

Pickup Hub User Guide – Website

For **Parent**

Version 1.0



G&H IT Solutions Pty Ltd

1. Registration

1.1. Go to <https://gnhitsolutions.com.au/apps/phub/register.php>

1.2. In Register page

1.2.1. Enter following details

- Registration Code (The school or organiser can give you a pre-arranged code for your use of Pickup Hub app)
- Your Title
- Your First Name
- Your Last Name
- Your Mobile Number (eg. +61 411 000 000)
- Your Email Address
- Your Password

1.2.2. Click "Register" button.

1.3. In Verification page

1.3.1. Check your mobile phone for a One-Time-Passcode.

1.3.2. Enter the One-Time-Passcode for mobile

1.3.3. Click "Verify" button

1.3.4. Check your email for a One-Time-Passcode to complete the registration.

1.3.5. Enter the One-Time-Passcode for email

1.3.6. Click "Verify" button

1.4. In Register your child(ren) page

You can register your child(ren) as part of your own registration.

It will help determine if you are a genuine parent for an admin to approve your request.

1.4.1. Enter following details

- Student Firstname
- Student Lastname

1.4.2. Click "Add" button to add your child

- 1.4.3. Repeat the steps above to add more children
- 1.4.4. You can remove a child if you have made a mistake.
- 1.4.5. Once done, click "Next" button to move onto the next page.

2. Login

- 2.1. Choose "Admin or Parent" option at the top.
- 2.2. Login with your registered Email address and Password.
- 2.3. Click "Login" button.

3. Parent

You can update your details and your children's.

- 3.1. Choose "Parent > Parent" from the top menu.
- 3.2. If you wish, update your details and click "Update" button.

Note: You are not allowed to update Email address and Mobile number in this page.

If you need to change your email address or mobile number, please contact an administrator.

4. Students

Parents can set up their child(ren) in this step.

- 4.1. Choose "Parent > Students" from the top menu.
- 4.2. Click "new student" link to create a student.
- 4.3. Enter following details
 - Student Firstname
 - Student Lastname
 - Emergency Contacts (Up to 2 emergency contacts)
- 4.4. Click "Add" button.
- 4.5. Repeat above steps to add more child(ren) in the Pickup Hub system.