



How to View the Enrolment Status in the Child Care Provider Entry Point (PEP)

Before You Begin

To view enrolments status details, you will need to be a CCS approved provider (i.e. the transition workflow has been completed), and the person viewing the enrolments must be linked to the CCS organisation as one of the key personnel. Persons with provider management control, day-to-day operational responsibility of a service, or service contact can view enrolments.

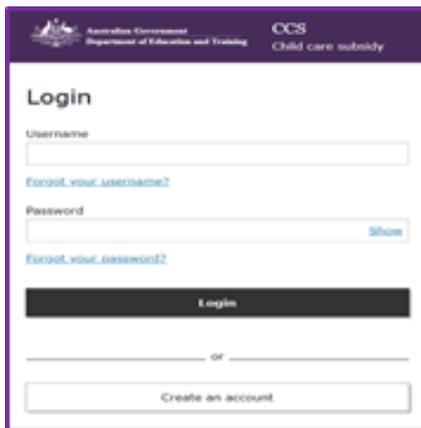
To Begin

Navigate to education.gov.au/child-care-providers and click on the Provider Entry Point (PEP) icon to access the login page.



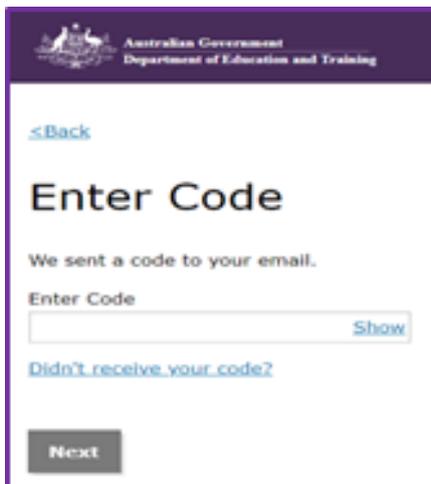
Enter your PRODA Username and Password and click 'Login'.

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The screenshot shows the login page for the CCS (Child Care Subsidy) system. At the top, it displays the Australian Government logo and the text 'Department of Education and Training' and 'CCS Child care subsidy'. The main heading is 'Login'. Below this, there are two input fields: 'Username' and 'Password'. The 'Username' field has a link 'Forgot your username?' below it. The 'Password' field has a 'Show' button to its right and a link 'Forgot your password?' below it. A black 'Login' button is positioned below the password field. At the bottom, there is a horizontal line with the word 'or' in the center, and a 'Create an account' button below it.

Enter the **PRODA Passcode** received via SMS or email and commence the **CCS online Transition Form** process outlined.



The screenshot shows the 'Enter Code' page. At the top, it displays the Australian Government logo and the text 'Department of Education and Training'. A '<Back' link is at the top left. The main heading is 'Enter Code'. Below this, it says 'We sent a code to your email.' There is an 'Enter Code' input field with a 'Show' button to its right. Below the input field is a link 'Didn't receive your code?'. At the bottom, there is a black 'Next' button.

Once you have completed your online Transition Form, you will be able to log in to the Provider Entry Point (PEP) and view the enrolment details of your transitioned families. Because transitioning families are asked to confirm any current enrolments as part of their 'call to action' process, the 'Enrolment Status' field in the PEP will allow you to identify families who have completed their call to action, or who still need to action their Child Care Subsidy assessment or claim. You may wish to encourage or support these families to take action now so that their Child Care Subsidy and Additional Child Care Subsidy entitlements can be paid to you as provider on their behalf from 2 July 2018.

The following screen shots step out the process you need to follow to navigate through the screens to view enrolment status information for your service.

Step 1

From the Provider and Service context page select the service you wish to query

Australian Government
Department of Education and Training

User name
Person ID: 0140456724

Select Child Care Context

Please select or search for the Child Care context for the Provider Entry Point.

Enter search text...

