



# Enrolment Assistance Guide

This guide will assist you in completing your online enrolment.

**NOTE:** Please fill out all required fields. (Required fields are marked by this symbol  once you have completed these fields, these will change to a green tick  )

## 1. Log In as Existing User / Create New User

1.1. If you have already created an iParentPortal account, Log In as Existing User, otherwise Create New User.



1.2. If creating a new user you will need to enter the details as below –

*Tip: Ensure this user account is the same as the parent that has been assessed for Child Care Subsidy.*

Please enter your details.

*First Name is empty.*

**First Name:**

**Last Name:**

**Email:**

**Create**

[Log in as existing user](#)

You will then receive a confirmation email. Please click on the link provided to confirm your email address and complete the process.

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## 2. Find a Place

2.1. To enrol your child/ren to a new OSHClub service select **Find a Place** from the top menu

The screenshot shows the top navigation bar of the website. The menu items are: General, Details, Payments, Bookings, MyGov, Find a Place, and iEnrol Status. The 'Find a Place' item is highlighted with a yellow box.

2.2. Search for your Service

**If you do not know the Service name (generally the same as the School name):**  
Slowly type in your postcode or suburb name, search and select from a drop-down list of services

The screenshot shows the 'Find a Place' form. The 'Find a Place' menu item is highlighted in the top bar. The form contains the following elements:

- A question: "Do you know the name of the Service you would like to enrol in?" with radio buttons for "Yes" and "No". The "No" button is highlighted with a red box.
- A section titled "What type of care does your Child require?" with checkboxes for "Before School Care", "After School Care", and "Vacation Care". This section is highlighted with a green box.
- A section titled "Select the suburb or postcode to display Services in your area." with a text input field containing "Mascot NSW 2020" and a "Search" button. This section is highlighted with a yellow box.
- A section titled "Add the details of the Child/Children you would like to enrol." with a dropdown menu set to "+ New Child" and three input fields for "\*Child's First Name", "\*Child's Last Name", and "\*Child's Date of Birth". This section is highlighted with a blue box.
- A button labeled "+ Add Another Child" and a "Submit" button at the bottom right.

If your **child is linked** to another Service you can select their name from the drop down list

If your **child is not linked** leave the selection as **+New Child** and enter the Child's First Name, Last Name and Date of Birth

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**If you do know the Service Name (generally the same as the School name):**  
Slowly type the name into the Service Name field and select

General Details Payments Bookings MyGov Find a Place iEnrol Status

Find a Place

Find a Place

Do you know the name of the Service you would like to enrol in?

Yes  No

Enter the Service name below to start searching, then select your Service from the list.

Service Name:

Add the details of the Child/Children you would like to enrol.

Select existing or add new details \*Child's First Name \*Child's Last Name \*Child's Date of Birth:

+ New Child ✓ [ ] [ ] [ ]

+ Add Another Child

Submit

If your **child is linked** to another Service you can select their name from the drop down list

If your **child is not linked** leave the selection as **+New Child** and enter the Child's First Name, Last Name and Date of Birth


*Tip: Please make sure you enter your child's date of birth correctly to avoid any delay in receiving Child Care Subsidy.*

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## 3. Finalise Waiting List Entries

3.1. After selecting **Submit** this will load a form for you to complete to register your interest in attending the Service.

**Please note:** This is **not** your enrolment form. Your enrolment form can only be filled out once the service offers you a place.



### Finalise Waiting List Entries

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**Guardian Details**

If eligible for Child Care Subsidy (CCS), please ensure the Guardian Details on this waitlist form are completed in the name of the Guardian who is or will be assessed by Centrelink.

<b>First Name:</b> <input type="text" value="Fake"/> ✓	<b>Last Name:</b> <input type="text" value="Parent"/> ✓
<b>Email:</b> <input type="text" value="fakeparent@primaryoshcare.com.au"/> ✓	<b>*Phone (Mobile Preferred):</b> <input type="text" value="0400 000 000"/> ✓
<b>Gender:</b> <input type="text" value="Female"/> ✓	

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**Address Details**

<b>Address Line 1:</b> <input type="text" value="123 Fake Street"/> ✓	<b>Address Line 2:</b> <input type="text" value=""/> ✓
<b>Country:</b> <input type="text" value="Australia"/> ✓	<b>Suburb:</b> <input type="text" value="Sydney"/> ✓
<b>Postcode:</b> <input type="text" value="2001"/> ✓	<b>State:</b> <input type="text" value="NSW"/> ✓

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**Child Details**

<b>First Name:</b> <input type="text" value="Test"/> ✓	<b>Last Name:</b> <input type="text" value="2"/> ✓
<b>Gender:</b> <input type="text" value="Male"/> ✓	
<b>Date of Birth:</b> <input type="text" value="03-Mar-2014 Mon"/> ✓	

Your details will automatically populate based on the information you registered your account with.

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**Priority of Access – Childcare only:**  
3

**Before School** **After School** **Vacation**

Marie Bashir OSHC

**\*Program:**  
Before School Care (29-Jan-2019 to 20-Dec-2019)

Book at a later date

Leave **Priority of Access** as 3

Select the required care type/s by selecting the relevant tab and ticking the box next to the Service name

From the Program drop down list, select the session type you would like to book into - Before School Care, After School Care or Vacation Care

Please select the date you would like your bookings to start. Once your Enrolment Offer has been accepted, bookings will be created from this date

**\*Booking Start Date:**  
15-Oct-2019 Tue

**\*Booking End Date:**  
20-Dec-2019 Fri

**For casual bookings or to book at a later date:**  
Select the Book at a later date checkbox and continue to the terms and conditions.

**Days:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Week 1**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**To book recurring sessions:**  
Select the time frame and the days you require each week. Repeat these steps for Before School, After School and Vacation Care as required.

**Notes:**

**Waitlisted Services:**  
[Marie Bashir OSHC](#)

**I acknowledge/agree that:**

- I understand that the information I have provided will be used for the purposes of being considered for a place at Marie Bashir OSHC and may be used for statistical purposes.
- By completing this waiting list application, it does not guarantee nor confirm placement for my child at Marie Bashir OSHC.

I acknowledge that I have read and understand the information above.

After reading the **terms and conditions** tick the checkbox and **Submit** your Waiting List Entry.

3.2. After submitting your Waitlist Entry, the request will be sent to the service to assess. If they have available spaces, the service will offer a place and you will be able to complete the Enrolment Form.