

# WE ARE CHANGING OUR SOFTWARE



## Xplor Home



### WHAT IS HAPPENING?

We are moving to a new Digital Attendance system which will replace our current sign in & out functionality for the Holidays and into the new school year in 2023. It will be a similar system to the kiosk that is utilized on the welcome table 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. OSHC Adventures will send out the Enrolment link to Enrol your children via email.

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

2. Once you have Enrolled, and 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 for the Upcoming School Holidays 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 provided on the following pages 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** 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-character

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

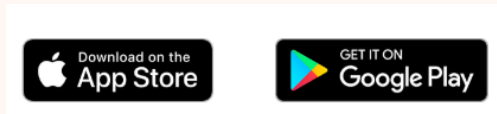
**Finished**



## 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!

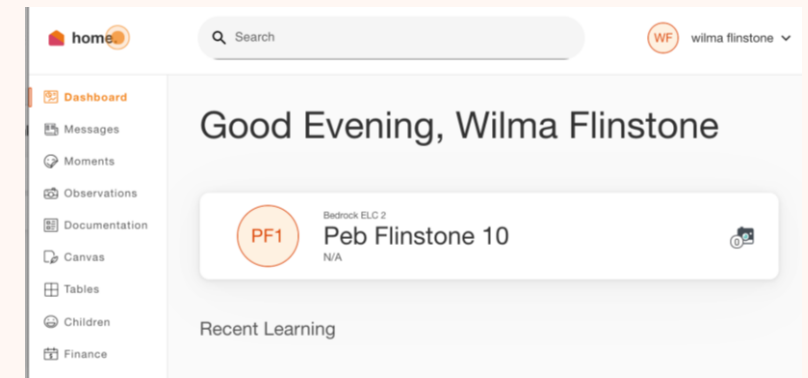
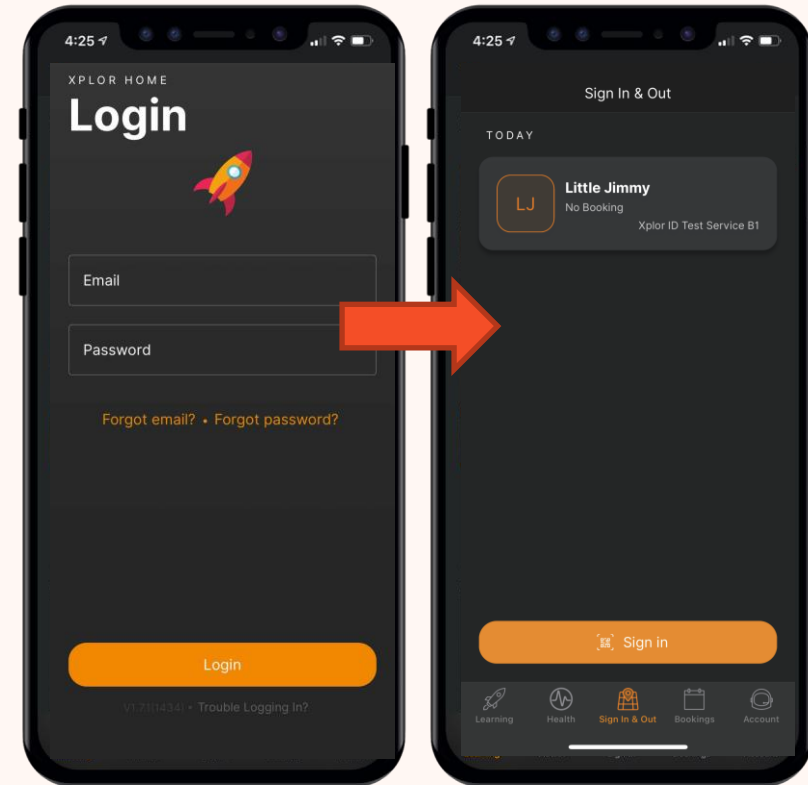
- 1 Download the **Home App** via the Google Play Store or Apple Store.



- 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!

XPLOR  
**Welcome**



Hi Wilma,



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[Create Account](#)

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SECURELY SIGN IN AT CARE

Learn to sign in your child with the [Home app](#) or using the [Xplor Hub](#)

×

**Welcome Wilma**



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

Email

[Finished](#)

# 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, log into your **Xplor Home App**
2. Navigate to **Account**
3. Select **Contact**
4. Select the **Child** you are wanting to add a contact to
5. Press the **+ADD** on the top right of the screen
6. Select either **Add Existing Contact** or **Add New Contact**
7. Fill out the Contact **details**.
8. Once completed, select **Send Invite**

## Contact Account Creation Steps

1. Contact will receive a Welcome email to **create password** 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

Contacts can sign your child in using the two options below.

**Option 1:** Use Mobile Number and PIN

**Option 2:** Email and password

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

