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How to Accept Your Application Invite

Once your child care center/school has invited you to apply for services, you will need to first verify your email address used to create your new parent portal account before you can successfully login to your family application. This guide will help assist you with the verification process so you can begin your application.

Once your child care provider/school has invited you to apply for services, you will receive an email from **noreply@hubbeinc.com**: similar to the one shown below. Please note that the subject line and body are customizable by your child care provider/school, so it may differ.

This email will include a verification link that you must click on to verify your email address used to create your new parent portal account. Click on this link.

Applebank USD Initial Application		8	Ø			
noreply@hubbeinc.com to nataliegonzalez ▼	12:30 PM (5 minutes ago) 🛛 🛣	←	• •			
New Applicants:						
Applebank USD Initial Application You have been invited to apply for preschool provided by Applebank USD. Please complete all information photos of all parents and adult emergency contacts as well as all of the children who need preschool servi The photos will be utilized for secure drop off and pick up of your child(ren). The best photos are close up p can clearly identify the adult / child, and this will improve our ability to ensure children are being released to	n on this application including upload ces. photos. A good close up photo will er o approved adults.	ing the sure w	/e			
Solicitud de inicial en Applebank USD Usted ha sido invitado a solicitar en preescolar proporcionado por Applebank USD. Complete toda la infor padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños q Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segur completa para asegurar que podamos identificar claramente al adulto/niño, y esto mejorará nuestra capac entregados a adultos aprobados.	uplebank USD i solicitar en preescolar proporcionado por Applebank USD. Complete toda la información en esta solicitud, incluya fotos de los jales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares. ara identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara [,] que podamos identificar claramente al adulto/niño, y esto mejorará nuestra capacidad para garantizar que los niños sean probados.					
Link to Set Your Password and Get Started / Enlace para establecer su contraseña y comenzar						
https://demo.sishubbe.com/Parents/ApplebankUSD/Login/VerifyWithPassword?a=fd94e231-cbd4-4e96-8d a%2bmarialopez%40hubbeinc.com&v=6171C5E63F2749BDB01B02EE68C331C4 Username / Nombre de usuario	6db-901ae1507ab1&e=cierr					
nataliegonzalez@noemail.com	on link					

You will be directed to the Parent Portal "Set Your Password" page for your child care center/school's Hubbe parent portal. Please note the color of your portal's login page may differ based upon your child care center/school.

Enter your new password in the two "Password" and "Confirm Password" fields, and then click "Submit."



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You will be logged into your family application with the "Welcome" tab displaying your child care provider/school's welcome message and the program(s) that you can apply for. Make your way through the tabs and enter your information. Once completed, you can submit your application in the last "Review and Submit" tab.

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] Welcome	Parents/Guardians Step 1	Students/Children Step 2	Emergency Contacts Step 3	Additional Information Step 4	Documents Step 5	Review and Submit Step 6	
Thank you for yo contacts as well a headshot photo v documents saved 1. Parent or v 2. Birth certij 3. Preschool 4. Child's Pho	ur interest in the Applebani is of the children who need will ensure we can clearly ic I on your device and ready Legal Guardian's ID's (both I ficates (for all children resid child's Immunization Recorr ysical Exam, TB test, and He oof of residency (within the	c USD Preschool Program. preschool services. The pl entify the adult/child, and to upload: DS are required when both ng in your household) and Medical Insurance Ca aring/Vision last 30 days of enrollment)	Please complete all informat notos will be utilized for secu this will improve our ability t parents live in the home) rd	ion on this application including re drop-off and pick-up of your o ensure children are being rele	uploading the pho children. The best p ased to approved a	tos of all parents and adult en hotos are close-up photos. A dults. Please have the followiny	nergency good g
5. Current pr 6. Current pr 6. Vurrent pr When you are fin work on it. We wi	oof of gross income (wages, ished, hit the "Submit" butt Il wait to contact you until	child support, unemploym on. Please list the progran you have submitted it. We	ent, disability, etc.) ns you're applying for in the r look forward to working with	notes section in the Sign and Su a you to support the needs of yo	bmit modal. We will bur family.	have access to your applicatio	on as you
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TROUBLESHOOTING: If you do not see a verification email in your inbox or arte having difficulty logging in, here are some tips:

- → Please look in your "Spam" folder for an email from noreply@hubbeinc.com.
- → If you still do <u>not</u> see a verification email, please contact your child care center/school and ask for a new verification link to be sent to your portal account.
- → If you are attempting to login or reset/create your password and are receiving the message "User not found" or "User has not verified their account" then you still need to verify your email address before logging into your account. Please contact your child care center/school and ask for a new verification link to be sent to your portal account.
- → If you have already verified your account and are trying to reset your password, click the "Reset Password" option on the login page of your child care provider/school's parent portal.
- → If you need to change the email address associated with your parent portal account, please contact your child care provider/school and let them know you would like to "Reset Email."