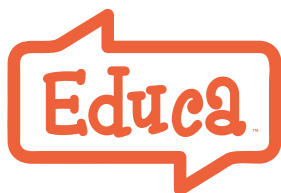




**User guide for families
and caregivers.**



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“Educa has helped me to trigger conversations with my son about his day. I’m a strong believer in parents showing an interest and involvement in their child’s learning. It emphasises to kids how important their education is and nurtures their love of learning.”

Danielle Gillard, Parent,
The Boulevard Childcare Centre

www.educa.com.au

What is Educa?

Educa is a simple, safe online tool for educators to capture and share children's learning with families.



Educa creates a digital record of your child's learning journey called an 'ePortfolio'.

With Educa, you can view updates about your child's learning and progress, make comments, leave feedback and communicate with teachers.

What can I do with Educa?

- View stories, photos and video updates about your child's learning
 - Share your own photos, stories and videos relating to your child's learning with your child's teachers
 - Invite family members like grandparents, aunts and uncles to view your child's updates
 - Communicate with teachers by leaving comments
 - Download your child's ePortfolio as a keepsake once they move on to a new school or centre
-

02

Get started with Educa in four easy steps

1 *Accept your email invitation*

There should be an invitation waiting for you in your inbox. Make sure you click the link in the email to accept your invitation to join Educa.



2 *Download the 'Educa Touch' App for your smartphone*

Educa touch allows you to stay in the loop with your child's learning on the go from your smartphone or tablet. You can download it by following the links below:

[Click here for the iPhone App](#)

[Click here for the Android App](#)



For detailed instructions on using Educa Touch, [click here for iPhone](#) or [here for Android](#).

3 *Bookmark your Educa URL in your browser*

Once you accept your invitation, you'll be sent a URL where you can access Educa. Keep it in a safe place where you'll remember it.



When we say private, we mean it!

Educa is an encrypted, password protected site that is closely monitored by online security specialists.

You can rest easy knowing we have taken every precaution possible to make sure your information is safe, private and secure and that we will never share your information with third parties.

We ask child care centres to restrict access to Child Information to those staff who have a “need to know” and we use a secure encrypted connection to protect the transmission of information over the internet.

We do not collect personal information about your child.

The child care centre which your child attends is responsible for collecting your child’s personal information.

They are responsible for selecting, uploading, accessing and using that information through the Educa Application.

Only you, the primary caregiver can grant access to your child’s profile.

Any content related to your child is owned by you.

You have the right to request access to any information we hold on behalf of the child care centre about you or your child. You also have right to request that any of your or your child’s personal information be corrected or removed. If you would like to exercise these rights, please contact your child care centre directly.

Have a question? Need a little help?
Call our support team, we would love to hear
from you.

Phone: **1800 797 518**

Email: **support@educa.com.au**

**“It brightens my day every time I see an Educa
notification pop up, I love seeing what my child has
been up to during the day so we can talk about it
around the dinner table”**

Simone Bradshaw, Parent.
Happy Days Preschool

www.educa.com.au
