Connect 'n' Grow ®

REDESIGNING EDUCATIONAL PATHWAYS

RTO 40518
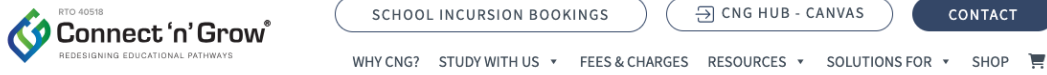
Procedures for Power Diary

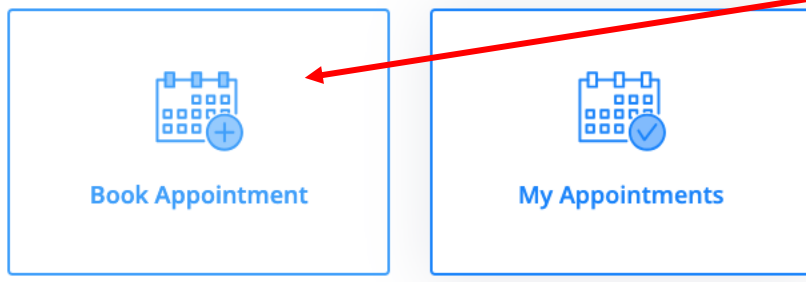# CAUTION

BEFORE YOU REGISTER, PLEASE READ INSTRUCTIONS ON PAGE 6

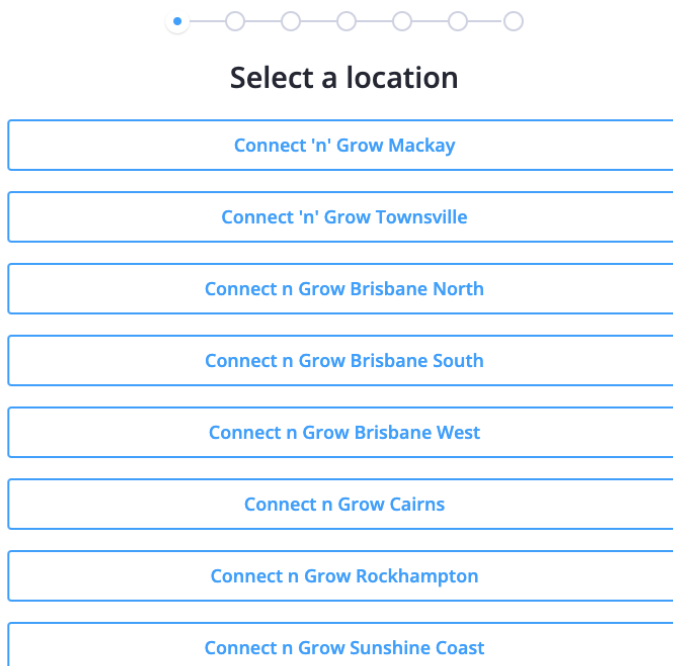In your web browser, type: https://connectngrow.edu.au/

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.

Select a location

Connect 'n' Grow Mackay
Connect 'n' Grow Townsville
Connect n Grow Brisbane North
Connect n Grow Brisbane South
Connect n Grow Brisbane West
Connect n Grow Cairns
Connect n Grow Rockhampton
Connect n Grow Sunshine Coast

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

Select a service

Incursion 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 incursion.

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

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

Please note:

The shaded boxes our EHT's are not available.

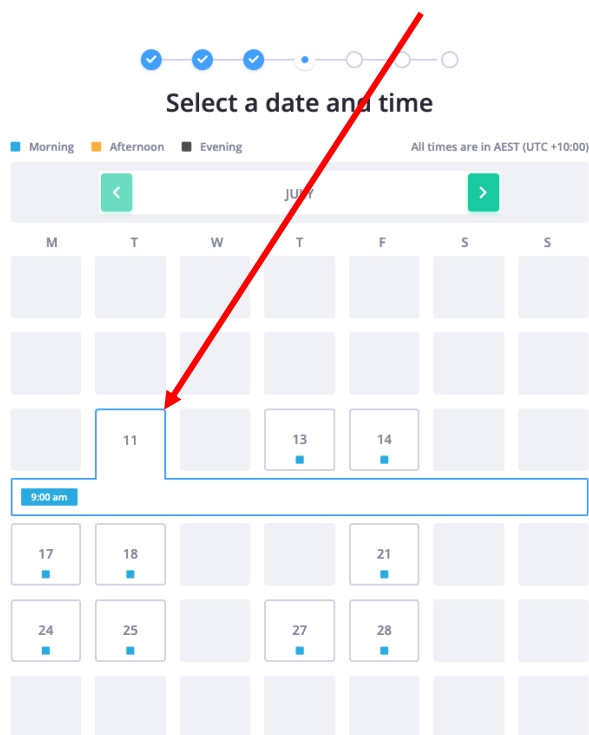The boxes with the date and blue dot are still available to book your incursion.

