

LITTLE FEATS OOSHC ONLINE ENROLLMENT GUIDE



- If you have internet access, please use this on-line enrollment method to complete your enrolment form.
- If you do not have internet access, you can get a copy of our enrollment form in a number of ways:
 - Download a copy from our website (located in the FORMS section)
 - Email info@littlefeats.com.au and we can email you copy; OR
 - Copies are available at the Service in our Family Information book located at the Sign In/Out desk

**NOTE: ALL DETAILS WITHIN THE ENROLLMENT FORM (both online and hard copy) MUST BE COMPLETED
FAILURE TO PROVIDE ALL RELEVANT DETAILS WILL DELAY YOUR CHILD'S ENROLLMENT**

1. Go to the [How to Enrol](#) section of our website and click the link to access HubWorks.
Should this link not work for any reason, copy & paste the following address into your web browser <https://littlefeats.hubworks.com.au/> and Bookmark it for future reference.
2. Click on "Enrol"
3. Complete the form in full and click "Submit"
4. Once you submit the enrollment form, you will receive an automated email advising you that your enrollment has been submitted. Once your child's enrollment has been accepted, you will automatically receive your own login details. **Make sure that you use the login details from the most recent email you received.** This will allow you to access your child/rens information online.
5. Once your child is enrolled, you may login using the same website address (<https://littlefeats.hubworks.com.au/>) and click "LOG IN" instead of "Enrol".

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

Once you log into HubWorks! you can click on the icon at the top right of the screen, which reveals a drop-down list with options for your account such as: refresh the parent home page; look at your child's booking schedule, registration form etc; the ability to change parent password & Sign Out.

NOTE: Only 1 Parent/Guardian is allocated a CRN by Centrelink.

When filling in parent details, PLEASE ENSURE that Parent 1 in the enrollment form is the Parent that is assigned the CRN number (i.e. the person claiming the rebate).

Should you have any questions regarding HubWorks! please contact Angelique for assistance via email info@littlefeats.com.au OR by telephone 0498 54 88 53