

## 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

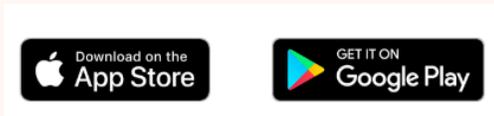
xploruser123+wilmaf@gmail.com

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.

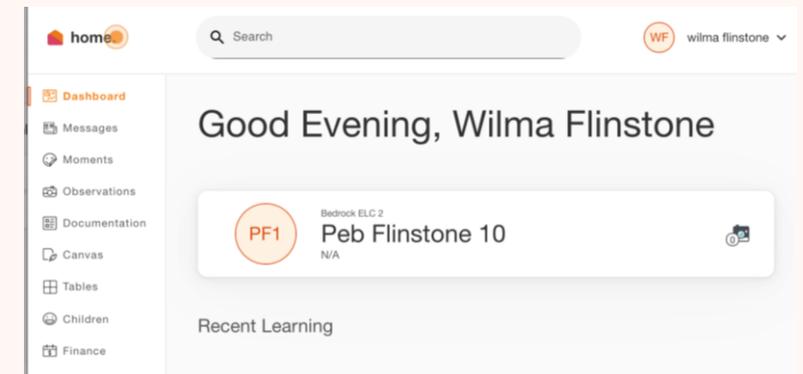
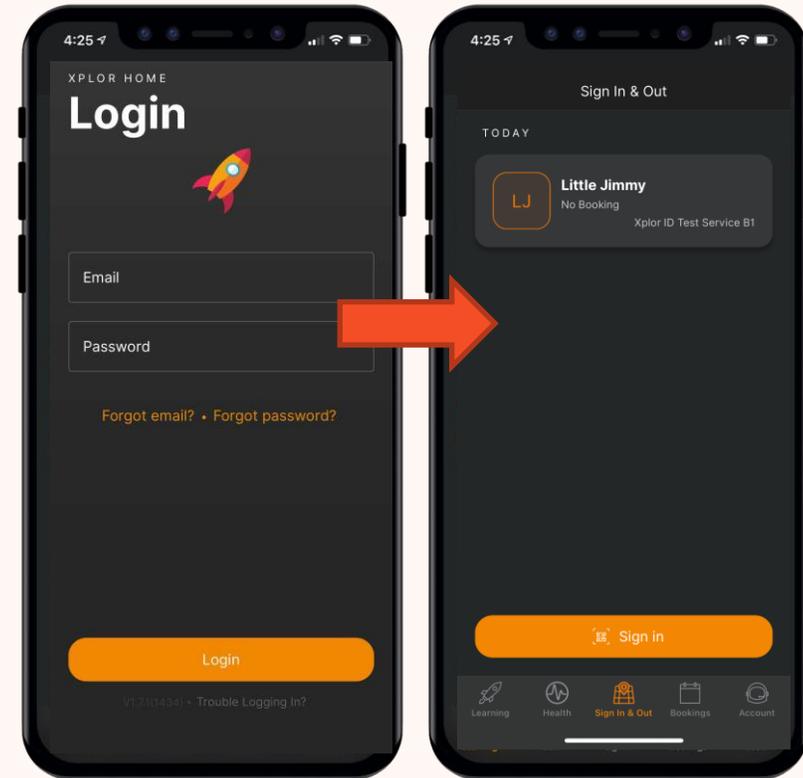


- 2 Login using your **Email & Password**.

- 3 **All Done!**

- 4 You can also log in any time on the Parent Home Web platform by going to [home.myxplor.com](https://home.myxplor.com).

- 5 See here for [Home App FAQs](#)



## 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



1

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[Create Account](#)