Business Name	Business Type	ABN	Address	Actions
Example Provider Name 1	Provider	11 222 333 444	SUBURB STATE 0000	Select
Example Service Name 1	Service		SUBURB STATE 0000	Select
Example Provider Name 2	Provider	11 222 333 555	SUBURB STATE 0001	Select
Example Service Name 2	Service		SUBURB STATE 0001	Select
Example Provider Name 3	Provider	11 222 333 666	SUBURB STATE 0002	Select
Test Service Name2	Service		SUBURB STATE 0002	Select

Select the service you wish to query

Step 2

From Service landing page click the Enrolments 'More details' button

Australian Government
Department of Education and Training

Example Provider Name 3
Test Service Name2 (Change)

User name
Person ID: 0140456724

Sessions
Create, vary/substitute or withdraw session reports
More details >

Manage Details
Update, add or remove details about the Provider and/or Provider Services and Personnel
More details >

Additional Child Care Subsidy
For a child identified as being at risk, create, edit and renew certificates and determinations
More details >

My Inbox
View received correspondence and notification messages
More details >

Enrolments
Create, view and edit child enrolments
More details >

Click 'More details' to see enrolment information for your service.

Step 3

Enrolment summary page with enrolment status displayed

The screenshot displays the 'Enrolment / Enrolment Notice/s' page. At the top, there is a header with the Australian Government logo, 'Example Provider Name 3', and user information: 'User name Person ID: 0140456724'. Below the header, there are navigation links for 'New Enrolment Notice' and 'Return Home'. The main content is a table of enrolments:

Enrolment ID	Child's Name	Child's Age	Claimant's Name	Enrolment Status	
E8000016156	SADF asdf	DOB not provided!		Disputed	Select
E8000016157	FFF ddf	DOB not provided!	KKKK jkkk	Pending Confirmation	Select
E8000016158	FFF ddf	DOB not provided!		Confirmed	Select
E8000016160	SDFSDF sdfsdf	2 months		Received	Select

A callout box with a yellow border points to the 'Pending Confirmation' status in the table, containing the text: 'Details will appear in the following screen when you select a child with a pending confirmation enrolment status.'

Enrolments (either active or formal at 31 March 2018) for the service will list on the **Enrolment Notice/s** screen. The most recent status of the enrolment will appear. From this list you can view the status of each enrolment:

- **Pending confirmation** – the claimant has not completed their call to action. The enrolment needs to be confirmed before CCS can be paid.
- **Confirmed** – the claimant has completed their call to action and confirmed the enrolment details.
- **Disputed** – the claimant has completed their call to action, however they disagreed with one or more details contained in the enrolment. The enrolment needs to be updated by the provider/service. Once it is updated, it will go back to the claimant to confirm.
- **Received** – the enrolment has been entered into the system, however, the child and/or parent CRN details are either missing or incorrect. No CCS will be paid until the correct CRN details of the child and claimant are entered in the enrolment.
- **Rejected** – the parent has indicated the child is not enrolled at this service. A rejected enrolment will not be able to be updated – if the parent rejected the enrolment in error, you will need to contact the Helpdesk to have it restored.

Step 4

The enrolment detail page also has the enrolment status displayed. This page appears if you select an individual enrolment from the list of Enrolment Notices in the summary page.

The screenshot shows the following details:

- Header:** Australia Government, Department of Education and Training, Example Provider Name 3, Test Service Name2 (Change), User name: Person ID: 0140456724, Logout
- Breadcrumbs:** Enrolment / Enrolment Notice/s
- Fields:**
 - Child's Name: FFF ddf
 - Child's CRN: [Redacted]
 - Child's Age: DOB not provided!
 - Enrolment ID: E8000016157
 - Claimant's Name: KKKK ikkk
 - Claimant's CRN: [Redacted]
- Table:**

Notice type	Arrangement type	Start date	End date	Enrolment status	Actions
	CWA	01/03/2018		Pending Confirmation	Actions
- Buttons:** Back, Return Home

Need Help?

- Further Task Cards and other FAQs are available at education.gov.au/child-care-providers to assist with updating contact details, hours of operation, fees and inclusions, enrolments using the PEP. Contact your Child Care Software Provider for guidance material if using Child Care Software.
- You can contact the Child Care Management System (CCMS) Helpdesk on 1300 667 276 between 9am and 5.30pm Monday to Friday (Australian Eastern Standard Time) if you would like more assistance.