



# Child Care Software and activation codes

This task card explains how to obtain your child care software activation code if the code has expired, or you have misplaced or lost your code since completing the Child Care Subsidy online Transition Form.

This task card also describes how to request an additional activation code when more than one activation code is required.

Before you can connect to Child Care Software you will need to provide the following information to your Child Care Subsidy (CCS) Software Provider:

1. CCS Provider ID
2. CCS Person ID
3. Software Activation Code

Once you have completed a CCS online Transition Form these three key pieces of information can be obtained as follows:

## 1. Your CCS Provider ID

This is your new provider identity number now that you have transitioned to CCS. This ID was displayed on the “Submission Successful” page on completion of the CCS online Transition Form. If you did not note this ID at the time it can also be found in your letter of approval which can be viewed in “My Inbox” in the Provider Entry Point (PEP).

The following is an example of the “Submission Successful” page from transition.

Transition to Child Care Subsidy / Verify Transition Status	
Submission successful	
<b>Provider name:</b>	Acme Child Care
<b>Provider ABN:</b>	12 345 678 900
<b>CCS Provider Id:</b>	987654321P
<b>Submitted by:</b>	Jane Citizen
<b>Submitted on:</b>	21/03/2018 06:56 PM

## 2. Your CCS Person ID

This is your individual identity number for all your dealings with the Department of Education and Training for CCS. Your CCS Person ID can be found in the banner when logged into the PEP and also in your letter of approval which can be viewed in “My Inbox” in the PEP.

Australian Government  
Department of Education and Training

Jane Citizen  
Person ID: 87878787  
Logout

### 3. Child Care Software Activation code

If you registered a software instance as part of completing the CCS online Transition Form the activation code would have been presented then. If you did not register a software instance at that time or have misplaced or lost this code, or if the code has expired, you can obtain a new one by following these steps noting:

- The PRODA system refers to software instances as Business to Business Devices (B2B)
- If you wish to regenerate a misplaced, lost or expired code complete up to Step 5 only
- If you wish to register new software instances skip Step 5 and complete up to Step 9

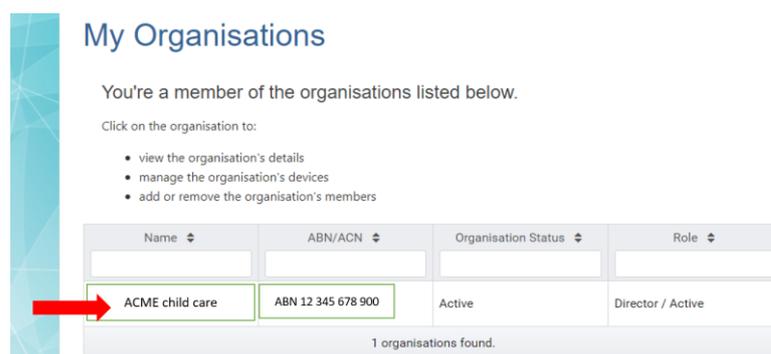
Step	Action
1	<b>Log in to your PRODA account</b>

Go to [humanservices.gov.au/PRODA](https://humanservices.gov.au/PRODA) and login to your PRODA account.

- 2 Once you log in, click “Organisations” located on the right hand side of the banner.



- 3 All providers (organisations) you are linked to will display in a list. Click on the organisation name that you wish to register a software instance and generate an activation code for, or generate a new activation code for a previously registered software instance.



