## 👫 H U B B E

## **Updating Your Account Details**

Hello Hubbe Parents! You have the ability to update your account details, including your username email and/or password in your Hubbe Parent Portal account and your PIN for the eSignature portal to sign your child in and out each day right from your mobile device. This instruction sheet provides a step-by-step process of how to perform each of these actions.

## **Table of Contents**

Click on the topic or page number to jump to the corresponding section of the instruction sheet.

Updating Your Parent Portal Details	1
Update Your Username Email	3
Reset Your Password	5
Updating Your eSignature Portal PIN	7

To update your username email and/or password for your parent portal account, you must first navigate to your parent portal. If you have not already bookmarked this link, you may be able to find the link on your agency's website. If not, you may obtain the link by contacting your agency administrator.

On the parent portal login page, enter your email and password and then press "Submit."



At the top of any page within your portal, there will be a top bar that includes your profile image in the top right of your page. Click on the profile image. In the drop-down menu that appears, select the "View Account Details" option.



1|Back to top



<u>Note:</u> You can also access your parent/guardian record by instead selecting your name within the Menu items. There may also be another parent/guardian name listed within the Menu items, you may update their username and/or password as well by clicking into their record.

Menu	<
Dono Family	
Abby Ann Dono	>
Sammy Dono	>
Riley Dono	
Eric Dono	
Emergency Contacts	_
Emergency Contacts Bills and Payments	_
Emergency Contacts Bills and Payments Applications	
Emergency Contacts Bills and Payments Applications Documents	>
Emergency Contacts Bills and Payments Applications Documents Surveys	>

2|Back to top

You will be led to your parent record. At the bottom of this page, you have the ability to update your username email and password.



<u>Note:</u> Your username is required to be an email address. The "Portal Account Email" should be an active email you use and have access to, and should match the "Email" listed above in the parent record that you used to submit your family application. This separate "Email" above will be the email address through which you will receive all notifications and communication via the parent portal, not the "Portal Account Email" which is used to sign into your Parent Portal.

If you wish to change the "Portal Account Email," you can change it here but contact your child's preschool or care administrators to update the "Email" in your parent record since they are the only ones who can edit the "Email" in your record above.

## **Update Your Username Email**

To update your username email, click on "Update Email." In the modal that appears, enter your new username email and then click "Save." Your new username email will then appear under "Portal Username."



3 Back to top



This will now be the username email that you will use to log in to your parent portal account. You will receive an email notifying you of the username email change, including your new username email and a link to the parent portal.

	Applebank USD Username Updated Inbox ×			8	Ø
•	noreply@hubbeinc.com <u>via</u> amazonses.com to rileydono ▼	10:46 AM (12 minutes ago)	☆	¢	•
	Applebank USD Email Update				
	Your Parent Portal Username has been updated for Applebank USD.				
	Login Link https://demo.sishubbe.com/Parents/Applebank				
	Username rileydono@noemail.com				
	Actualización por Correo Electrónico de Applebank USD				
	El personal de Applebank USD ha actualizado su nombre de usuario del Portal para Padre	5.			
	Enlace de Inicio de Sesión				
	https://demo.sishubbe.com/Parents/Applebank				
	Nombre de Usuario				
	<u>rileydono@noemail.com</u>				

To change your password, click on "Reset Password." In the modal that appears, enter your new password and then click "Save."



5|Back to top

This will now be the password and/or username that you will use to log in to your parent portal account. You will receive an email notifying you of the password and/or username change, including your new password/username and a link to the parent portal.

Applebank USD Password Change Inbox ×			•
noreply@hubbeinc.com <u>via</u> amazonses.com to rileydono ╺	10:46 AM (26 minutes ago)	☆	¢
Applebank USD Password Change			
Your Password has been changed for Applebank USD. Please login with your new password	rd.		
Login Link https://demo.sishubbe.com/Parents/Applebank			
Username rileydono@noemail.com Password newpassword123!			
Solicitud de inscripción en Applebank USD			
Su contraseña ha sido modificada de Applebank USD. Incia sesión con tu nueva contraseñ	a.		
Enlace de Inicio de Sesión https://demo.sishubbe.com/Parents/Applebank			
Nombre de Usuario rileydono@noemail.com			
Contraseña newpassword123!			

