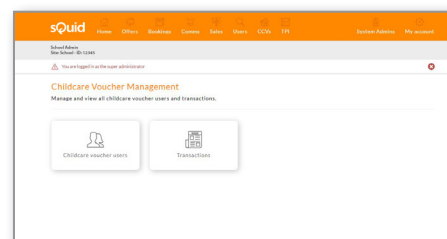


How to set up Childcare Vouchers

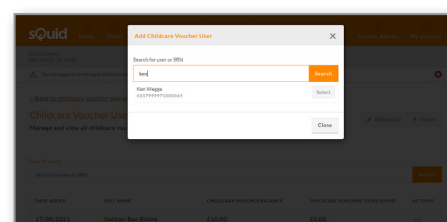
School administrator guide

01 Set up user for Childcare Vouchers (CCV)

a Click the **CCVs** icon in the orange navigation bar at the top of the screen, and then click on the **Childcare vouchers users** tile.

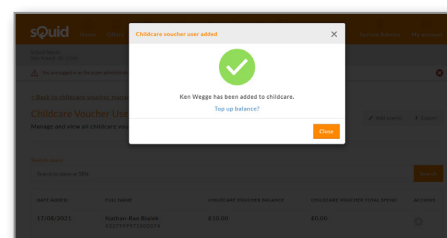


b Click **Add user(s)** on the right hand side of the screen. When the search bar appears, enter the user's name, or their 16 digit sQuid registration number and then click **Search**.



c When the user's details appear, click **Select** next to their name.

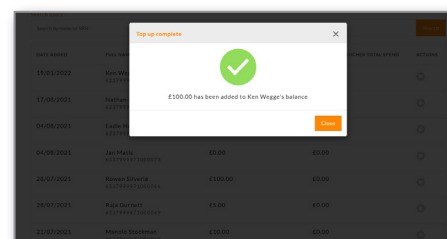
d To confirm that this is the correct user, simply click **Confirm**. The user is now set up to use Childcare Vouchers.



You will now have the option to **add funds to their Childcare Voucher purse**. Click on the **Top up balance?** link.

02 Add funds to the CCV purse

a Enter the value of the voucher as the amount and click **Top up**, and then click **Confirm**.



b A confirmation message will be displayed. Click **Close** to return to the Childcare Vouchers Users screen.

03 Add further funds to the CCV purse

To add further funds, simply search for the user and then click on the **action cog** next to their name. Select **Top Up Childcare Voucher Funds** and then follow steps **02a** and **02b** to top up their Childcare Voucher balance.

