



## On-line Enrolment Procedure

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### On-line enrolments

If you have internet access please use this on-line enrolment method to complete your enrolment form, if you do not have internet access please ask for a hard copy of our enrolment form.

1. Type the address into your web browser's address bar for your service (or press Control + Click to follow the link)
  - Alpine View Children's Centre: <https://alpineviewacs.hubworks.com.au>
  - Bright Outside School Hours Care: <https://brightoshc.hubworks.com.au>
  - Lake View Children's Centre: <https://lakeviewacs.hubworks.com.au>
  - Mountain View Children's Centre: <https://mountainviewacs.hubworks.com.au>
  - Myrtleford Outside School Hours Care: <https://myrtlefordoshc.hubworks.com.au>
2. Tick the following option:
  - **CCS Centre-based Day Care** for Alpine View, Mountain View and Lake View Children's Centres
  - **CCS Outside School Hours Care** for Bright and Myrtleford Outside School Hours Care
3. Complete the form
4. Click on "Submit"

Once you click submit, you will receive a "Thank you..." response and if you have entered a legitimate email address, you will also be notified of your submission via email. Once the service has accepted, you will automatically receive your own login details so you can access your child/rens information online.

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### Once your child is enrolled

You may login using the same website address as noted previously and then click "Login" instead of "Enrol".

Your username and password allows you access to your child/ren only. Please note that you can change your password at any time.

Once you log into HubWorks! you can click on the 'gear' icon which reveals a drop-down list with the following options:

- "Home" - this will refresh the parent home page. It's also where you can look at your child's booking schedule, registration form and "Notes" is where you can email any messages to your service.
- "My Account" - the ability to change parent password. "Sign Out" - to log out and returned to your service's website.