

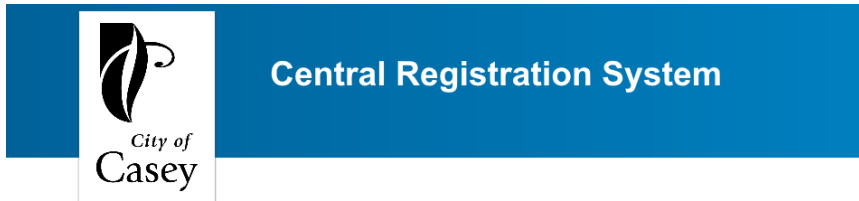
# REGISTERING YOUR CHILD FOR 4 YEAR OLD KINDERGARTEN

You will need to create and set up an account in order to register for kindergarten via the parent portal

**Please follow the steps below to set up your portal account and register your child for kindergarten**

## STEP 1

CREATE AND SET UP A PORTAL ACCOUNT



**Creating an Account**  
Click 'Create New Account'

Login

The screenshot shows the 'Kinder Enrol Login' form. It has two input fields: 'Email' and 'Password'. There is a 'Login' button next to the password field and a 'Forgot Password?' link below it. To the right of the form is a box with the text 'If you don't already have an account you can create one now.' and a 'Create New Account' button. An arrow points from the 'Create New Account' button in the text to the right towards the 'Create New Account' button in the form.

Contact council if you believe an account should already exist but you don't have the details.



**Account Information**  
Enter your details in the required fields

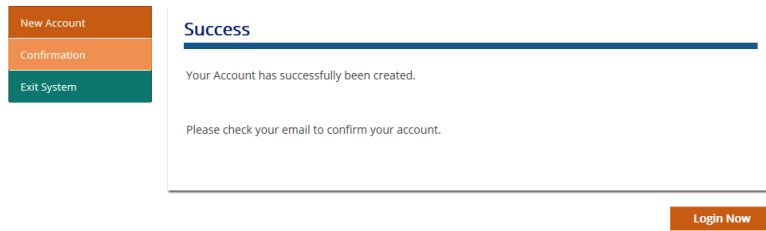
**Please note:** all fields marked with an \* must be completed

New Account

The screenshot shows the 'Account Information' form. On the left is a sidebar with three buttons: 'New Account' (highlighted in orange), 'Confirmation' (grey), and 'Exit System' (green). The main form area has the title 'Account Information' and the instruction 'Please enter your details'. It contains several input fields: 'First Name\*', 'Last Name\*', 'Date of Birth\*', 'Home Phone' (with 'Work' label), 'Mobile' (with 'Fax' label), 'Email\*', and 'Confirm Email\*'. Below the form are two buttons: 'Cancel' and 'Create Account'. An arrow points from the 'Create Account' button in the text to the right towards the 'Create Account' button in the form.

Click **CREATE ACCOUNT** to continue, this will send an activation email to your nominated email address which will contain a temporary password.

## Confirmation

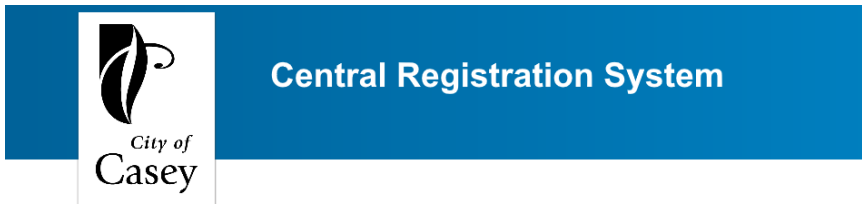


The screenshot shows a confirmation page with a sidebar on the left containing three buttons: 'New Account' (orange), 'Confirmation' (orange), and 'Exit System' (green). The main content area has a blue header with the word 'Success' and a horizontal line. Below the header, the text reads: 'Your Account has successfully been created.' and 'Please check your email to confirm your account.' At the bottom right of the main content area, there is an orange button labeled 'Login Now'.

## Account Creation Confirmation

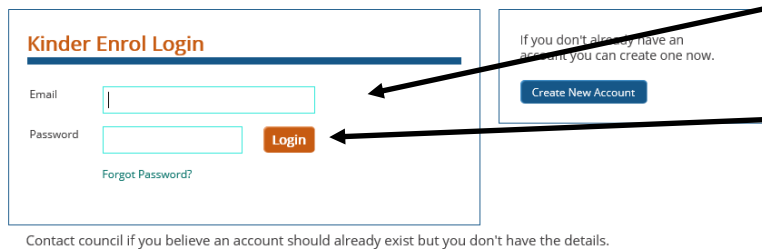
Once you have successfully created your portal account you will receive this notification.

You can **Exit** this page as you will be prompted to login from the link in your activation email.