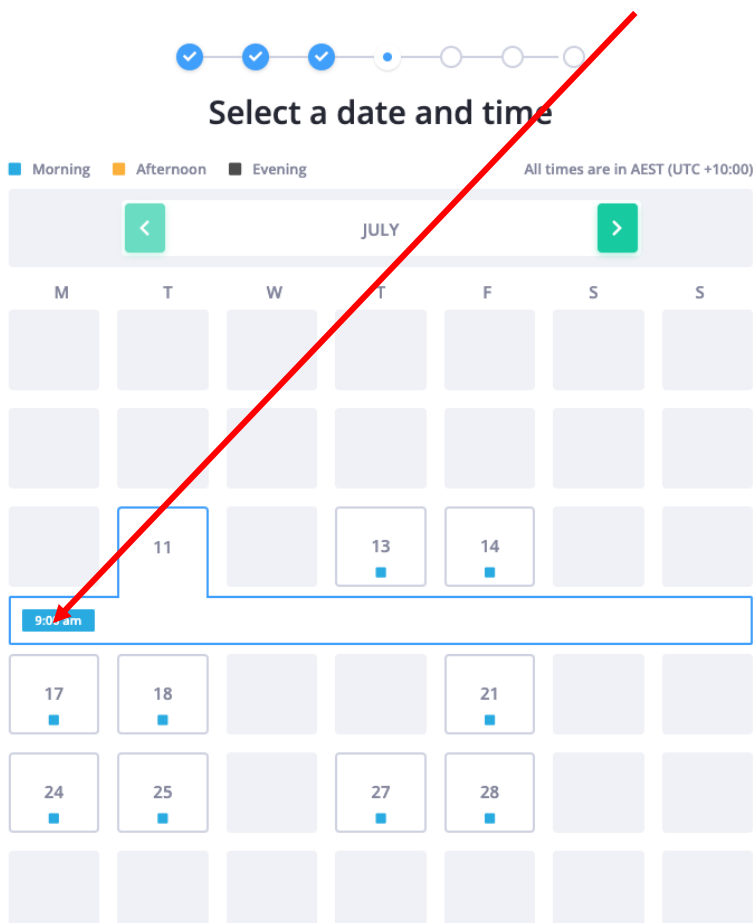To select a future date, click on arrows displaying the month.

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.

You will automatically be taken to the Login page to Power Diary.
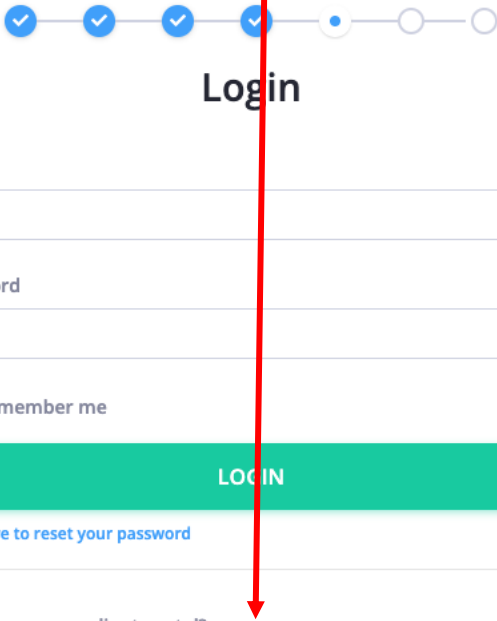
If you do not have an existing login to the client portal, please click the blue button displaying Register here.
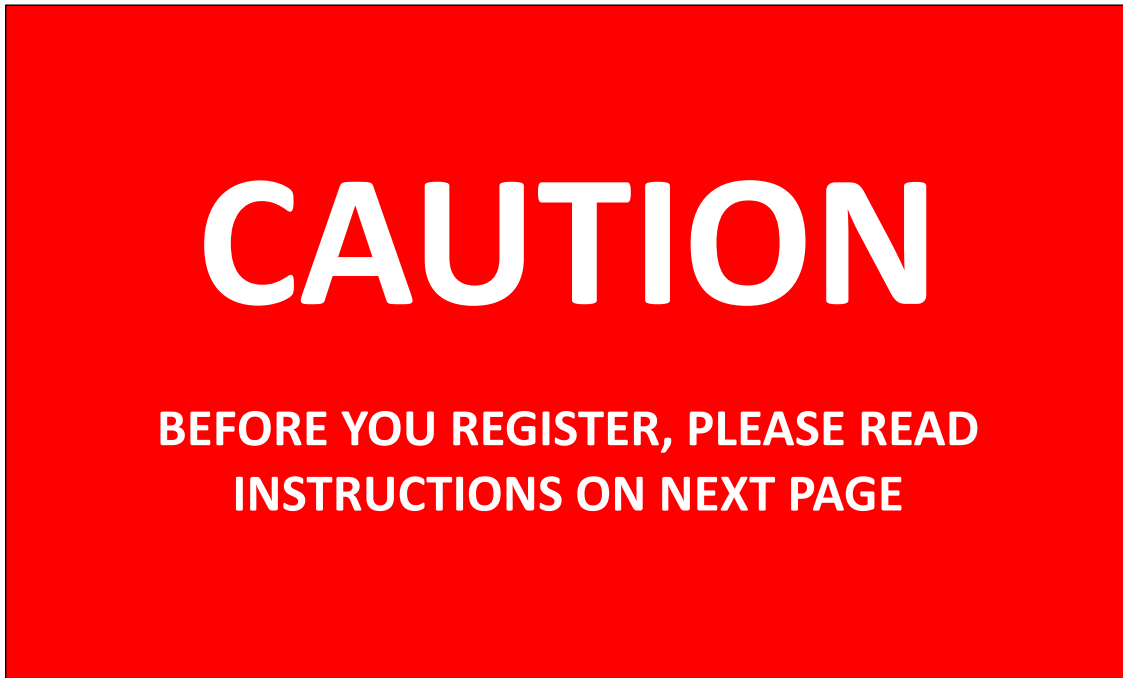
You will automatically be taken to the Register account page.

