Child Care Subsidy Approval

How to Obtain Child Care Software Activation Codes

What is this task card for?

This task card explains how to obtain your child care software activation code which is required to connect your child care software to the Child Care Subsidy System (CCSS). These instructions can also be used if the original code has expired, been misplaced or if additional codes are required for software instances within your organisation.

Who will need this task card?

Child Care Subsidy (CCS) approved child care providers who need to activate their child care software product.

Before you can connect to the Child Care Software, you will need to provide the following information to your CCS Software Provider:
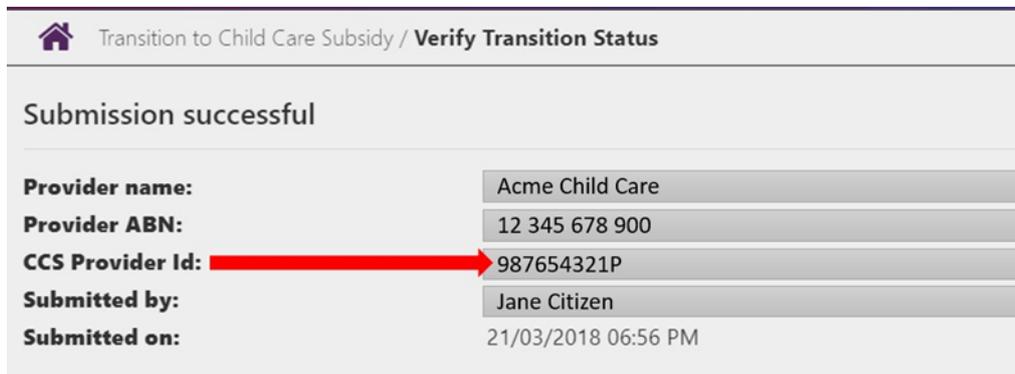
1. CCS Provider ID
2. CCS Person ID
3. Software Activation Code.

Once you have lodged an online application and become an approved provider, these three key pieces of information can be obtained as follows.

1. Your CCS Provider ID

This is your new CCS Provider Identity Number. This ID is found in your letter of approval which can be viewed in "**My Inbox**" in the Provider Entry Point (PEP).

The following is an example of the "**Submission Successful**" page from your online application.

2. Your CCS Person ID

This is your individual identity number in the Provider Entry Point (PEP). Your CCS Person ID can be found in the banner when logged into the PEP and also in your letter of approval which can be viewed in "**My Inbox**" in the PEP.

3. Child Care Software Activation Codes

If you registered a software instance after registering your organisation in PRODA, the activation code would have been presented on screen. The PRODA system refers to software instances as Business to Business Devices (B2B).

Follow these steps if you wish to:

- register a new software instance, noting to skip Steps 5 & 6, then continue up to Step 9
- regenerate a lost or expired code, noting to complete up to Step 5 only
- extend the activation period for an existing period for an existing active and unexpired software instance.

Step 1

Go to the [Services Australia PRODA website](#) and Log in to your PRODA Account. This can be accessed from:

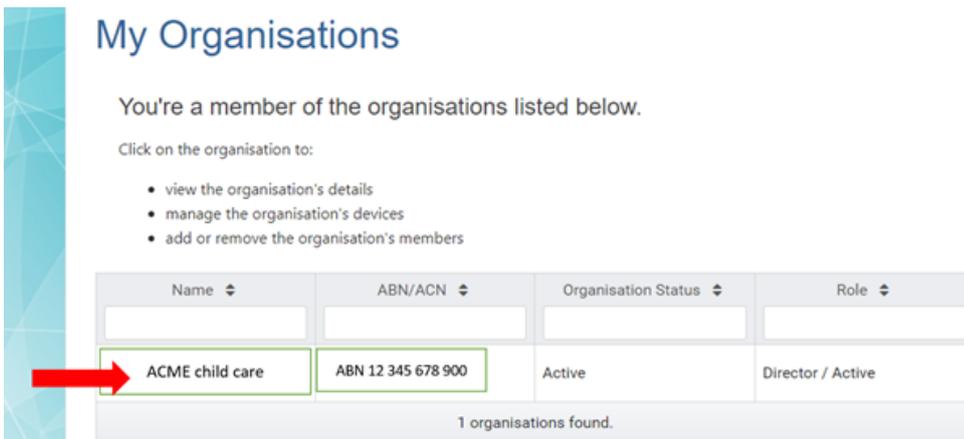**servicesaustralia.gov.au/child-care-providers**

Step 2

Once you log in, click '**Organisations**' located on the right hand side of the banner.

