



Getting Started with Hubworks! ESI

1. Begin day – Educator Logs into ESI <http://signin.hubhello.com> using your normal log in detail. Please note that log in details include “ccs_” in front of your username.
2. Educator enters mobile number and pin. (no gaps in phone numbers)
3. All children on the attendance page in HubWorks! for that day will be listed. If a child does not appear, go to HubWorks attendances add, save and refresh pages.
4. Educator marks any children absent from care and save.
5. When Parents arrive, they put their phone number and 4-digit pin into keypad. Only their children will appear, and they click “sign in and save”.
6. If parent is unable to sign in for any reason, have them sign on paper.
7. End of day – Educator logs on and checks if all children have been signed in or out – save & close

Additional hints:

Book mark your ESI page or add to your home screen.

Check children details to ensure no gaps in telephone numbers.

First thing in the morning log in and check all children are appearing, who are due that day. If you are aware of a child absent, click them away and save. Add any missing children from Hubworks attendances.

As each child signs in or out the information is automatically transferred to your Hubhello attendance page.

Access the video's and documents made available on HubWorks! Support page including FAQ - How do I use Electronic Sign In? (FDC Services) <https://hubhello.com/#support> as well as Facebook Hubworks! Support for FDC and FDC Educators (Official) & Choices new closed Facebook page – *Choices ESI Support Group*.