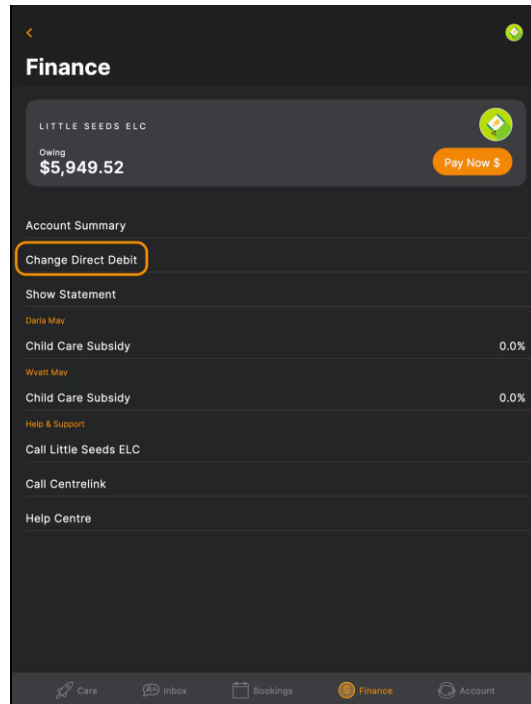
4 Enter **Email and Password**



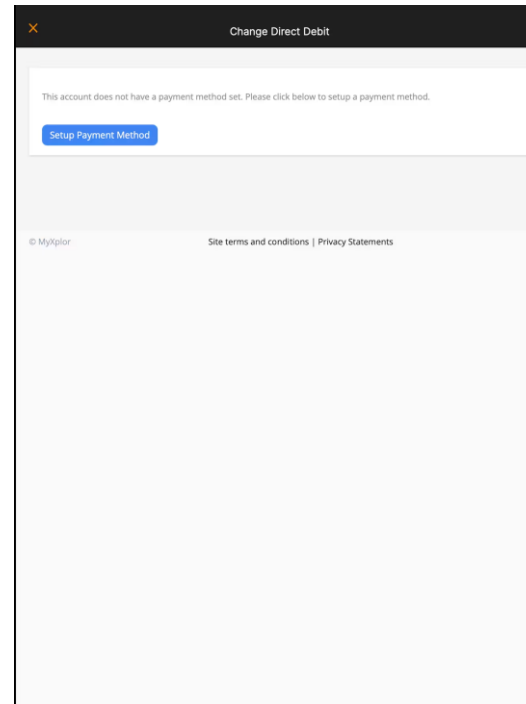
5 Tap your child's name to sign in or out



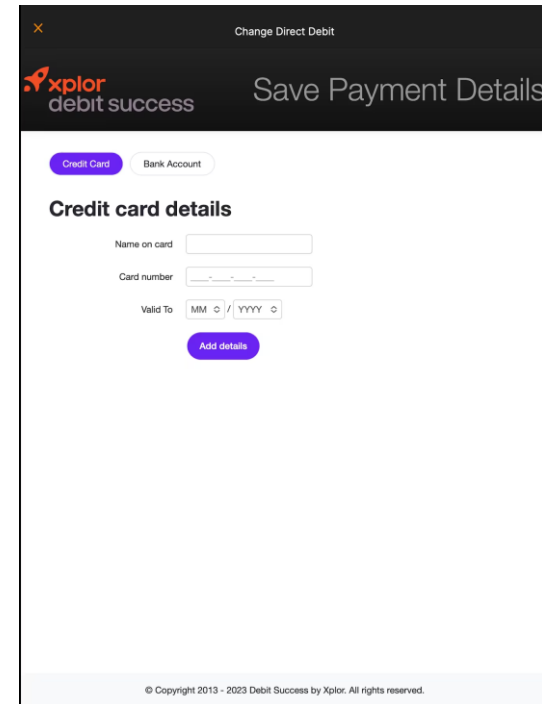
Adding/Checking Direct Debit details through the Home App



1 In the Home App, navigate to **Finance** > **select the centre**



2 Click **“Setup Direct Debit”** and follow the prompts



3 Enter details and select **"Add Details"**

Adding/Checking Direct Debit details through the Home Web



home. Search

Dashboard
Moments
Observations
Documentation
Planning
Children
Finance

Finance Stater

Statement

Start
17/04/2020

Opening Balance

Closing Balance

History

home. Search

Dashboard
Moments
Observations
Documentation
Planning
Children
Finance

Finance Statement **Auto Debit Setup**

Earth
XPay Create Account

First Name: Mary
Middle Name:
Last Name: Thomas

Email: justinec+mary@myxplor.com
Phone:
Address 1:

