



Connect 'n' Grow[®]

REDESIGNING EDUCATIONAL PATHWAYS

RTO 40518

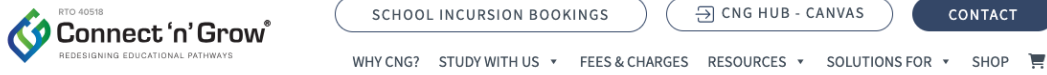
Procedures for Power Diary

CAUTION

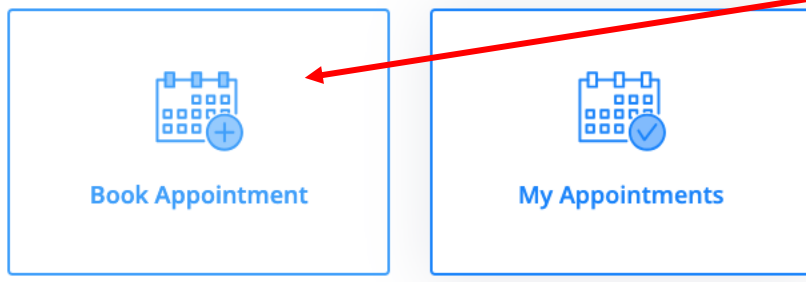
**BEFORE YOU REGISTER, PLEASE READ INSTRUCTIONS
ON PAGE 6**

In your web browser, type: <https://connectngrow.edu.au/>

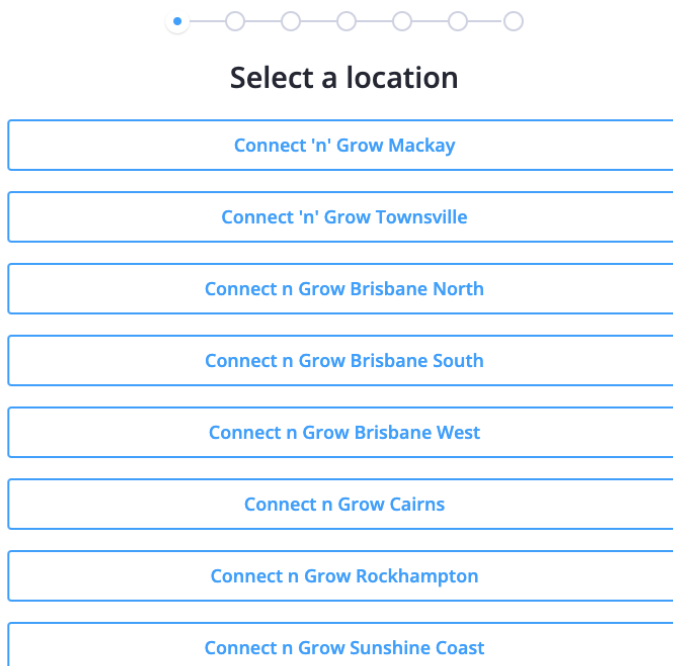
Our website will appear, click on the School Incursion Bookings button as the top of the page.



You will be taken to the Connect 'n' Grow Client Portal. Click on Book Appointment.




You will automatically be taken to Select a location. Click on the location you require.



Procedures for Power Diary

You will automatically be taken to the Select a service page. Click on the blue button displaying the number of minutes.



Select a service


Incurion 3 - HLTHSS009
Perform general cleaning tasks in a clinical setting

300 MIN


You will automatically be taken to Select a provider page, click on the EHT you would like to come and teach the incurion.


Please note:


If only one EHT is allocated to your region, you will automatically be directed to the Select a date and time page.




Select a provider

 See availability for all Providers

 Lyn McKay

 Margaret Brooks

 Montanna McKay

Procedures for Power Diary

You will automatically be taken to Select a date and time page.

■ Morning ■ Afternoon ■ Evening All times are in AEST (UTC +10:00)

< JULY >

M	T	W	T	F	S	S
	11 ■		13 ■	14 ■		
17 ■	18 ■			21 ■		
24 ■	25 ■		27 ■	28 ■		

Please note:

The shaded boxes our EHT's are not available.

