

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	
Provider name:	Acme Child Care
Provider ABN:	12 345 678 900
CCS Provider Id:	987654321P
Submitted by:	Jane Citizen
Submitted on:	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.



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 misplace, 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 Log in to your PRODA account

Go to 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.



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.

My Organisa	ations		
You're a member Click on the organisation t • view the organisatio • manage the organis • add or remove the	of the organisations li o: on's details ration's devices organisation's members	sted below.	
Name 🗢	ABN/ACN 🖨	Organisation Status 🗢	Role 🗢
ACME child care	ABN 12 345 678 900	Active	Director / Active
	1 organisa	ations found.	

3

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

Members	~
Service Providers	~
B2B Devices	~

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.

Service Providers			
B2B Devices			
	Device Name 🗢	Device Status	\$

On this screen you ca	n do the following:
 view or generate ye view your device hi disable the device 	our Device Activation Code for an inactive device story fit is active for the PDCOR protoc
Name	
Description Status	INACTIVE
New Device Activation Code generated for the device	08/03/2018 02:27:48 pm
Device Activation Code The Device Activation Coc allows secure connection Your Device Activation Co New Device Activ	le identifies your device to PRODA and, when entered into your practice management software, to the services you use. de has expired a new code can be generated using the button below. Islon Code
Remove B2B Device You can remove this devic Note that this action cann	e from the PRODA system by clicking the Remove B2B Device button below. ot be undone. If you wish to use the device at a later date, you will need to go back through the

5

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

Members	~
Service Providers	~
B2B Devices	~
Device Name ACMEheadoffice Register New B2B Device	Device Status 🗢 Inactive

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.

The Device Name must be uniq	ue within this organisation.
Device Name:	
acmechildcaregreenway	
Description: (Optional)	

Step	Action		
8	Record this code and provi your CCS Provider ID and also require the Device Nar	de this to your CCS CCS Person ID. You ne.	Software Provider along with r CCS Software Provider will
	Please note: The Device A When entering this in sof Provider, please record this	ctivation Code and De tware, or providing exactly as it displays	evice Name is case sensitive. this to your CCS Software on the screen.
	Device Activation Code		
	Write down this Device Activation Code for u	se in your practice management sof	tware.
	Your Device Act	vation Code:	iTMVNcDpqg
	Device N	lame:	acmechildcaregreenway
	PRODA RA (Or	ganisation):	999999999
	This code	is valid from now until 17/04/2018 0	11:10:07 pm .
	Back	View Device Details	

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.

Device Name 🗢	Device Status 🗢	
acmeheadoffice	Inactive	
acmechildcaregreenway	Inactive	

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.