Campus Life Children’s Services offers families the opportunity to maintain your children’s enrolment information for Gumnut Cottage, Banksia Cottage and Vacation Care.

Once your child is registered or has been accepted into one of our centres you will receive your individual login details for Hubworks! via email.

To Logon to Hubworks!

1. Go to
   - https://mqvac.hubworks.com.au - Vacation Care

   The logon screen is shown for Vacation Care – it will look the same for Banksia Cottage and Gumnut Cottage.

2. Click on Login (Not Enrol)

Enter Hubworks! Login id and password sent to you via email from Hubworks!
If you see another screen which looks like this simply repeat the login process.

3. When you have logged on successfully your child/ren’s name/s will be displayed similar to this.

4. Change your password
   - Click on the Cog icon to open the My Account menu where you change your password.
HUBWORKS AND HUBDEBIT USER GUIDE

Please keep these details in a secure place as you will need to use them to update your family information.

**To review and update Enrolment Details:**

Click on the drop down arrow on the right of your child’s name on the green name bar to display your family details.

If your child’s enrolment has been formalised you will see all of your CCB information at the top of the screen, along with the dates of his/her current enrolment. If your child’s enrolment has not been formalised then all CCB information will be shown as “Unknown”.

**Use the following to review or edit information:**

- **Past attendances** – View your child’s attendance at this Centre.
- **Fees** - View the fees charged, payments made, subsidy payments etc. You can also create a statement or invoice at the end of a period when any CCB/CCR has been processed.
- **Schedule** – Check the days your child has been booked into care. Gumnut and Banksia families cannot change this information so please contact the Centre if this is incorrect. Vacation Care families are able to use this to book in their required days prior to each Vacation Care period. Steps on how to book in are detailed on the next page.
- **Enrolment Form** – Check and update your child’s enrolment information.

Please check that all telephone numbers, email addresses, etc are correct and up-to-date and make any corrections. The Centre will automatically be notified of these changes.

This is a generic Hubworks! enrolment form so not all items are relevant to our centres. Specifically, the only payment option is direct debit via Hubdebit registration, unless you are a Macquarie University staff member who may choose to salary sacrifice.

Your child’s Immunisation Summary is still required to be kept on file at the Centre. If you update this section in Hubworks! you must provide an updated Immunisation Summary to the Centre.

Once you have finished, make sure you scroll to the bottom of the screen and **click UPDATE** to save your changes.

**Notes** - Use this tab to enter any additional notes you would like to see.
Vacation Care Bookings

Our Vacation Care service offers families the opportunity to submit bookings for the upcoming Vacation Care period online through Hubworks.

Log in to Hubworks

When you have logged on successfully your child/ren’s name/s will be displayed.

Click on the child’s name you wish to book in.

Select **Schedule** on the Menu Bar

Click on the calendar icon on the left of the screen and select the Monday of the first week you wish to book into.

Click on the day/s you require in that week. On top right of screen select **Never** as the Repeat option.

If you make a mistake and wish to change the days, click on the day that you want to remove and click **Delete**. Do this for each day that is incorrect.

Click **Save**. For subsequent weeks, repeat this process by selecting the correct Monday on the calendar icon.

Repeat this process for each child.

You can check the bookings by selecting the week using the calendar icon. Yellow columns appear on the days you are booked in for.

**Note:** The online booking facility will only be available **prior** to Vacation Care commencing. Once Vacation Care is operating, any changes must be made by the administrators.

Any incursion or excursion costs will be added by the administrators once they receive the alert that you have submitted your booking.
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Hubdebit

Guide for New Families (where a log in has not been provided)

- New parent to click enrol
- Enrolment form page will be seen on screen
- Parent to fill in the information on the enrolment form
- Scroll down to Direct Debit Request Section
- Parent tick that you agree to payment conditions then you will be asked your preferred payment method – either Direct Debit or Credit Card and then complete details as required
- Once all details are complete, click submit at the bottom of the enrolment form
- Once this information is submitted the centre will be notified you have completed your payment set up

Guide for Existing Families (where a log in has been provided)

- Login using user name and password
- Select the child and go to Enrolment Form tab
- Scroll down to Direct Debit Request Section
- Parent tick that you agree to payment conditions then you will be asked your preferred payment method – either Direct Debit or Credit Card, and then complete details as required
- Once all details are complete, click submit at the bottom of the Enrolment Form
- The Service will receive a message that the payment method has been updated.
- To check your details or make an additional payment:
  - Click on the Cog icon at the top right of the screen to open the menu and select Hubdebit Payment Method
  - Current payment method and your information will be seen on screen
    - Update details as required
    - Whilst payments will normally be set up automatically by the centre administrator, there is the option within this menu for parents to make one off payments to their account
    - Enter the amount and enter the date to process, then click ADD
Once that is completed the Centre will receive a message that a payment has been received from the parent portal and/or that the payment method has been updated.

At any time you may change your payment choice, ie whether your payment is deducted from your designated bank account or credit card. If you provide details for both credit card and bank account please advise the Centre which is the default option to ensure the payment is deducted from the correct account.

You can also watch a short video which provides further guidance for using Hubdebit by clicking on the following link:

http://vimeo.com/106557485

Any problems? Let us know by emailing childrensservices@mq.edu.au stating the centre/s your child/ren currently attends and the issue, or speak with the Administration Officer at your Centre.