

Flying Start for kids

EC Connect

How to log in to EC Connect



Government of
South Australia

Flying Start
for kids

Contents

About this guide	3
Before you start	3
Set up myID	3
To set up myID:	4
Get an EC Connect account	4
Log in to EC Connect	5
First-time users	5
Returning users.....	5
Log in using myID	6
EC Connect Navigation	10
EC Connect home page.....	10
Common questions and answers	11



About this guide

This guide explains how to access and log in to EC Connect. It is intended for EC Connect users at Flying Start partner providers and services.

It includes instructions for setting up myID, activating your EC Connect account and logging in to EC Connect. It also provides answers to common questions about accessing EC Connect.

Before you start

Before you can access EC Connect, you will need:

- a myID Digital ID with a Standard identity strength
- an EC Connect account created by the Authoriser for your provider or service.

If you are logging in for the first time, you will activate your account and accept the EC Connect user terms and conditions as part of the login process.

Set up myID

myID is the Australian Government's Digital ID app. It provides a secure way to verify your identity when accessing government online services.

If you don't have a myID, you'll need to set it up with a **Standard identity strength** before you can access EC Connect.

Note: We recommend setting up your myID as soon as possible. This will give you time to complete the identity verification process before you need to access EC Connect.

For more information, refer to the [Get EC Connect ready now!](#) flyer.

You will need:

- a smart device such as a smartphone or tablet
- a personal email address that only you access. As myID is your personal Digital ID, **do not use a shared or work email address**
- to be 15 years of age or older
- identity documents to verify who you are. These may include your passport, driver licence, birth certificate or Medicare card.

Note: Your myID must have at least a **Standard** identity strength or higher. If your myID has a **Basic identity strength**, follow the instructions in the myID app to verify your identity and increase your identity strength to Standard.



To set up myID:

1. Download the **myID app** to your smartphone or device. Only download the myID app from the official app store for your device.
2. Open the myID app and follow the on-screen instructions to set up your myID with a Standard identity strength.
3. Once your myID is set up, return to this guide.



For detailed instructions on how to set up myID, visit the Australian Government myID website:

<https://www.myid.gov.au/how-to-set-up-myid>

Get an EC Connect account

Your Authoriser will create your EC Connect account and assign the access you need. You do not need to create an account yourself.

After your account has been created, EC Connect will send an **EC Connect – Activate your new account** email to your work email address.

You have **7 days** from the date your account is created to activate it. If the activation link expires, contact your Authoriser to arrange for a new activation link.

Note: If you believe you should have access to EC Connect but have not received an activation email, check your inbox, junk and spam folders. If you still cannot find the email, contact your **Authoriser**.

If you do not know who your Authoriser is, ask your manager.



Log in to EC Connect

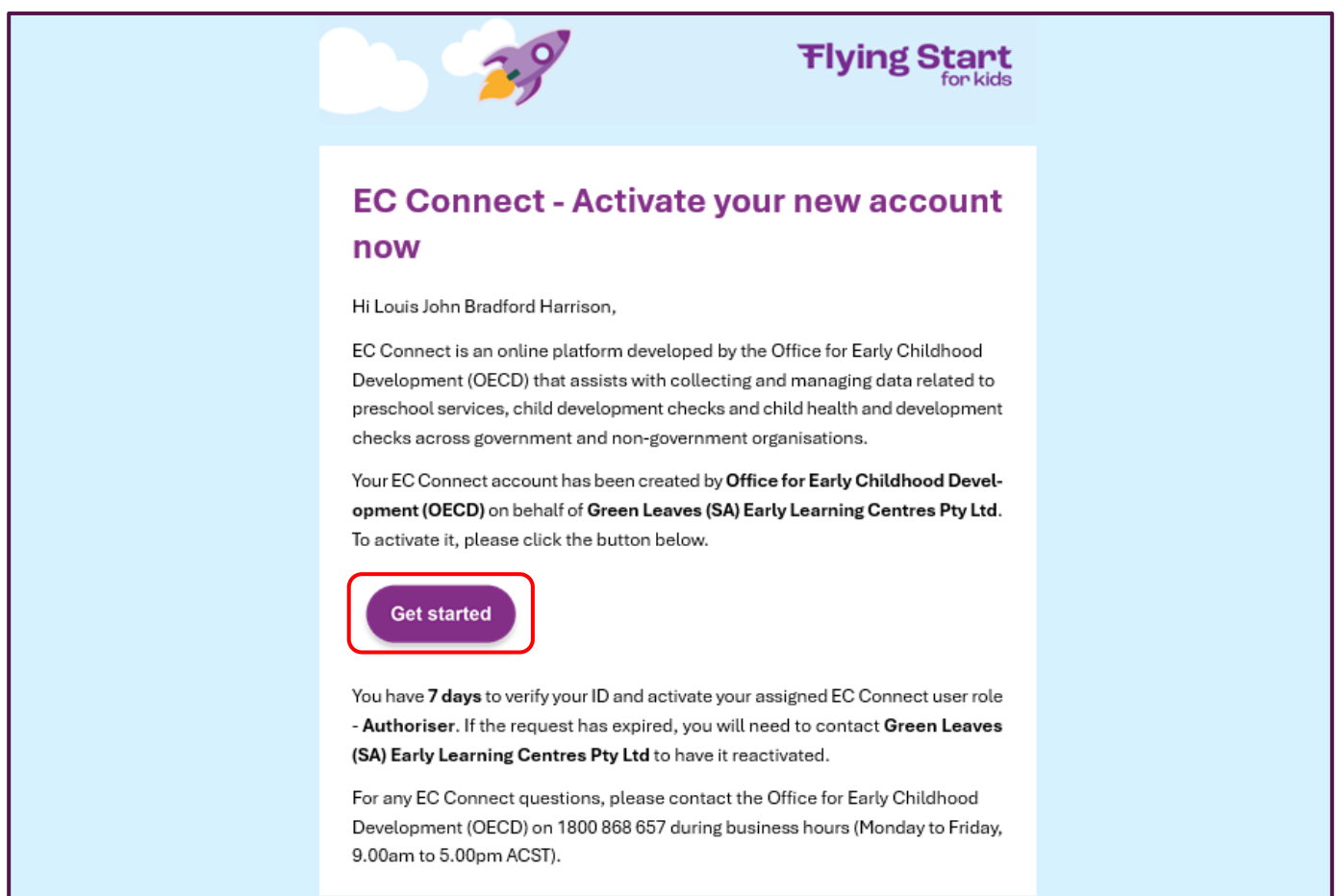
You can access EC Connect using the EC Connect web address or a link in an EC Connect email notification.

