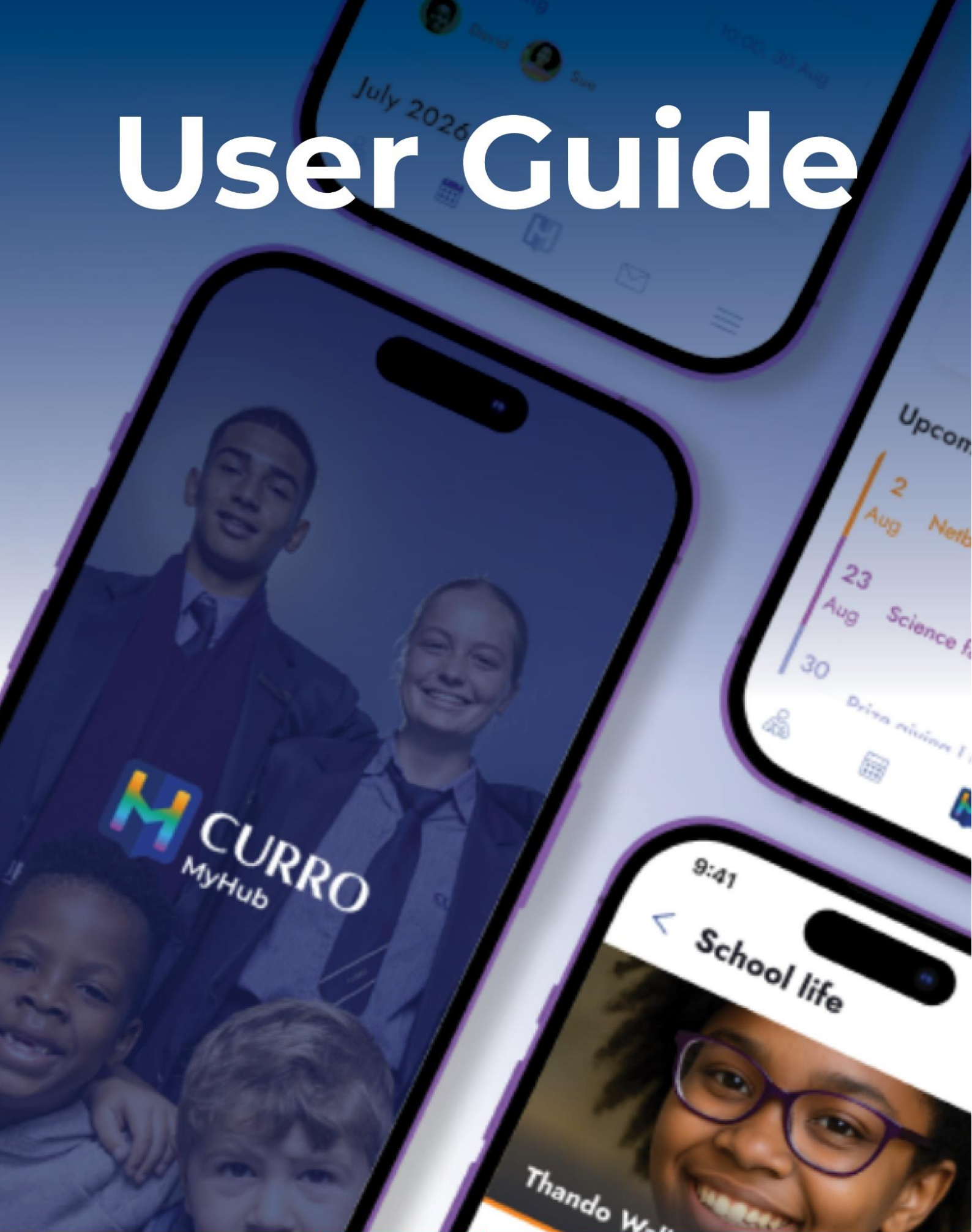


# User Guide



## Onboarding an admin

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### Set up your account as an Admin

Admins can onboard via three methods:

1. Online enrolment (Leads to Alumni): Admin receives a welcome email and logs in using enrolment credentials.
2. Enrolment by Curro officer: Admin follows similar steps after receiving a welcome email.
3. Directly via MyHub: Admin logs in and starts a new enrolment.