Log into your email account and find the activation email. Click the link in the email, this will take you back to the main login screen as shown here.

## Login

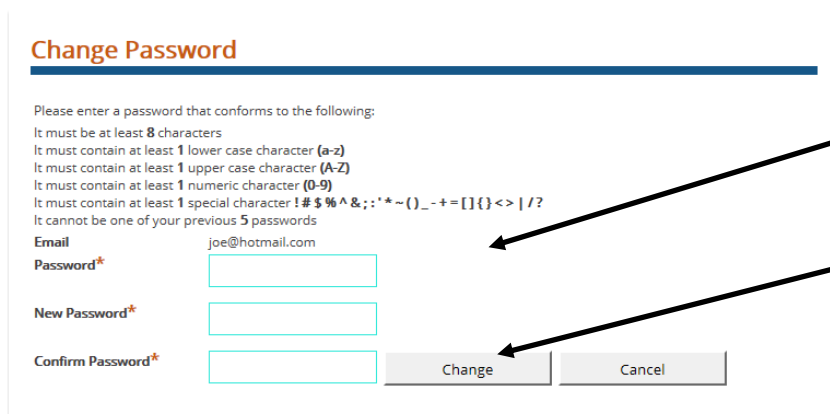


The screenshot shows the 'Kinder Enrol Login' form. It has a blue header with the title 'Kinder Enrol Login'. Below the header, there are two input fields: 'Email' and 'Password'. The 'Password' field has an orange 'Login' button to its right. Below the 'Password' field is a link that says 'Forgot Password?'. To the right of the main form is a separate box with the text: 'If you don't already have an account you can create one now.' and a blue button labeled 'Create New Account'. At the bottom of the page, there is a small note: 'Contact council if you believe an account should already exist but you don't have the details.'

Enter your email address and the temporary password from the activation email in this section

Click **LOGIN** to proceed to the next step

## Change Password Logged In: joe blogs (joe@hotmail.com)



The screenshot shows the 'Change Password' form. It has a blue header with the title 'Change Password'. Below the header, there is a list of password requirements: 'Please enter a password that conforms to the following: It must be at least 8 characters, It must contain at least 1 lower case character (a-z), It must contain at least 1 upper case character (A-Z), It must contain at least 1 numeric character (0-9), It must contain at least 1 special character !#\$%^&;:\*~()\_-+=[]{}<>|/? It cannot be one of your previous 5 passwords'. Below the requirements, there are three input fields: 'Email' (pre-filled with 'joe@hotmail.com'), 'Password\*' (with an asterisk), 'New Password\*' (with an asterisk), and 'Confirm Password\*' (with an asterisk). At the bottom right of the form are two buttons: 'Change' and 'Cancel'.

You will now be taken to the **Change Password** page

Enter a new password, ensuring this has a minimum of 8 characters and includes each of the required values stated

Click **CHANGE** to confirm and continue. Your account is now set up and the next step will be to complete your profile.

## STEP 2

COMPLETE YOUR PROFILE BY ENTERING YOUR PERSONAL DETAILS

Complete Profile Logged In:

The screenshot shows a 'Complete Profile' form with several sections: 'Parent Information', 'Current Residential Address', 'Postal Address', and 'Additional Information'. The 'Parent Information' section includes fields for Email, Name, Date of Birth (19/12/1973), Tel, Mobile, Work, and Fax, with a 'Change Email' button. The 'Current Residential Address' section has an 'Edit Address' button. The 'Postal Address' section has 'Edit Address' and 'Residential' buttons. The 'Additional Information' section includes dropdowns for 'Country of Origin' (Australia) and 'Language Spoken at Home' (English), and a radio button for 'Do you require an interpreter?' (No is selected). At the bottom are 'Exit' and 'Next' buttons. Arrows point from text annotations to the 'Edit Address' and 'Residential' buttons, and the 'Next' button.

### Parent Information

Fill in each of the fields with your details.

### Current Residential Address

Click **Edit Address** to complete this section

### Postal Address

If your postal address is the same as your residential address, click **Residential**.

If your postal address is different to your residential address, click **Edit Address** and enter your postal address

Click **NEXT** to continue, this will take you to the **Home Screen**

The screenshot shows the 'Home Screen' of the 'Central Registration System' for the 'City of Casey'. It features a navigation menu on the left with 'Register a Child', 'Change Profile', 'Change Password', and 'Logout'. The main content area has a 'Parent/Guardian: Test TEST' header. Below are two sections: 'Children' and 'Applications'. The 'Children' section has a table with columns 'Name', 'Date of Birth (Age)', and 'Services', and a message 'Currently no children have been registered.' The 'Applications' section has a table with columns 'Application', 'Name', 'Status', and 'Modified', and a message 'Currently no applications are pending.' Arrows point from text annotations to the 'Children' and 'Applications' sections.

