## How to access your My Family Lounge Portal



When the child care service is subscribed to QK Enrol and/or QKeYLM, you will automatically receive a welcome letter with the following:

#Your Username #Your Password #Link to My Family Lounge.

You can log in to My Family Lounge the following ways; Click on the link in the Welcome email, log in via your child care services' website (if they have inserted the Log In tool) or simply visit https://www.qkenhanced.com.au

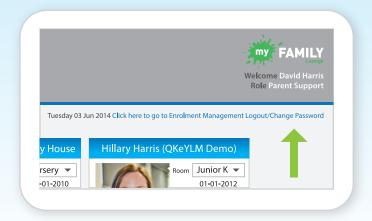




## Common method to ensure successful login

Your initial password is set automatically. It is important to enter both your username and password exactly as they appear in your welcome email.

The best way to do this is to copy the text from the email and paste it into the login field by right clicking your mouse and selecting paste (on a Mac with a single mouse button hold down CTRL when clicking) Please note that on some computers an extra space is automatically added at the end of the pasted text which will need to be deleted to log in successfully.



After successfully logging in it is recommended that you set your own unique password by clicking the "Change Password" link in the top right hand corner.

## **Forgotten Password**

If you have forgotten your password simply click the "I forgot my password" link on the login panel. You will then receive a new password via email. If you have any issues at all please contact the Administrator at your Service.