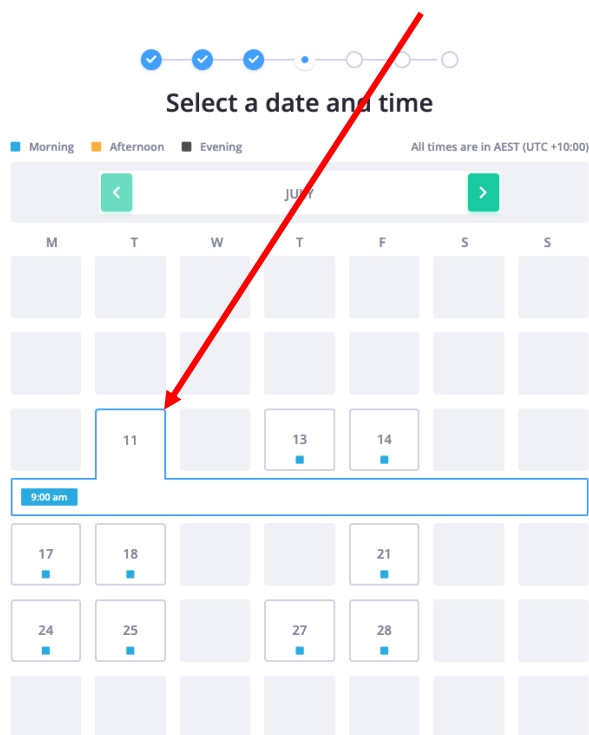
The boxes with the date and blue dot are still available to book your incursion.

To select a future date, click on arrows displaying the month.

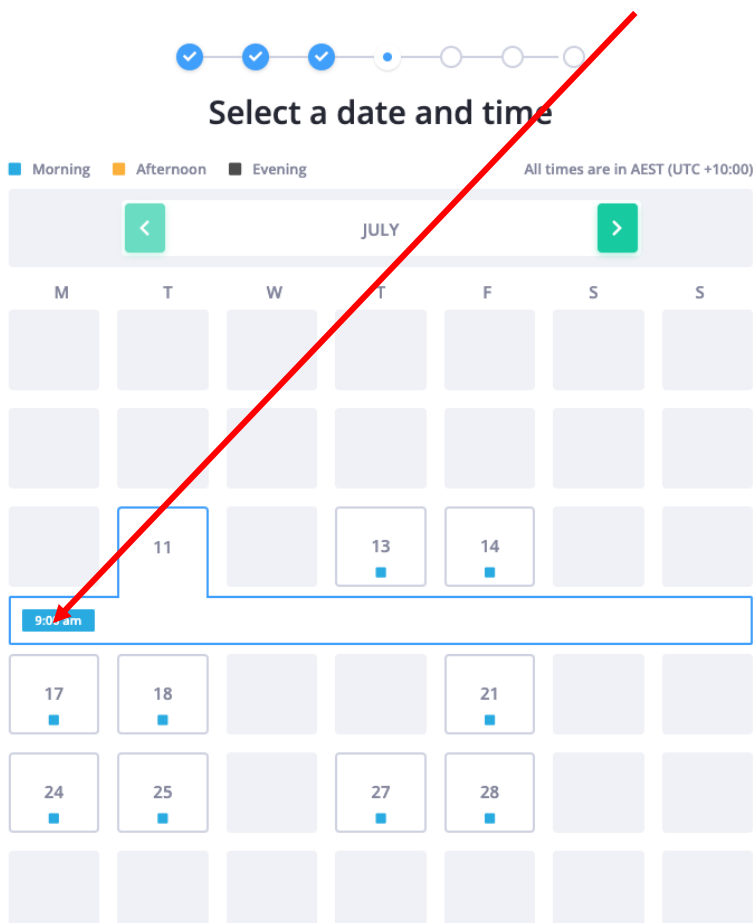


Procedures for Power Diary

Click on the date you would like to book for your incursion, a bar will appear under the date you selected with the start time.




Click on the blue button displaying the start time.



Procedures for Power Diary

You will automatically be taken to the Login page to Power Diary.



