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**XPLOR WELCOME**

Welcome to the Bowen Street Community Centre.

After your child’s enrolment form has been processed, you will need to register with Xplor.

This quick start guide is designed to introduce you to start using Xplor.

Xplor is here to connect parents to their children and their educators on one automated platform.

Xplor has many features tailored to suit parents needs:

* Sign in and sign out children through the HUB at your service door;
* Keeps a record of who is coming and going from the service;
* Provides a feed of information about their child's activities throughout the day;
* It keeps a safe and secure record of a child's development, learning and educator observations;
* It provides easier communication between educators and parents, and maintains a record of this communication for future reference;
* Keeps a record of fees, payments, rebates and automates account statements;
* ...and so much more.

**STEP 1 - REGISTER WITH XPLOR**

If you have not received your welcome email please contact your centre manager and they can resend it to you. Only the centre can set up your account on Xplor.

Please check your junk folders if you haven't received the email.

Use the link in step 1 of the email to set your **password.**

The welcome email looks like this:

**1.Set up your password**

To begin using Xplor, you will first need to create your password

**2. Log into Xplor**

**STEP 2 - LOGGING IN TO THE PARENT WEB PORTAL**

Please go to: <https://home.myxplor.com/>

Your log in details are you **email address**and the **password** set through the link of the welcome email.

Here you can view:

* Observations, Documentation and Plans that your child is tagged in
* Your child profiles, including their health information, any Incident Records, the contact information your service has saved for them, and their digital CWA
* Your financial account statement
* Sign children in and out.