Steps include:

1. OTP verification (OTP is valid for 10 minutes)
2. Password creation
3. Confirmation and login

## Onboarding a coparent

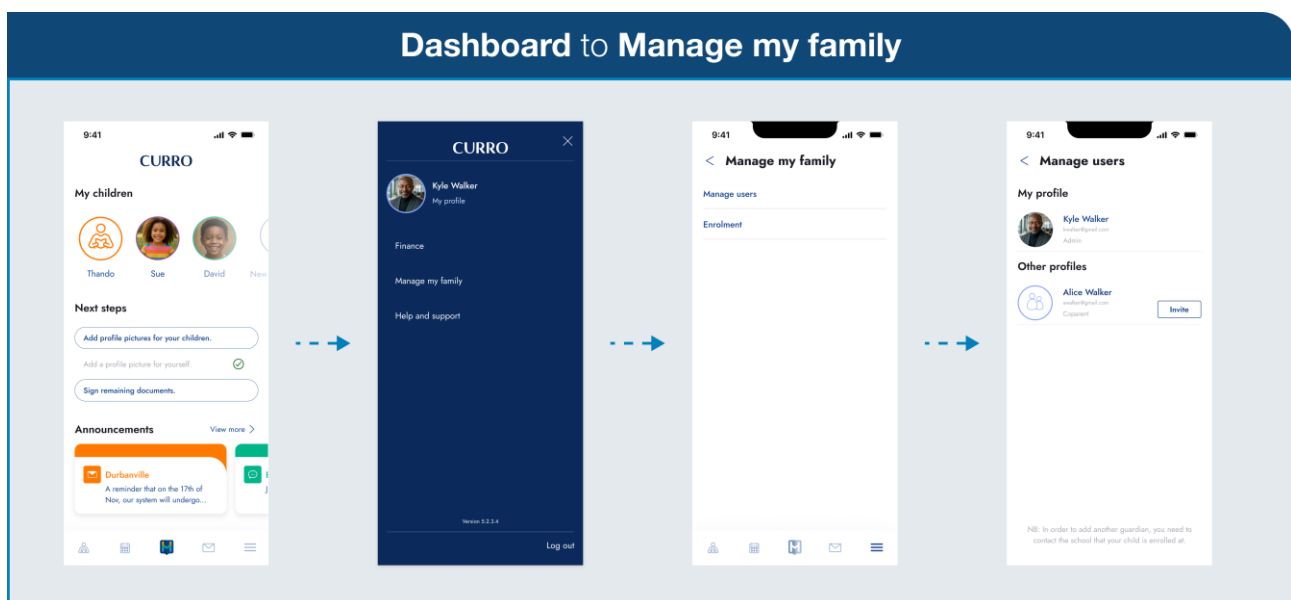
### Invite and activate coparent accounts

