

# Overview of Your Parent Portal Account

Duration (Mins): 4 minutes 50 seconds

This tutorial video will give you an overview of the parent portal account. We'll cover the information available to you on the parent portal landing page, as well as how to manage the *To Do Items* checklist and *General Announcements* found on the landing page. Please [click here](#) to access the help video.

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## Video Narration

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*Hello and welcome to all of our Hubbe parents! My name is Kendra, and today, I'll be giving you an overview of your parent portal account.*

*To do this, we're going to be logging in as a demo parent named Riley Dono.*

*Once you are on the login page for your agency's Parent Portal, enter your username and password and then click "Sign In." If you do not have the link to your agency's Parent Portal yet, please contact your child's preschool or child care administrators to assist you.*

*Upon logging in, you will land on the parent portal landing page.*

*At the very top of this page, you will notice your name and account email listed. This simply signifies that you are on your own account landing page.*

*Beneath this, we see a large blue box titled, "General Announcements." This is a helpful feature designed to alert parents of upcoming events, such as the opening and closing of school year applications.*

*When the application opens for the upcoming school year, you can easily access it by clicking on the blue "fill out our re-application" words within the "General Announcements" box. This shortcut is designed to help returning families save time when re-applying for the next school year.*

*Below “General Announcements” you can see a red box titled “To Do Items.” This is yet another feature designed to inform parents of actions required, such as documents that need to be uploaded or signed and surveys that need to be completed.*

*For example, during your enrollment process, you may be assigned document checklists that will appear here. Another example of a To Do item would be signing an enrollment form if you’re applying for subsidized services. Furthermore, the annual DRDP Parent Survey and any other parent surveys generated by your agency will also appear as a To Do item in this box.*

*If you are in the middle of a re-application, you will also see a link in your To Do items to complete it until you either 1) submit your re-application or 2) withdraw your application.*

*Once you have completed all To Do items that are requested of you, the To Do items list will turn green to signify its completion status.*

*Moving on, your contact information is displayed underneath the To Do items. This information is populated from your application and includes your address, phone numbers, and email. Make sure to check that this information is all correct, and if a change is needed, please contact your agency administrator for help.*

*At the bottom of the parent portal landing page, there are four tabs: Children Enrolled, Parents, Non-Participating Children, and Emergency contacts. The information in each of these tabs is automatically populated from your application by the Hubbe data system. For instance, the Parents tab displays information such as contact and income information.*

*Please be sure to check that the information listed is correct, and if a change is needed, contact your agency administrator for help.*

*While still on this parent portal landing page, we can see a menu with additional records on the left-hand side. Each of the items in the menu are detailed further in their own help videos, so should you have questions about one of these menu items, please refer to another help video to learn more.*

*In order to access a help video for an item of interest, select that item in the menu and once its page has loaded, then click on the “Help” button on the top right of the page, this will direct you to our help video resource center for that particular record.*

*Next to the “Help” button on the top right of the page, you’ll notice a “Select Language” button with a drop-down arrow. This is our translation button. Here, you can translate your portal’s language to any of the options listed in the drop-down menu, such as Spanish. You can easily switch back to English at any point by clicking on “English” within the dropdown options.*

*This concludes the tutorial video on the parent portal account overview. Please make sure to check out our other help videos to learn more about your parent portal account.*

*Have a wonderful day and thanks for watching!*