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

noreply@hubbeinc.com   12:30 PM (5 minutes ago)
to nataliegonzalez

New Applicants:

Applebank USD Initial Application
You have been invited to apply for preschool provided by Applebank USD. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as all of the children who need preschool services.
The photos will be utilized for secure drop off and pick up of your child(ren).The best photos are close up photos. A good close up photo will ensure we can clearly identify the adult / child, and this will improve our ability to ensure children are being released to approved adults.

Solicitud de inicial en Applebank USD
Usted ha sido invitado a solicitar en preescolar proporcionado por Applebank USD. Complete toda la información en esta solicitud, incluya fotos de los padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares.
Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara completa para asegurar que podamos identificar claramente al adulto/niño, y esto mejorará nuestra capacidad para garantizar que los niños sean entregados a adultos aprobados.

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-cbd4-4e96-86db-901ae1507ab1&e=cierra%2bmarialopez%40hubbeinc.com&v=6171C5E63F2749BDB01B02EE68C331C4

Click on this verification link

Username / Nombre de usuario
nataliegonzalez@noemail.com

2   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."
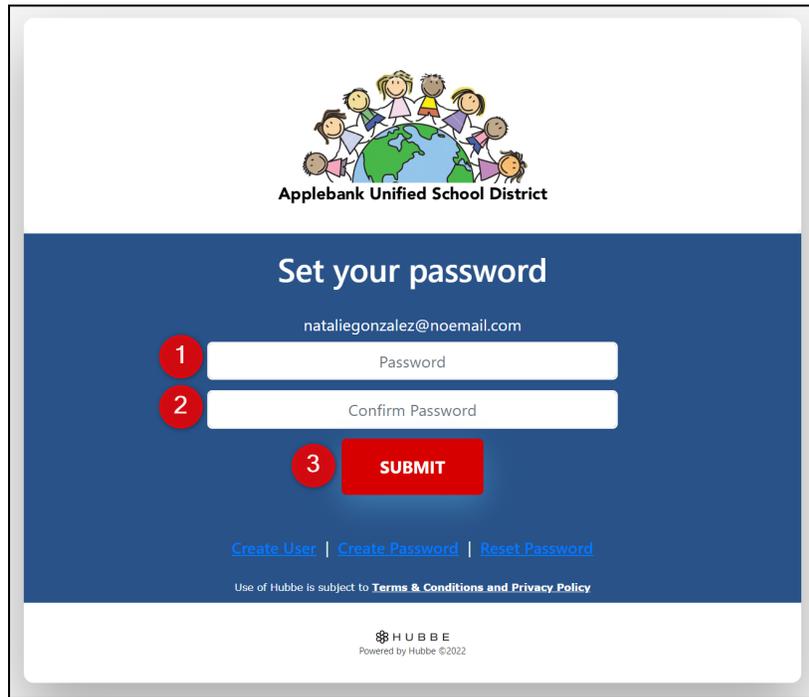
3   You will be logged into your family application with the "Welcome" tab displaying your child care provider/school's welcome message and the program(s) that you can apply for. Make your way through the tabs and enter your information. Once completed, you can submit your application in the last "Review and Submit" tab.
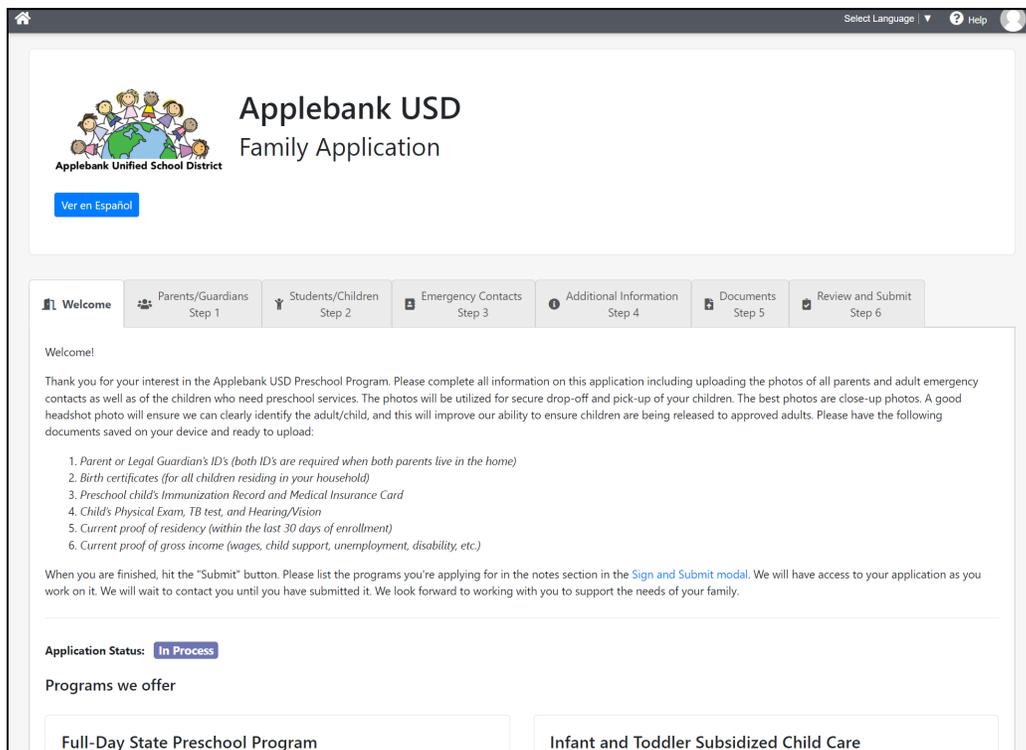
TROUBLESHOOTING: If you do not see a verification email in your inbox or arte having difficulty logging in, here are some tips:

➔ 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."