To update your PIN for your eSignature portal account, you must first navigate to your parent portal. If you have not already bookmarked this link, you may be able to find the link on your agency's website. If not, you may obtain the link by contacting your agency administrator.

On the parent portal login page, enter your username email and password and the press "Submit."

Applebank Unified School District				
Welcome to Hubbe's Parent Portal!				
rileydono@noemail.com				
SIGN IN				
Create User   Create Password   Reset Password				
BE OF HODE IS SUBJECT TO TELLIS & CONDITIONS AND PRIVACY POINTY B H U B B E Powered by Hubbe ©2021				

At the top of any page within your portal, there will be a top bar that includes your profile image in the top right of your page. Click on the profile image. In the drop-down menu that appears, select the "View Account Details" option.





**Note:** You can also access your parent/guardian record by instead selecting your name within the Menu items. There may also be another parent/guardian name listed within the Menu items, you may update their PIN as well by clicking into their record.

Menu	<
Dono Family	
Abby Ann Dono	>
Sammy Dono	>
Riley Dono	
Eric Dono	
Emergency Contacts	_
Bills and Payments	
Applications	
Documents	>
Documents Surveys	>

You will be led to your parent record. At the bottom of this page, you have the ability to update your eSignature portal PIN.

Dono Family			
Parent Information			
Parent ID PA16297212	<b>Unique Identifier</b> Mother	Parent Best Described As None	Parent A or B Parent A
Head of Household	Highest Education Level Completed a Baccalaureate or Advanced Degree	<b>Language</b> English	<b>Ethnicity</b> Not Hispanic or Latino
<b>Race</b> Native Hawaiian or Other Pacific Islander	Home Phone Number (555) 359-6620	Mobile Phone Number (555) 213-6263 Preferred Contact Method Allow Texting	Work Phone Number
Parent Gender Female	<b>Email</b> rileydono@noemail.com	<b>Address</b> 232 Vista Mar Mapleton CA, 90001-4528	Is Single Parent No Authorized to sign official documents Ye Authorized to pickup the children Yes Currently a member of the United States Military on active duty No Currently a member of a National Guard or Military Reserve Unit No Parent is a veteran of the United States Military No
Parent Portal Pin 🖋 RD1234	Portal Account Email rileydono@noemail.com Ə Update Email   Ə Reset Password		

To update your PIN, click on the pencil icon. In the modal that appears, enter your new PIN and then click "Save." You can also select to send the parent an email notifying them of the PIN change.

Note: Your PIN must contain 4-6 numbers following your initials.



Edit Parent Portal Pin	53 ×
Edit Portal Pin for Riley Dono	
RD 5678 1	
Send email to parent	2
Select to send parent an email with the new PIN	Cancel Save

This will now be the PIN that you will use to log in to your eSignature Portal account when signing your child in and out of preschool. You may receive an email notifying you of the PIN change including your new PIN to the eSignature portal, if the option to send an email was selected.

5

Applebank USD Parent Portal PIN changed.			0	Ø
noreply@hubbeinc.com <u>via</u> amazonses.com to rileydono →	July 28, 2021, 11:57 AM	☆	←	:
Sender: <u>rileydono@noemail.com</u> from Applebank USD ( <u>rileydono@noemail.com</u> )				
Your eSignature portal PIN at Applebank USD has been updated to the following:				
This will be the PIN code you use to sign your child in and out of preschool. Please contact your child's teacher	for further questions/conce	erns.		
Remitente: <u>rileydono@noemail.com</u> de Applebank USD ( <u>rileydono@noemail.com</u> )				
Hola Riley,				
Su PIN del portal de firma electrónica en Applebank USD se ha actualizado a lo siguiente:				
RD5678				
Este será el código PIN que usará para registrar la entrada y salida de su hijo en el preescolar. Comuníquese o tiene más preguntas o inquietudes.	con el remitente mencionad	do antei	riormer	ite si