First-time users

1. Find the **EC Connect – Activate your new account now** email in your work email inbox.

Note: If you cannot find the email, check your junk or spam folder. If the email is not in your inbox or junk folder, contact your **Provider-Authoriser**.

2. Open the email and select **Get started**.
3. Continue to [Log in using myID](#) steps below.



Returning users

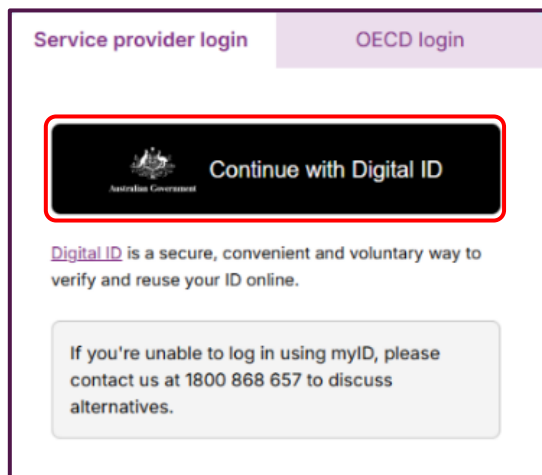
1. Go to <https://ecconnect.sa.gov.au/>
2. Alternatively, you can access EC Connect using a link in an EC Connect email notification, such as the Quarterly data submission due email.
3. Continue to [Log in using myID](#) steps below.



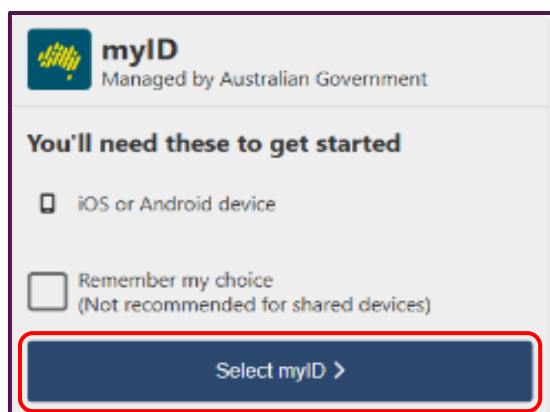
Log in using myID

1. On the Log in to EC Connect page, select **Continue with Digital ID**.

Note: A myID can only be linked to one active EC Connect user account. An error will display if a user tries to activate an account using a myID that is already linked to another active EC Connect account.



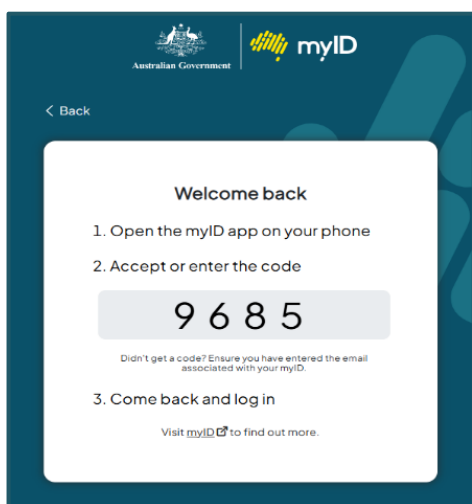
2. On the Select your identity provider page, select **Select myID**.



3. Enter your myID email address in the **myID email** field (this is the personal email address you used to create your myID).
4. Select **Get code**.