Step 3

All providers (organisations) you are linked to will display in a list.

Click on the organisation name that you wish to register a software instance and generate an activation code for, or generate a new activation code for a software instance already registered

Step 4

Details of the organisation will display, including Members, Service Providers and B2B Devices registered to the organisation.
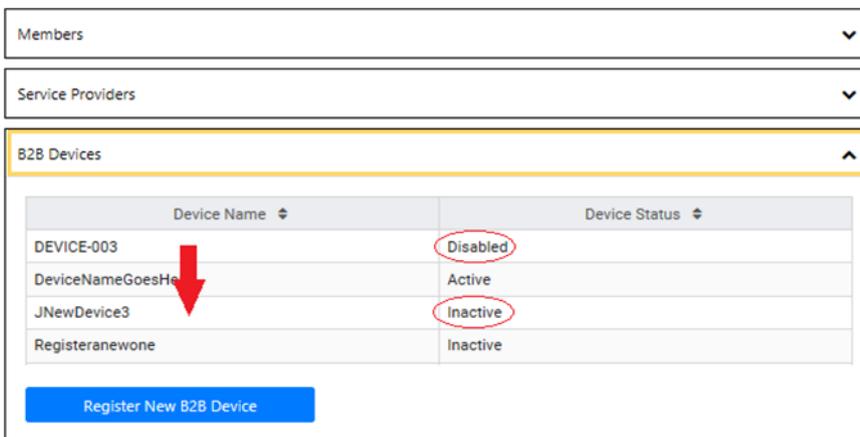
Scroll to the bottom of the page and click "B2B Devices". Any child care software instance already registered will appear in this table with its device name and status.

Step 5

To regenerate a new code for an existing **Inactive** or **Disabled** software instance, or lost or expired code, click on the name of the software instance and click "**New Device Activation Code**" then confirm the action by clicking "**Generate New Device Activation Code**".

Go to **Step 9**.

Details for Device: JNewDevice3

On this screen you can do the following:

- view or generate your Device Activation Code for an inactive device
- view your device history
- disable the device if it is active
- remove this device from the PRODA system

Name JNewDevice3

Description

Status Inactive

New Device Activation Code generated for the device 01/09/2018 09:38:08 pm

Device Activation Code

The Device Activation Code identifies your device to PRODA and, when entered into your practice management software, allows secure connection to the services you use.

Your Device Activation Code has expired. A new code can be generated using the button below.

[New Device Activation Code]

Remove B2B Device

You can remove this device from the PRODA system by clicking the Remove B2B Device button below.

Note that this action cannot be undone. If you wish to use the device at a later date, you will need to go back through the device registration process.

[Remove B2B Device]

Details for Device: JNewDevice3

On this screen you can do the following:

- view or generate your Device Activation Code for an inactive device
- view your device history
- disable the device if it is active
- remove this device from the PRODA system

Name JNewDevice3

Description

Status Inactive

New Device Activation Code generated for the device 09/11/2018 04:57:49 pm

Device Activation Code

The Device Activation Code identifies your device to PRODA and, when entered into your practice management software, allows secure connection to the services you use.

Your Device Activation Code is: **X50Vrr9bDH**

For Device name: **JNewDevice3**

And Org ID: **5754802237**

This Device Activation Code is valid from now until 16/11/2018 04:57:49 pm

Step 6

To extend the activation period for an existing **Active** and unexpired software instance, click on the name of the software instance and click "**Disable B2B Device**", then follow **Step 5** to regenerate a new device activation code.

Note: your CCS Software Provider or PRODA Helpdesk may direct you to instead click "Remove B2B Device" then register a new software instance as shown at **Step 7**.