Login

Email

Password

Remember me

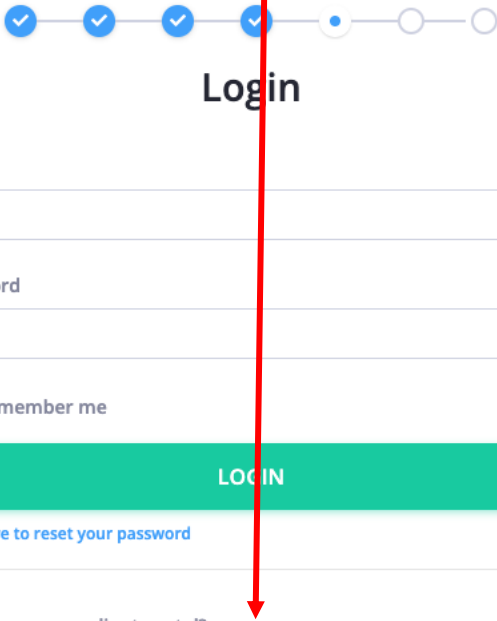
LOGIN

[Click here to reset your password](#)

First time on our client portal?

REGISTER HERE

If you do not have an existing login to the client portal, please click the blue button displaying Register here.



Login

Email

Password

Remember me

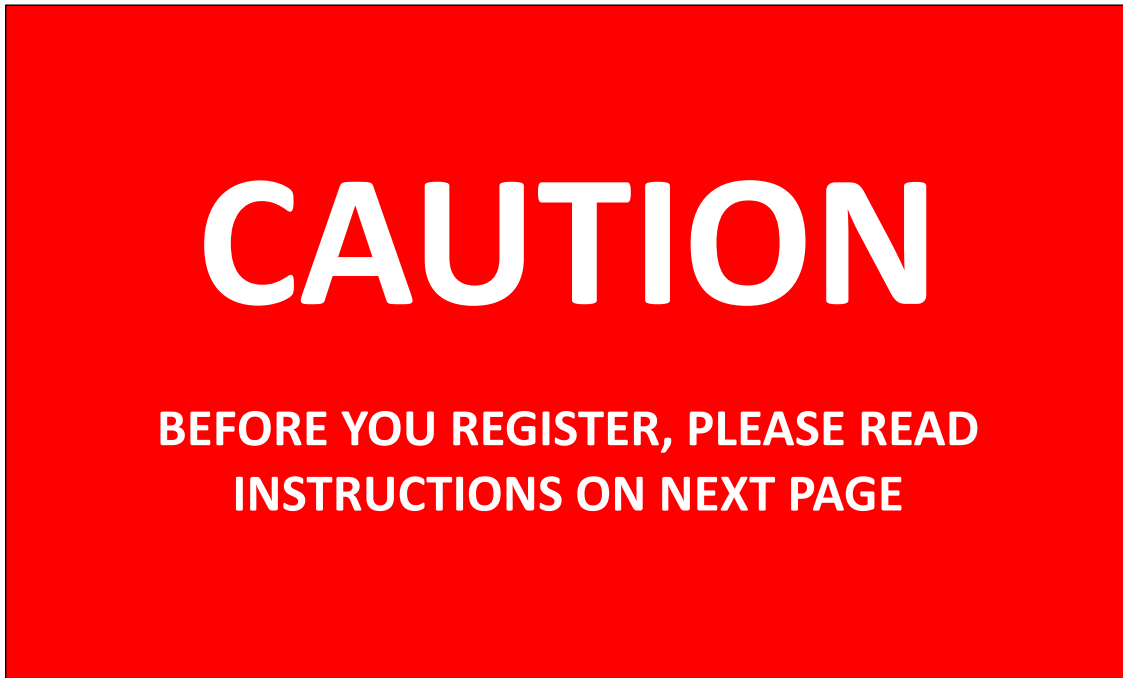
LOGIN

[Click here to reset your password](#)

First time on our client portal?

REGISTER HERE

You will automatically be taken to the Register account page.



In the **First name** field: please type your **FULL NAME**.

In the **Last name** field: please type your **SCHOOL'S NAME**

PLEASE SEE THE EXAMPLE BELOW:

Complete your details as shown below.

Register account

First name ← Type in your **FULL NAME** here

Last name ← Type in your **SCHOOL NAME** here

Email

New Password

Confirm New Password


Mobile Number

GET VERIFICATION CODE

A verification code will be sent to your mobile number.

Procedures for Power Diary

Click on the green button that displays Get verification code.





Register account


First name

Last name

Email

New Password 

Confirm New Password 

Mobile Number 

GET VERIFICATION CODE

A verification code will be sent to your mobile number.