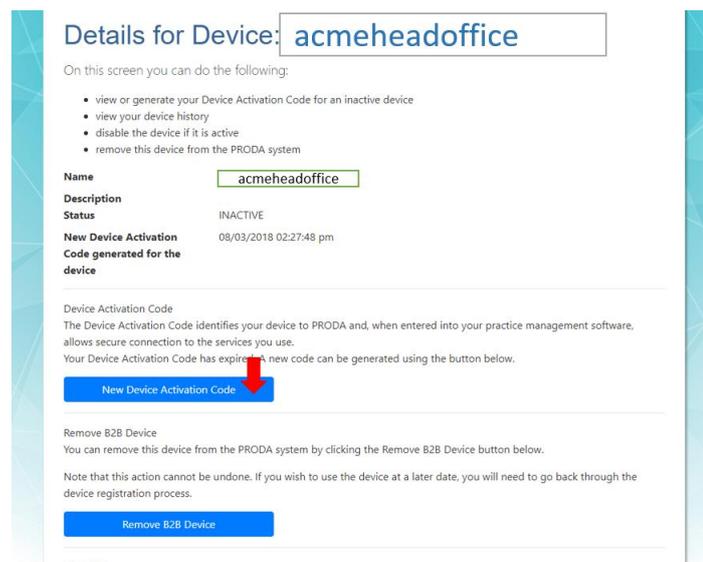
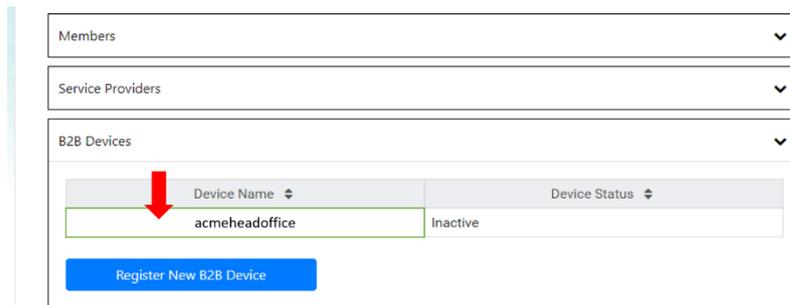
Step	Action
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4 Details of the organisation will appear. Scroll to the bottom of the page and click “B2B devices”.



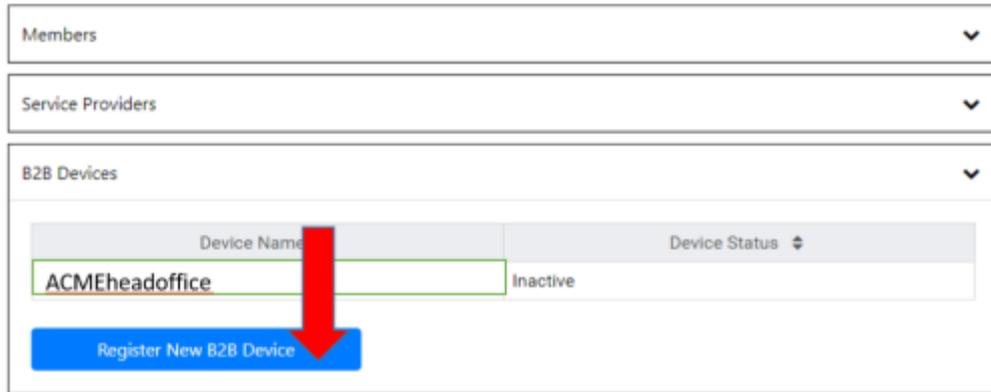
5 Any Child Care Software instance already registered (for example, the Child Care Software activation completed through the CCS online Transition Form) will appear in this table. To regenerate a new code, click on the name of the software instance and click “New Device Activation” code.

Once generated, record this code and provide this to your CCS Software Provider along with your CCS Provider ID and CCS Person ID.



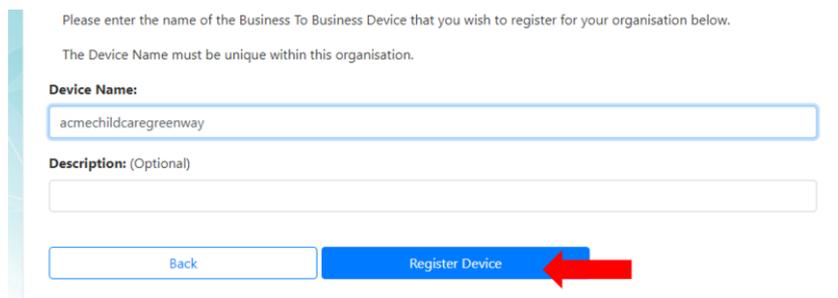
Step	Action
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6 To register a new software instance, click on the “Register New B2B Device” button.



