Welcome to EarlyWorks

Here are some simple instructions for getting started with EarlyWorks

How to log into EarlyWorks for the first time. There are several options:

A. You can login via the link provided in the 'Your New EarlyWorks Account' email and follow these steps:
   1. Click on the login link provided in the email.
   2. Use your email address and the password provided in the email to log into EarlyWorks.
   3. You will need to change your password by following the prompts on the change password screen. Your new password will need to comply with the password rules set out on the right-hand side of the screen.
   4. Next time you log into EarlyWorks, you will need to use your new password.

B. The second option for logging into EarlyWorks for the first time, is by downloading the Apple or Android EarlyWorks App.
   1. Download, install and open the App from the relevant app store:
      - Android - http://play.google.com/store/apps/details?id=au.net.earlyworks
      - Apple iOS - https://itunes.apple.com/us/app/earlyworks/id1314150119?ls=1&mt=8
   2. Follow the steps 2 to 5 in option A above.

C. The final option for logging in for the first time, is via your SmartCentral login.
   1. Click on the login link provided in the email as per step 1, option A above.
   2. Click on the Login Using SmartCentral Option.
   3. If you are not already logged into SmartCentral, you will be prompted to enter your SmartCentral Email and Password.
   4. SmartCentral will check your details and log you straight into EarlyWorks.

Navigating through the EarlyWorks Screens

- If you have more than one child in the service, you will begin on the **Child List** screen. By clicking on a child's name, you will be taken to the **Child Summary** for that child. To return to the Child List screen, click on **Children** on the menu at the top of the screen.
- If you have just one child in the service, you will begin on the **Child Summary** screen. The top of the screen shows the child's room, date of birth and child notes. By clicking on the headings under the child notes, you can access journals, learning observations, images, child documents, daily communications and comments.
- To view the programs for your child's room, go to the menu at the top of the screen and click on **Programs.** Then you can view any of the programs by clicking on the `View Program` button.
- Online Forms, Notifications, the Event Calendar, Tasks and Service Documents, can all be accessed from the **View** option on the menu at the top of the screen.

What happens if I forget my password?

- If you forget your password, click on **Forgot your password?** on the login screen.
- You will be sent an email confirming your request to change your password. You must respond to this email.
- You will then be sent an email with your new password. Use this password to log into EarlyWorks.
- Once logged in, you will be prompted to change your password.

Want to find out more about EarlyWorks?

- Take a look at the EarlyWorks for Families document available from the EarlyWorks website: https://getearlyworks.com.au/wp-content/uploads/2020/01/familymanual.pdf