How to access your enrolment form

A simple step-by-step guide for families

Important Open the link in a web browser such as Chrome or Safari. Do not use the Kidsoft app.

1 **Open your centre link**

Tap the enrolment link provided by Montessori Academy. Links to each centre's enrolment form can be viewed by clicking the locations below.

CREATE AN ACCOUNT

New to Kidsoft?

- Select Register now.
- Enter the parent or guardian details requested.
- Select Confirm details, then log in.

LOG IN

Already have an account?

- Select Login here.
- Use your existing email address and password.
- Do not create another account.

Choose your Montessori Academy location

Select your centre name below to open the correct enrolment form. The links are clickable in this PDF.

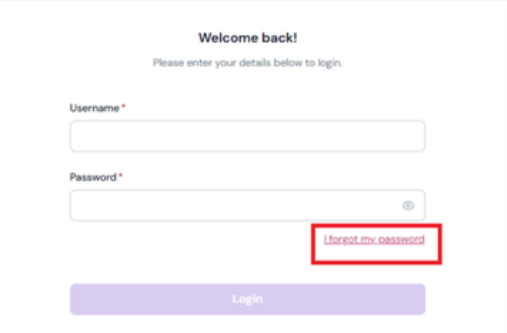
- Port Adelaide Montessori Academy >
- Strathalbyn Montessori Academy >
- North Pimpama Montessori Academy >
- Crestmead Montessori Academy >
- Burpengary East Montessori Academy >
- Seaford Heights Montessori Academy >
- Bilinga Montessori Academy >
- Pimpama Montessori Academy >
- Nundah Montessori Academy >

Forgot your password?

Reset it, then return to your original enrolment link

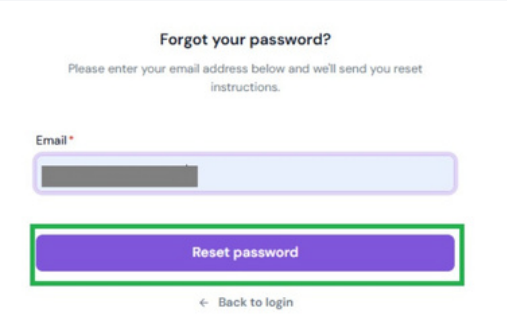
1 Select "I forgot my password"

On the login page, choose the password reset option.



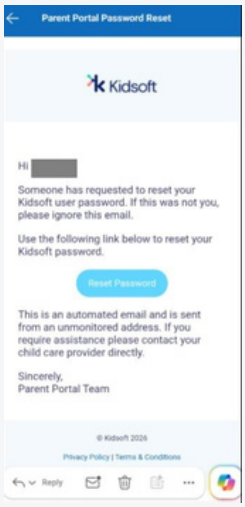
2 Enter your email address

Use the same email address linked to your Kidsoft account, then select Reset password.



3 Check your inbox

Open the email from Kidsoft and select Reset Password. Check your junk folder if it is not visible.



After resetting your password

Open your original enrolment link again and log in with your new password.

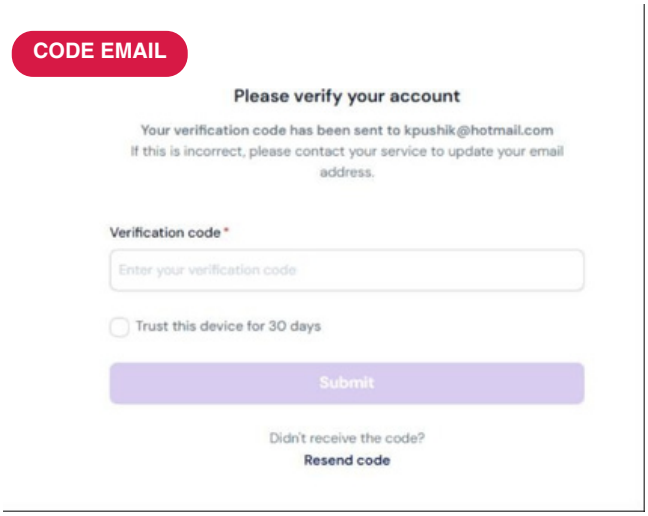
Complete sign-in and open the form

Verify your account, then check the correct centre is selected

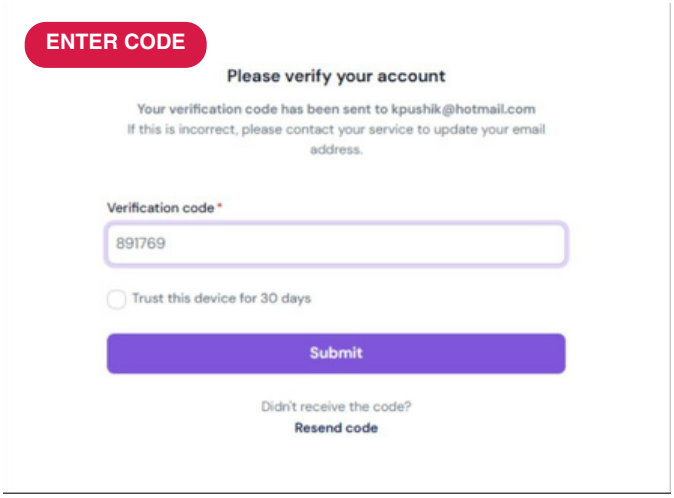
1. Verify your account

Kidsoft may email you a verification code. Enter the code on screen and select Submit.

CODE EMAIL

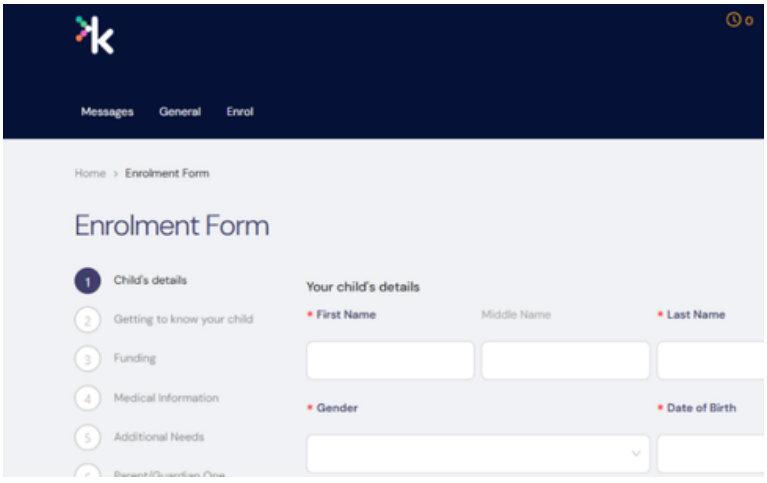


ENTER CODE



2. Check your centre and form

The enrolment form should open automatically. Before you begin, confirm your centre or service name is correct.



Can't see the form?

1. Check the centre name in the top-right corner.
2. If the wrong centre appears, select the correct one.
3. Log out, reopen your centre enrolment link and log in again.
4. If "No service" still appears, call 1300 000 162 for help.

Payment details

To complete the payment section, please have your bank account details ready. Payment must be set up by direct debit from a bank account. Credit card payments are not available for this step.