7 Enter the name you want to use for this software instance in the ‘Device Name’ field. Make sure this name is unique within your organisation and is descriptive enough for you to recognise the location/s where the software instance will be used. The name must contain acceptable characters only, and no spaces. Acceptable characters are alphabetic (abc), digits (123), underscores (\_), hyphens (-), and full stops (.)

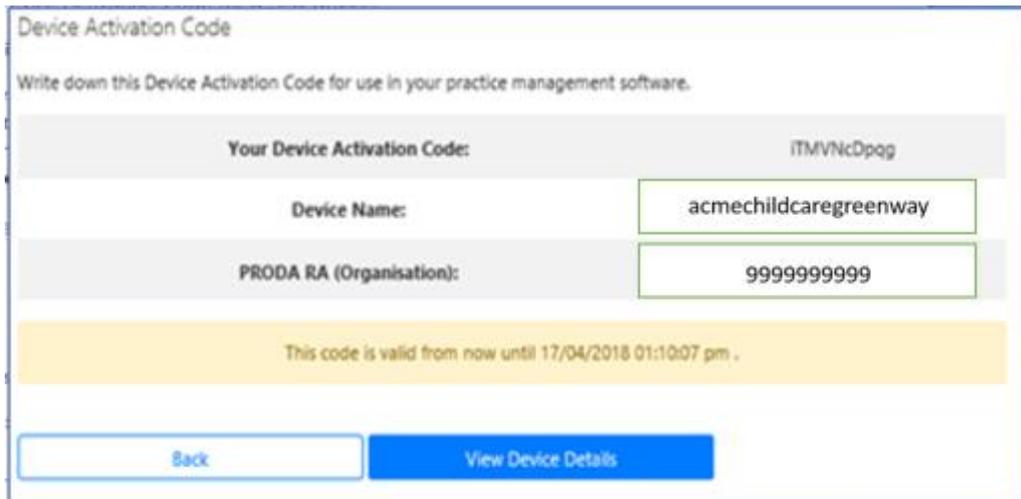
Once named, click “Register Device” to obtain an activation code for this software instance.



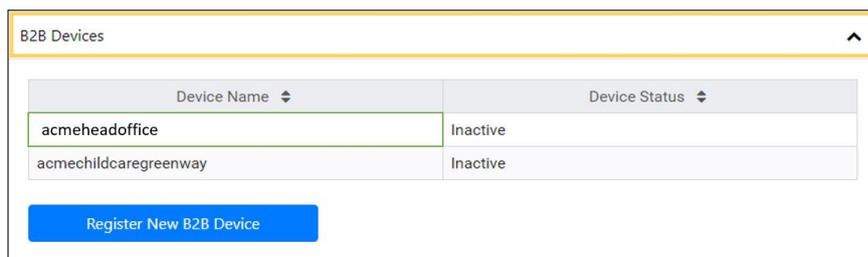
Step	Action
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8 Record this code and provide this to your CCS Software Provider along with your CCS Provider ID and CCS Person ID. Your CCS Software Provider will also require the Device Name.

**Please note:** The Device Activation Code and Device Name is case sensitive. When entering this in software, or providing this to your CCS Software Provider, please record this exactly as it displays on the screen.



9 The names of all software instances will display in the B2B Device list. Repeat steps 6 to 9 for however many software instances that will be registered.



### Where can I get help?

- **PRODA Helpdesk (1800 700 199)** – with questions relating to PRODA and difficulties with generating an access code
- **Your Child Care Software Provider**- for questions relating to registering software and whether multiple software instances are required.