Address 2:
Country: Country
State: State

Suburb:
Postcode:

You warrant, declare and acknowledge that:

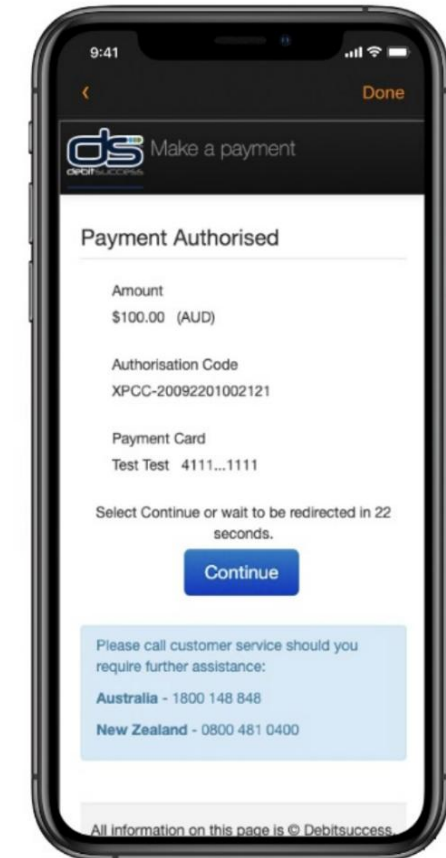
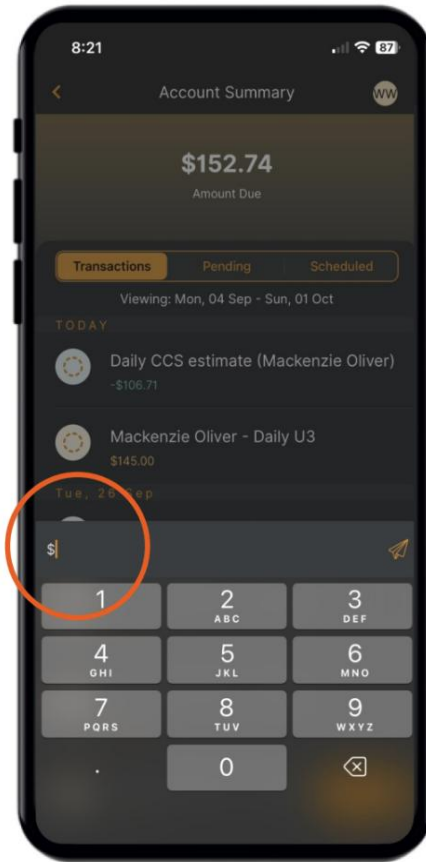
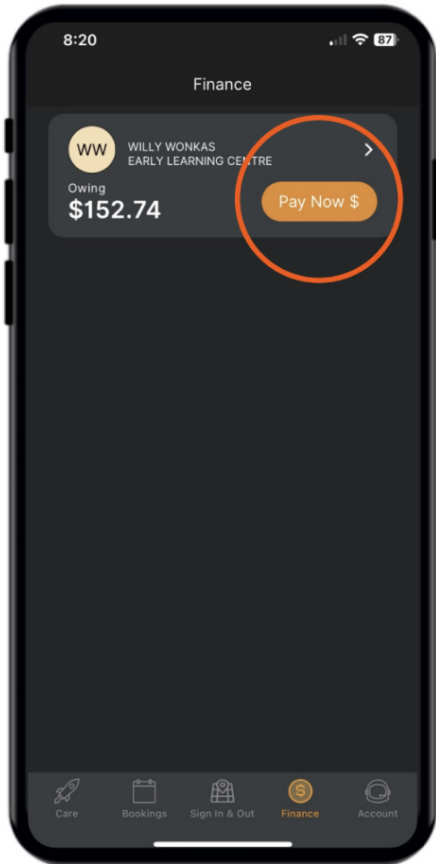
1. The information given by you in entering this agreement is correct and will be relied upon by us.