A line will automatically appear under your Mobile number called Verification code. Enter the 6-digit verification code that was sent to your mobile phone via SMS, the code needs to be entered into this section.

Verification code

Please enter the activation code received.

SUBMIT

Click on the green button that displays Submit.

Verification code

Please enter the activation code received.

SUBMIT

Procedures for Power Diary

You will automatically be taken to the Review and Confirm page.

← Back **Please Review and Confirm** Cancel

LOCATION:
Connect n Grow Sunshine Coast

SERVICE:
Incursion 3 - HLTHSS009

PROVIDER:
Rachel Kienzle

WHEN:
Tue 11th July 2023 at 09:00 AM

Add Notes

BOOK NOW

Please review the details, if you are happy, press the green button that displays Book now.

← Back **Please Review and Confirm** Cancel

LOCATION:
Connect n Grow Sunshine Coast

SERVICE:
Incursion 3 - HLTHSS009

PROVIDER:
Rachel Kienzle

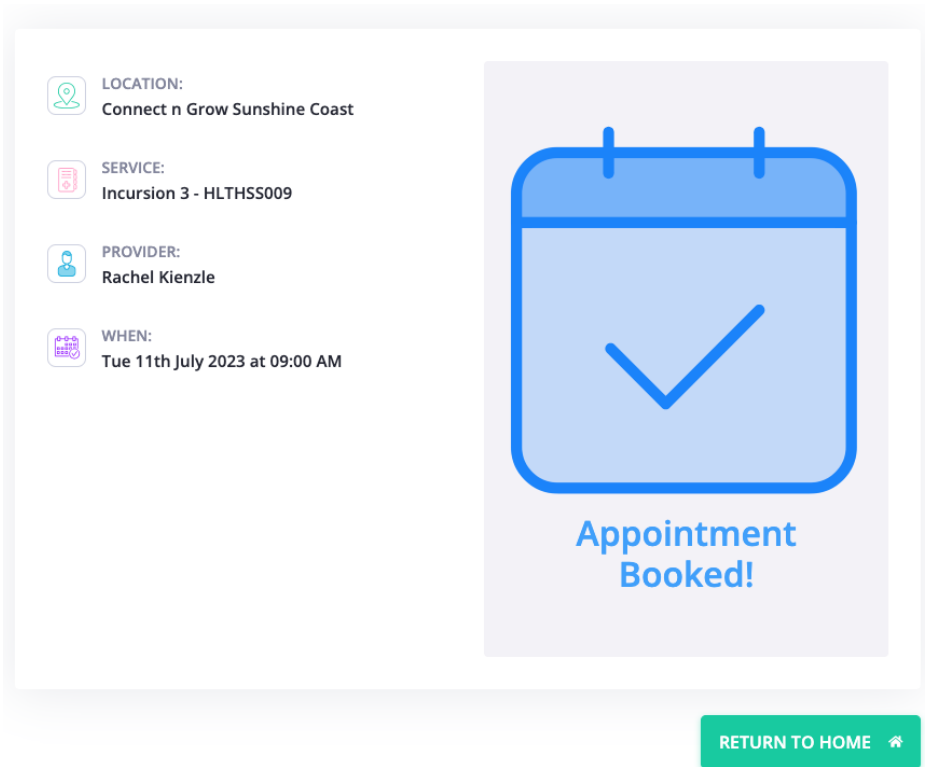
WHEN:
Tue 11th July 2023 at 09:00 AM

Add Notes

BOOK NOW

Procedures for Power Diary

Your appointment will automatically appear stating your incursion has been booked.