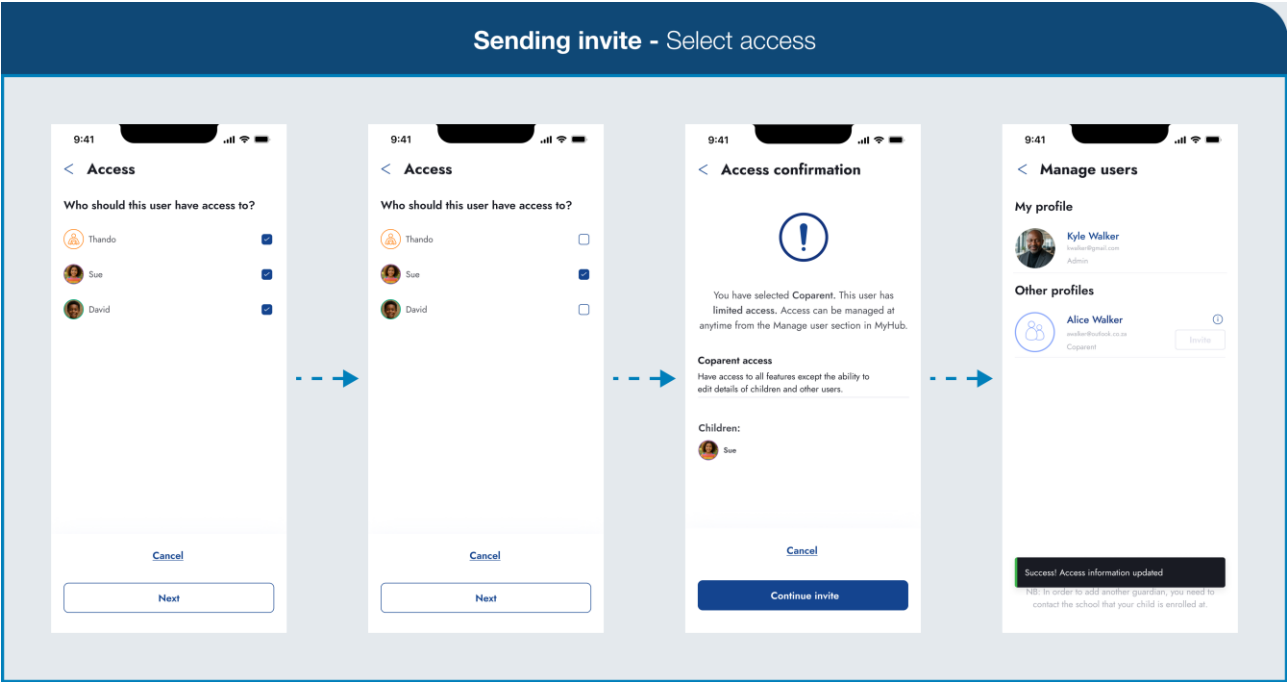
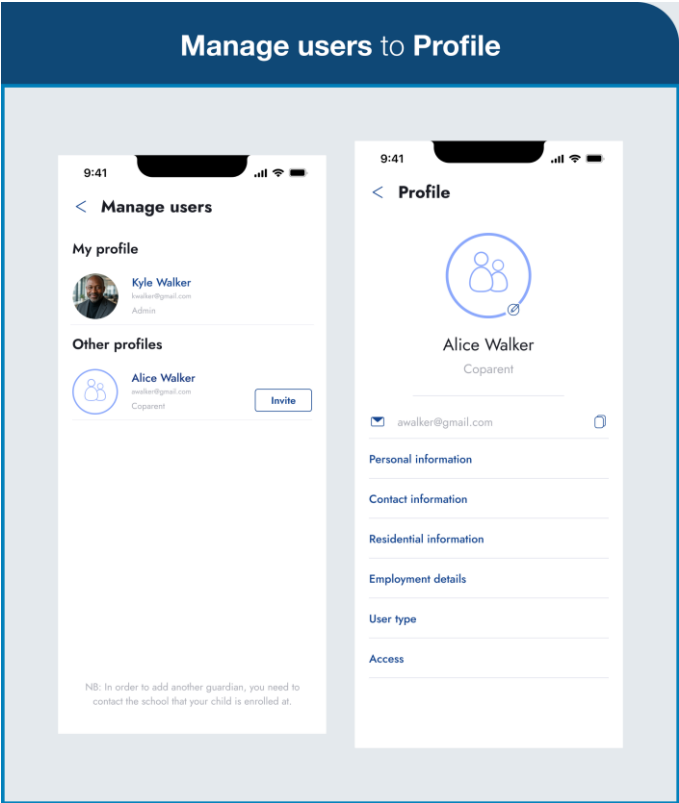
#### Admin steps:

1. Click on the menu icon (three horizontal stripes) and then **Manage my family**.
2. Click on **Manage users**.
3. Click **Invite** on coparent profile.
4. Update email address if needed.
5. Confirm and send invite by clicking on **Proceed**.
6. Assign access (children, features).
7. Confirm access update.

#### Coparent Steps:

1. Check email for invite.
2. Click link and log in.
3. Complete **OTP verification** (OTP is valid for 10 minutes).
4. Create password and confirm.
5. Log in successfully.





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