### What's next?

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SECURELY SIGN IN AT CARE

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×

# Welcome Wilma



2

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

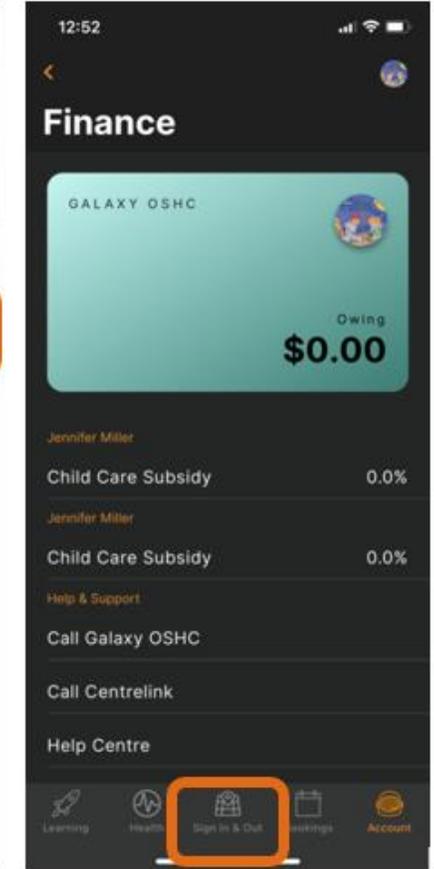
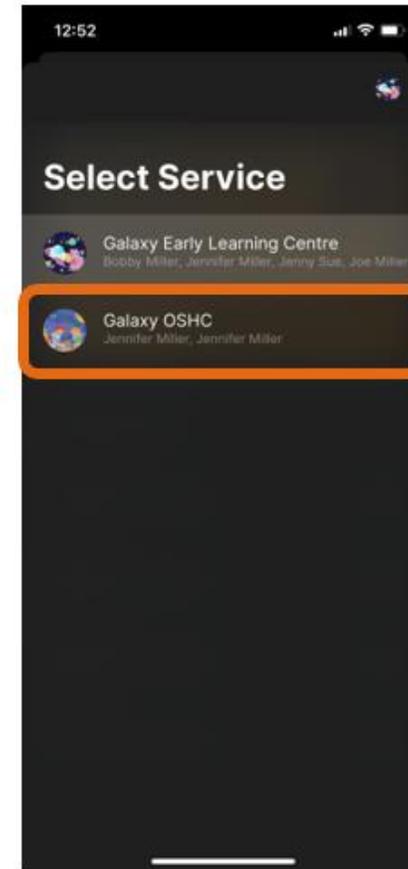
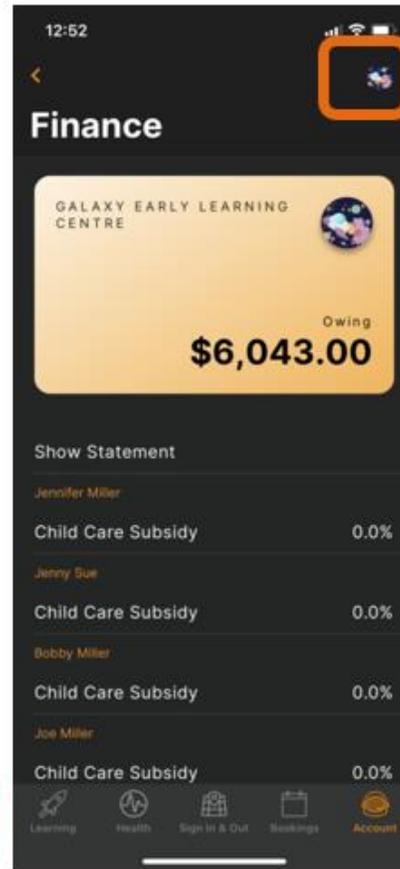
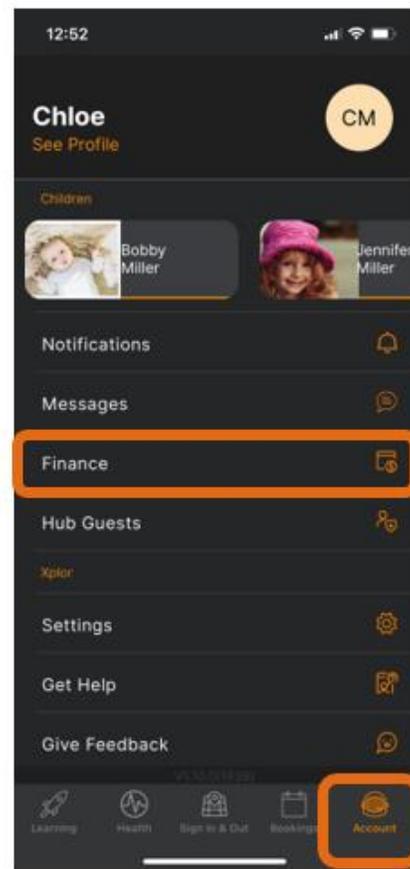
Email

[Finished](#)

## 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



# 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.