LOCATION:
Connect n Grow Sunshine Coast

SERVICE:
Incursion 3 - HLTHSS009

PROVIDER:
Rachel Kienzle

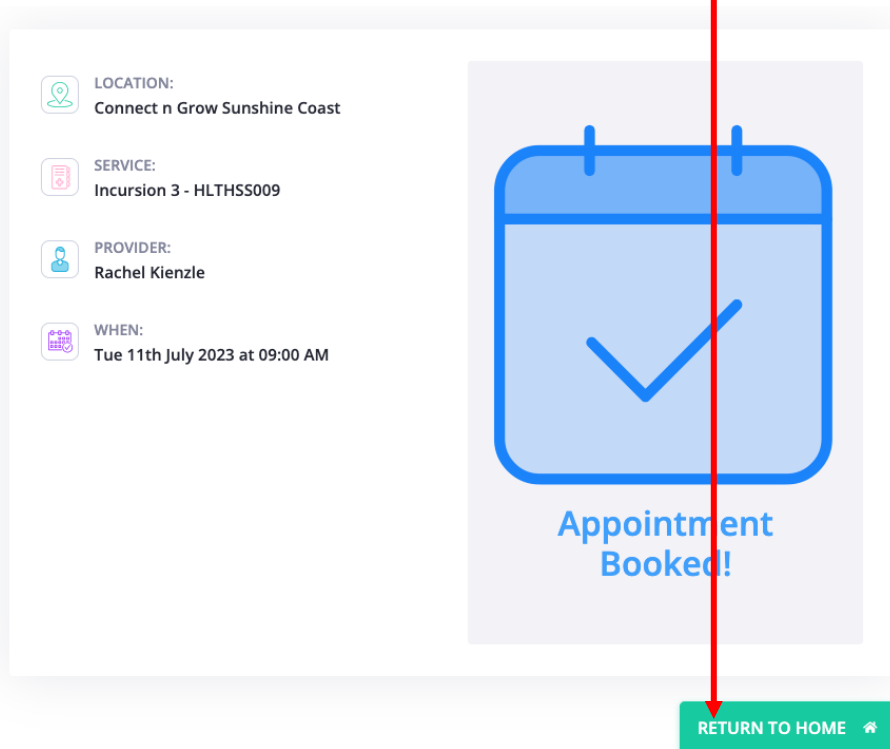
WHEN:
Tue 11th July 2023 at 09:00 AM

Appointment Booked!

RETURN TO HOME

This screenshot shows a confirmation message for a booked appointment. On the left, there are four rows of information: 'LOCATION: Connect n Grow Sunshine Coast', 'SERVICE: Incursion 3 - HLTHSS009', 'PROVIDER: Rachel Kienzle', and 'WHEN: Tue 11th July 2023 at 09:00 AM'. Each row has a small icon to its left. To the right of this information is a large blue calendar icon with a checkmark inside, and the text 'Appointment Booked!' below it. At the bottom right of the message is a green button with the text 'RETURN TO HOME' and a small house icon.

Click on the green button that displays Return to home.



LOCATION:
Connect n Grow Sunshine Coast

SERVICE:
Incursion 3 - HLTHSS009

PROVIDER:
Rachel Kienzle

WHEN:
Tue 11th July 2023 at 09:00 AM

Appointment Booked!

RETURN TO HOME

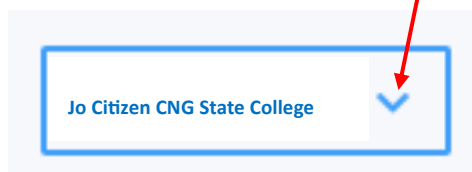
This screenshot is identical to the one above, but it includes a red arrow pointing from the top of the page down to the green 'RETURN TO HOME' button at the bottom right, indicating where the user should click.

Procedures for Power Diary

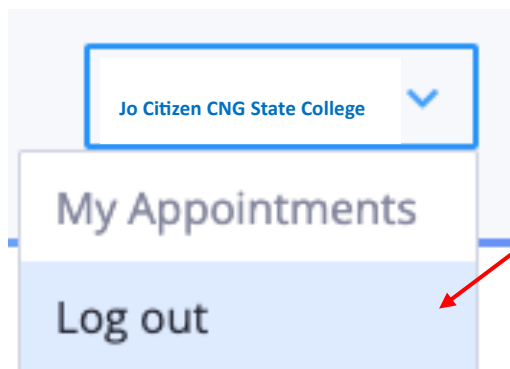
You will automatically be taken back to the client Portal page.



At the top of the page right hand side, you will see your Name and School Name displayed, click on the down arrow button.



A drop-down window will appear, drag your cursor down to Log out.



Power Diary will automatically send you an email as confirmation of the booking, and you will also receive a list of health resources that needs to be provided by your school.

A text message will be sent to the mobile number you used when registering confirming your appointment. Please ensure you confirm your appointment via this text message.