CAUTION

BEFORE YOU REGISTER, PLEASE READ INSTRUCTIONS ON NEXT 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	Jo Citizen	← Type in your **FULL NAME** here
Last name	CNG State College	← Type in your **SCHOOL NAME** here
Email	jocitizen@email.com	
New Password	••••••	
Confirm New Password	••••••	
Mobile Number	9999 999 999	

GET VERIFICATION CODE

A verification code will be sent to your mobile number.

Click on the green button that displays Get verification code.

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.

Click on the green button that displays Submit.

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

Please review the details, if you are happy, press the green button that displays Book now.
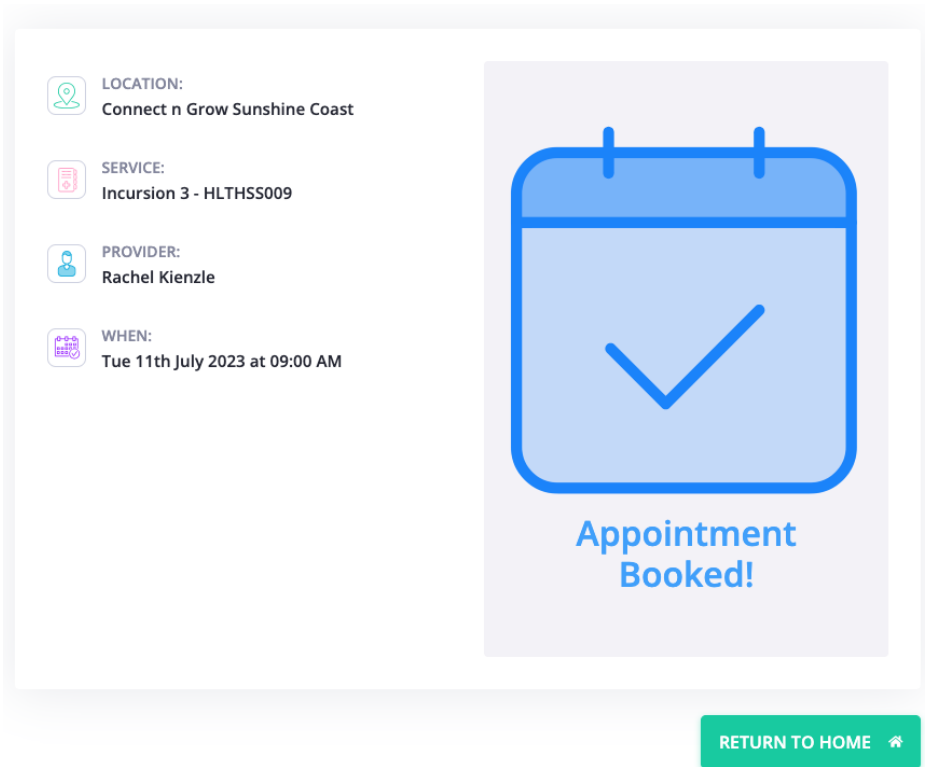
Your appointment will automatically appear stating your incursion has been booked.

Click on the green button that displays Return to home.

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

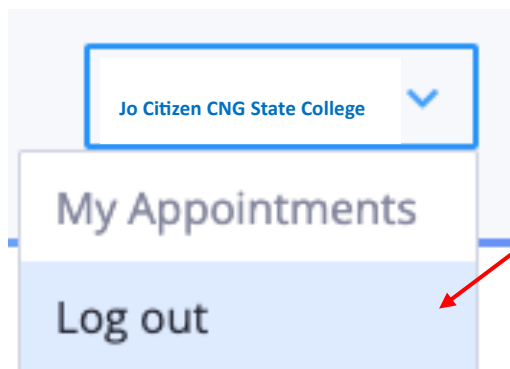At the top of the page right hand side, you will see your Name and School Name displayed, click on the down arrow button.
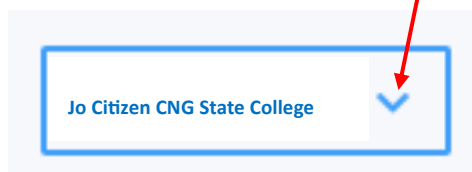
A drop-down window will appear, drag your cursor down to Log out.

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.