Members	∨
Service Providers	∨
B2B Devices	∧

Device Name ⬍	Device Status ⬍
DEVICE-003	Disabled
DeviceNameGoesHere	Active
JNewDevice3	Inactive

Register New B2B Device

Details for Device: DeviceNameGoesHere

On this screen you can do the following:

- view or generate your Device Activation Code for an inactive device
- view your device history
- disable the device if it is active
- remove this device from the PRODA system

Name	DeviceNameGoesHere
Description	Hello, everyone.
Status	Active
New Device Activation Code generated for the device	11/07/2018 03:44:50 pm
Expiry date	11/01/2019 03:44:50 pm

Disable B2B Device
You can disable this device by clicking the Disable B2B Device button below
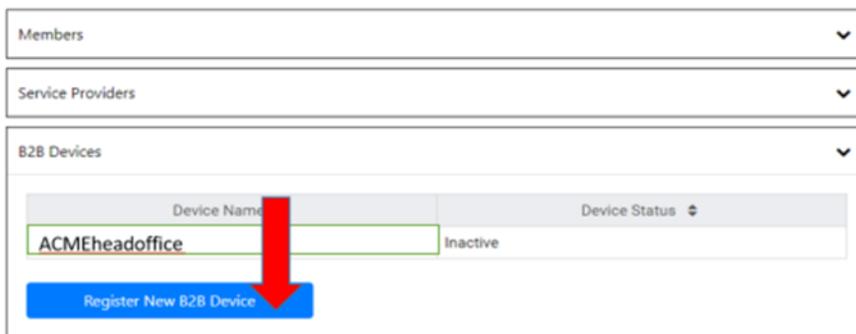
Disable B2B Device

Remove B2B Device
You can remove this device from the PRODA system by clicking the Remove B2B Device button below.

Note that this action cannot be undone. If you wish to use the device at a later date, you will need to go back through the device registration process.

Remove B2B Device

Step 7

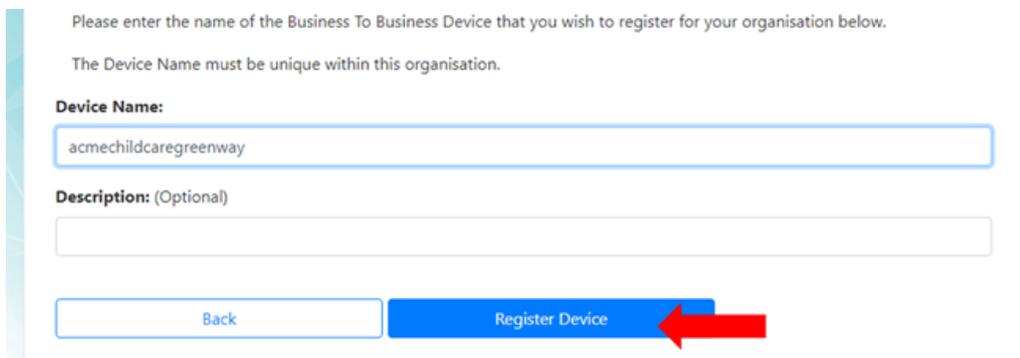To register a new software instance, click on the "**Register New B2B Device**" button.

Step 8

Enter the name you want to use for this software instance in the '**Device Name**' field.

Note: make sure this name is unique within your organisation and is descriptive enough for you to recognise the location/s where the software instance will be used. The name must contain acceptable characters only, and no spaces. Acceptable characters are alphabetic (abc), digits (123), underscores (_), hyphens (-), and full stops (.)

Once the software instance is named, click '**Register Device**' to obtain an activation code.

Step 9

The code generated will be presented on screen (for security reasons it is not stored and expires in 7 days). Record and provide this code along with your CCS Provider ID, CCS Person ID and the Device Name to your CCS Software Provider.

Note: the Device Activation Code and Device Name is 'case sensitive'. When entering this in software, or providing this to your CCS Software Provider, please record this exactly as it displays on the screen.

Step 10

The names of all software instances will display in the B2B Device list. Repeat steps 7 to 9 for however many software instances that will be registered for the organisation.

Need Help?

Contact the **PRODA Helpdesk** on **1800 700 199** (between 8am and 5pm local time) or email proda@servicesaustralia.gov.au with questions relating to PRODA and difficulties with generating an access code; or

Your Child Care Software Provider- for questions relating to registering software and whether multiple software instances are required.