### The Home Screen

#### Children section

This section will show the children who are listed under your account

#### Applications section

This section will show applications that you undertake; such as updating your details. It also shows the status of those applications.

### STEP 3

## REGISTER YOUR CHILD FOR THE 4 YEAR OLD FUNDED KINDERGARTEN PROGRAM

Home Parent/Guardian: Test TEST

Register a Child  
Change Profile  
Change Password  
Logout

### Children

Name	Date of Birth (Age)	Services
Currently no children have been registered		

### Applications

Application	Name	Status	Modified
Currently no applications are pending.			

### The Home Screen

From the home screen, click **Register a Child** to begin the registration process

Child Details  
Parent/Guardian Details  
Register for Services  
Circumstances  
Attachments  
Application Summary  
Exit Application

### Child Details

Child's First Name\* Test

Child's Last Name\* TEST

Child's Gender\* Female

Date of Birth\* 14/01/2015

Country of Birth Australia

Cultural Background

Next >

### Child Details

Enter your child's details, then click **NEXT**

Child Details  
Parent/Guardian Details  
Register for Services  
Circumstances  
Attachments  
Application Summary  
Save and Exit

### Parent/Guardian Information

Note: To change your name, address and contact numbers please update your profile.

Name Test TEST

Date of Birth 17/12/1972

Current Residential Address 2 Patrick Northeast Drive NARRE WARREN 3805

Postal Address 2 Patrick Northeast Drive NARRE WARREN 3805

Phone Contact M: 00-0012-3123

Relationship to Child\* Mother

Country of Origin\* Australia

Preferred Language\* English

Do you require an interpreter?  Yes  No

### Second Parent/Guardian Information

Do you want to add a Second Parent/Guardian on this registration?  Yes  No

< Previous Next >

### Parent/Guardian Information

Enter your details, then click **NEXT**.

You can add a second parent by ticking 'yes' here

**Please note:** we can only discuss details of a registration to parents/guardians who are listed

- Child Details
- Parent/Guardian Details
- Register for Services
- Attachments
- Application Summary
- Exit Application

### Service Registration

You can register for services from this page. Note: You must select at least one service to register your child.

Click the button below to apply for a service, that is, to choose or change a preschool preference.

**Please note:** This registration will only be complete, and submitted to Council, after you have completed all relevant sections for your child/family circumstances and uploaded any relevant documents. Please read through the questions carefully

Register for 3 yo Kindergarten  
Register for 4yo Kindergarten

Apply  
Apply

< Previous      Next >

### Service Registration

Click **Apply** to select your kindergarten preferences for 4yo kindergarten, then click **NEXT**

From here you will be taken to the **Service Preferences** page to select your preferred kindergarten services.

- Child Details
- Parent/Guardian Details
- Register for Services
- Circumstances
- Attachments
- Application Summary
- Exit Application

### 4yo Kindergarten

Specify the year for which you will be requiring the service. Note that the child must be 4 years old on 30 April of that year to be eligible for the service.

Year Attending  Age when attending: 5y 3m

The box on the left shows the list of participating Centres. Drag your preferred Centres from the box on the left to the Selected Centres box on the right. Arrange the Selected Centres in order of preference so your preferred Centre is at the top of the list, and the second preferred Centre second in the list, and so on. Do this by dragging the names in the Selected Centres box into your preferred order.

You must select at least 1 Centre, and no more than 10 Centres

#### Centres

- Autumn Place Kindergarten
- Berwick Kindergarten
- Botanic Ridge School Site (due to open 2020)
- Bowen Street Kindergarten
- Bridgewater Kindergarten
- Carlisle Park Kindergarten
- Chalcot Lodge Kindergarten
- Clarendon Street Kindergarten

#### Selected Centres

- Allara Kindergarten
- Arbourlea Kindergarten
- Botanic Ridge Interim Kindergarten
- Brentwood Park Kindergarten

### Service Preferences

The **Year Attending** shows your child's eligible year for kindergarten

The **Centres** column lists the kindergartens available to choose from

The **Selected Centres** column lists your preferred kindergartens

To **ADD** a kindergarten click and drag it from the left column to the right column

To **REMOVE** a preferred kindergarten click and drag it from the right to the left column.

Click **NEXT** at the bottom of the screen

- Child Details
- Parent/Guardian Details
- Register for Services
- Circumstances
- Attachments
- Application Summary
- Exit Application

### Service Registration

You can register for services from this page. Note: You must select at least one service to register your child.

Click the button below to apply for a service, that is, to choose or change a preschool preference.

**Please note:** This registration will only be complete, and submitted to Council, after you have completed all relevant sections for your child/family circumstances and uploaded any relevant documents. Please read through the questions carefully

Register for 4yo Kindergarten

Change

< Previous      Next >

### Service Registration

You will return to the **Service Registration** page after selecting your preferences.