2. You have read this agreement (including the XPay Request and the XPay Terms and Conditions) before agreeing them.

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

2 Click **“Auto Debit Setup”** and follow the prompts

Using Pay Now



1 Go to **Finance** then click **Pay Now**

2 Enter the **amount** then click the **send icon**

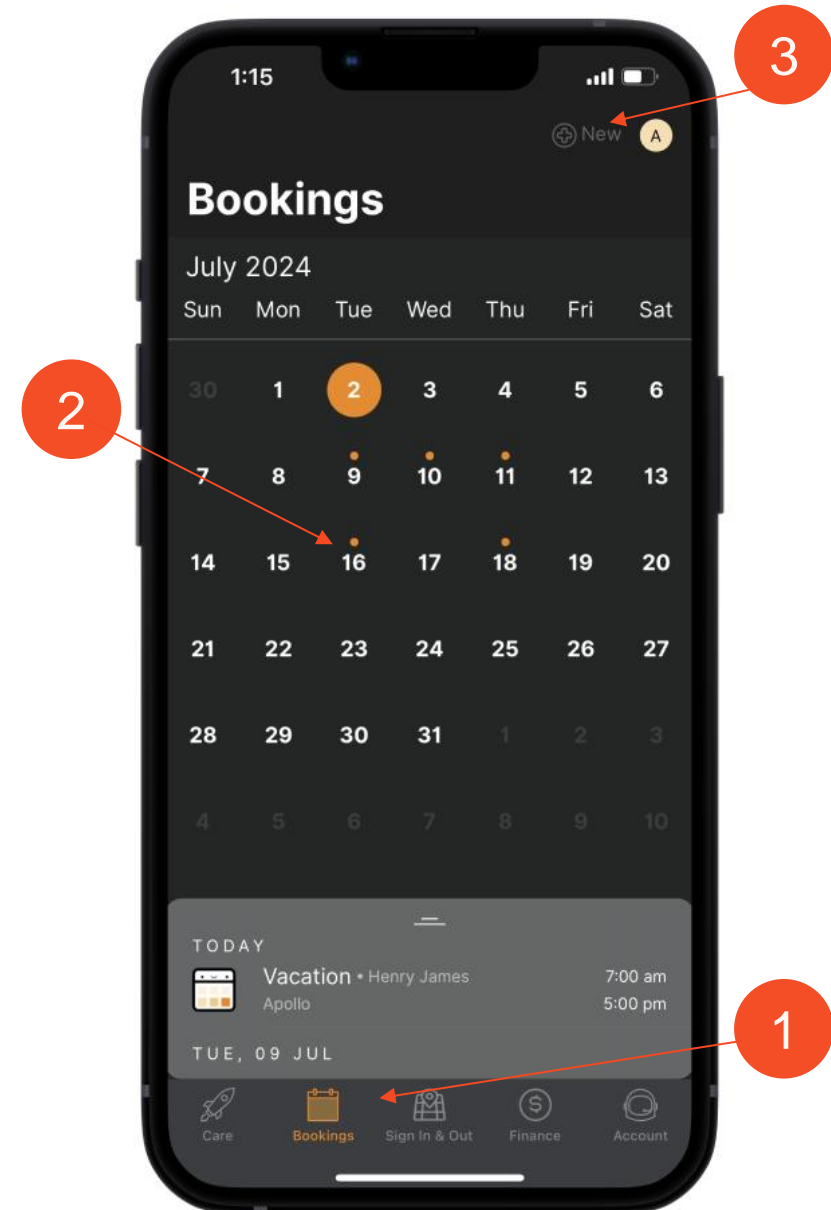
3 Enter your **card payment details** and confirm the amount is correct

4 **Review** your payment details and submit your payment

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
- 5 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



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



How to invite a Contact via the Home App for Collection

- 1 As the Primary Carer, navigate to **Account** then select **Contacts**
- 2 Select the Child you are wanting to add a contact to
- 3 Press the **+ADD** on the top right of the screen
- 4 Select either **Add Existing Contact** or **Add New Contact**
- 5 Fill out the **Contact details**
- 6 Once completed, select **Send Invite**

A screenshot of a mobile app interface showing the 'Add new contact' form. The form is displayed on a dark background with white text and input fields. At the top, the time is 10:30 and the user is identified as Henry - Apollo. The form title is 'Add new contact' with a subtitle 'All fields are required unless marked as 'optional''. The form contains several input fields: 'Name' (Joanne Smith), 'Email address' (Joanne.smith@gmail.com), 'Phone number (optional)' (0430641357), and 'Address' (Address). There is a 'Send invite' button at the bottom right of the form.

10:30

Henry -
Apollo

Add new contact

All fields are required unless marked as 'optional'.

Name

Joanne
Smith

Email address

Joanne.smith@gmail.com

Phone number (optional)

0430641357

Address

Address

Enter address manually

Relationship to child

Send invite

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



Contact Account Creation Steps

- 1 Contact will receive a Welcome email to create **password and pin** once you have sent an invite
- 2 The Contact is to press '**Accept Invite**' and follow the steps to create their account.

Contact sign in options

Option 1: Use Mobile Number and PIN

Option 2: Email and password

Note: Contacts do not have access to the Home App.

