



XAP Welcome Pack and Help Guides

Here are the helpful guides that will support you to use Xap. Click on each of the underlined links below to view the 'how-to' videos.

Guardian Portal – is a website that you can access from any computer, laptop, phone, or smart device.
[Log in Here](#)

Smile Parent App – App that you can download to your phone or smart device,



We recommend that you begin in the [Guardian Portal](#) (using a web browser on your phone, smart device or PC) and then once you have completed all tasks you can move onto using the Smile Parent App for managing day to day tasks.

Get Started

Getting onto the system is easy!

1. We have sent you an email to [create your XAP](#) Account
2. Download the Guardian Smile App and Login – [Android](#) or [iOS](#)

Next Steps

Complete your enrolment form, set up direct debit and assign permissions

1. Setup your Kiosk Pin for signing in & out – [App](#) | [Guardian Portal](#)
2. Set up your direct debit so your payments are processed – [App](#) | [Guardian Portal Manage](#)
3. Manage your child's information - [App](#) | [Guardian Portal](#)
4. Manage your contact information – [App](#) | [Guardian Portal](#)
5. Accept the service declarations – [App](#) | [Guardian Portal](#)
6. Review your child's enrolment information in the [Guardian Portal](#)

Day to Day

Your setup is done, whats next?

1. How to sign your child [in and out](#) of the Kiosk
2. Viewing statements and invoices – [App](#) | [Guardian Portal](#)
3. Request Booking – [App](#) | [Guardian Portal](#)
4. Add a Nominee – [App](#) | [Guardian Portal](#)

Where can I get more help?

1. Check out [Kingston's website](#)
2. Visit the [Xap University](#)
3. Contact our [amazing admin team!](#)