Click **NEXT** to continue

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

## Circumstances

Answer all questions carefully, filling in any details as required. If you wish to upload a document supporting a response you can do this during the next step.

### Application

#### Residency Status

- I am a resident of the City of Casey
- I am going to be a future resident of the City of Casey
- I am NOT a resident of the City of Casey

Is your child of Aboriginal or Torres Strait Islander descent?  
 You will have your registration fee waived if your child identifies as Aboriginal or Torres Strait Islander descent.

- Yes
- No

Have you been supported by an agency (for example Child First or Child Protection), Enhanced Maternal Child Health Nurse, or Supported Playgroup Officer?  
 You may have your registration fee waived if your registration has been supported by an approved agency.

- Yes
- No

If you answered "yes" please provide the following information

Name of professional who supported this registration:

Role of this person:

Contact number for this person:

\*

## Circumstances

Dependent on the age of your child, there will be a series of questions that you will need to answer in this section.

If your child is due to attend kindergarten in the following year, you will need to answer all of the questions.

Once you have finished answering the questions click **NEXT** at the bottom of the screen.

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

## Attachments

### Upload Supporting Documents

Upload additional documents that may support your application

**Please submit proof of birth documentation**, we accept the following documents:

- Birth Certificate or certified extract
- Newborn Child Declaration
- Australian Government Documents that verify the child's name and date of birth, such as passport, immunisation history statement

You may still submit continue through this registration page without uploading a document. We will contact you via email to collect supporting documentation. Your registration will not be finalised until this is provided.

Upload additional documents that may support your application

#### Upload Supporting Documents

Proof of Birth	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
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Document Type

File Name

Currently no documents have been uploaded.

## Attachments Page

This is where documents need to be uploaded; such as proof of birth, concession card, or visa documentation.

Select the type of document to be uploaded,

Click **Browse** to find the attachment

Click **Upload**,

Click **NEXT**.

**Please note:** if you tick that you have proof of birth documentation for your child under the circumstances section, you will not be able to proceed further here without uploading any documents. You can exit and come back to this later if you do not have the documentation with you.

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

## Application Summary

Please review the following information to ensure its validity before submitting.

**Once you complete this page and submit, it will take up to 10 business days for the changes to be processed and for it to then show in your Portal.**

### Application Details

Application Type	Update Registration
Application Reference	UEKGC8MQ4
Name	Test TEST

### Parent / Guardian

Parent	Details	Contact Methods
Test TEST DoB: 17/12/1972 Mother	Country of Origin: Australia Language: English (Interpreter not requested)	Address: 2 Patrick Northeast Drive, NARRE WARREN 3805 Postal: 2 Patrick Northeast Drive, NARRE WARREN 3805 Mobile: 00-0012-3123 Email: test@test

## Application Summary

This provides a summary of the information that you have provided before clicking **SUBMIT** at the bottom of the screen

## Declaration

*I declare that the information provided in this application is true and correct to the best of my knowledge.*

*I understand that this form is a legal document and penalties exist for providing false or misleading information.*

First Name

Last Name

Relationship to Child

### Privacy Statement

*The information on this form will be collated on a database, to assist with the forward planning of groups at kindergartens.*

*The City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website [www.casey.vic.gov.au](http://www.casey.vic.gov.au) and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website [www.casey.vic.gov.au](http://www.casey.vic.gov.au) or by calling on 9705 5200.*

*The information sought through this Registration Form will only be used by the City of Casey in conjunction with the Department of Education and Training and the Service Provider for the purposes of your child's kindergarten placement and future planning.*

Previous

Submit

## Declaration

Complete the declaration and click **SUBMIT**

Once you have submitted the registration you will be sent a confirmation email. If you do not receive a confirmation email then the registration has not been successfully submitted.

## WHAT HAPPENS NEXT?

Your registration will be received by the Kindergarten Enrolment and Planning team. Once the registration has been processed by the team, you will receive the below email confirming that your child has been placed on the waiting list. Your child can only be considered for a kindergarten place if they have been placed on the waiting list.

This email is to confirm that your kindergarten registration for [Your child's full name](#) born [Child's DOB](#) to attend in [Year attending](#) has now been processed by the Kindergarten Enrolment and Planning Team.

The next step from here will be a request from our team to update or confirm your details in your portal account. This will be sent out in April of the year prior to when your child is due to attend kindergarten.

If you need to update any of your details please log in to your portal account.

If you have any questions please contact Kindergarten Enrolments on [kinderenrolment@casey.vic.gov.au](mailto:kinderenrolment@casey.vic.gov.au) or 9705 5200.

Kind regards

**Kindergarten Enrolments and Planning**