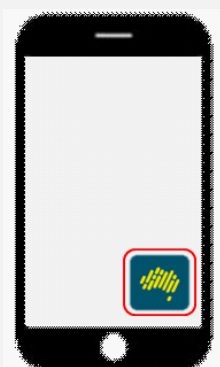
5. A 4-digit code will appear on the login screen and you will be prompted to open the myID app on your phone or smart device.



6. On your smartphone or smart device:

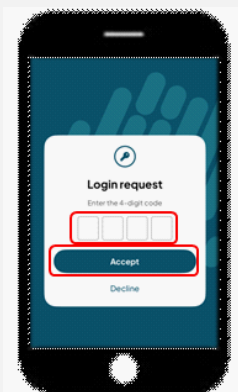
Open the **myID app**.

Sign in to the myID app with your **myID email** and your **10-character password or fingerprint or faceID**.



Enter the 4-digit code provided from the myID webpage in your myID app.

Select **Accept**.



7. Return to your browser, to the **Your consent** page.

8. Select **Consent**.

Your consent

To prove your identity online, you need to consent to share the following details with **Government of South Australia**.
Find out more about giving [your consent](#).

Details provided by myID

Your details

Family name	
Given name(s)	
Date of birth	
Email	

Remember my consent (optional)

Do you want us to remember your consent to share these details from myID with **Government of South Australia**? If not, you will see this consent screen each time you want to share your details with **Government of South Australia**.
We may ask you to provide consent again in the future.

☒ Yes, remember my consent.

You can [view your activity history](#) and [withdraw your remembered consent](#) at any time on the Digital ID dashboard.

For first-time users only:

- Review the EC Connect user terms and conditions.
- Select the **I agree to the terms and conditions** checkbox.
- Select **Proceed**

EC Connect user terms & conditions

Please review and accept the terms & conditions to access the EC Connect portal.

EC Connect Terms & Conditions of Use

1. Background

1.1 Early Childhood Connect (**EC Connect**) has been developed by the Office for Early Childhood Development (OECD), as an online platform that assists with collecting and managing data related to preschool services and child development across government and non-government organisations.

1.2 By accessing and using EC Connect, you agree to be bound by and to comply with these Terms & Conditions of Use (Terms), as amended from time to time, which apply to your access and use of EC Connect and to the performance of EC Connect, and the information, services and other material contained in EC Connect or provided by it.

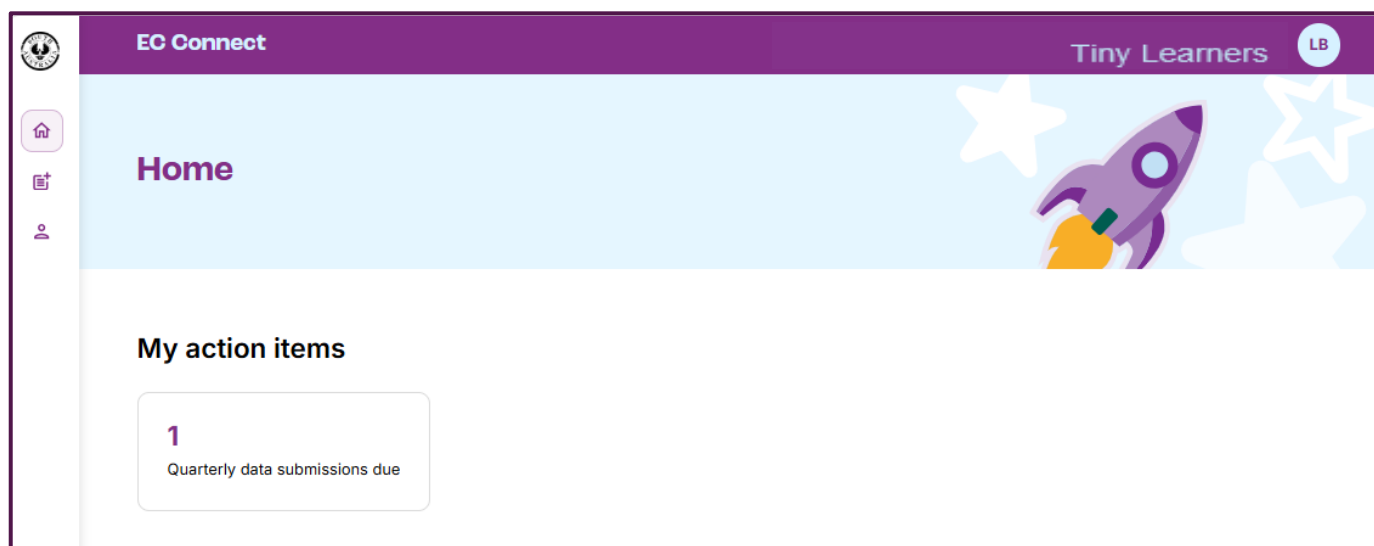
☒ I agree to the terms & conditions

[Decline terms & conditions](#)

Note: If you decline the terms and conditions, you will not be able to access EC Connect. You can log in again and accept them within the **7-day activation period**.



9. EC Connect will open to the **Home** page.

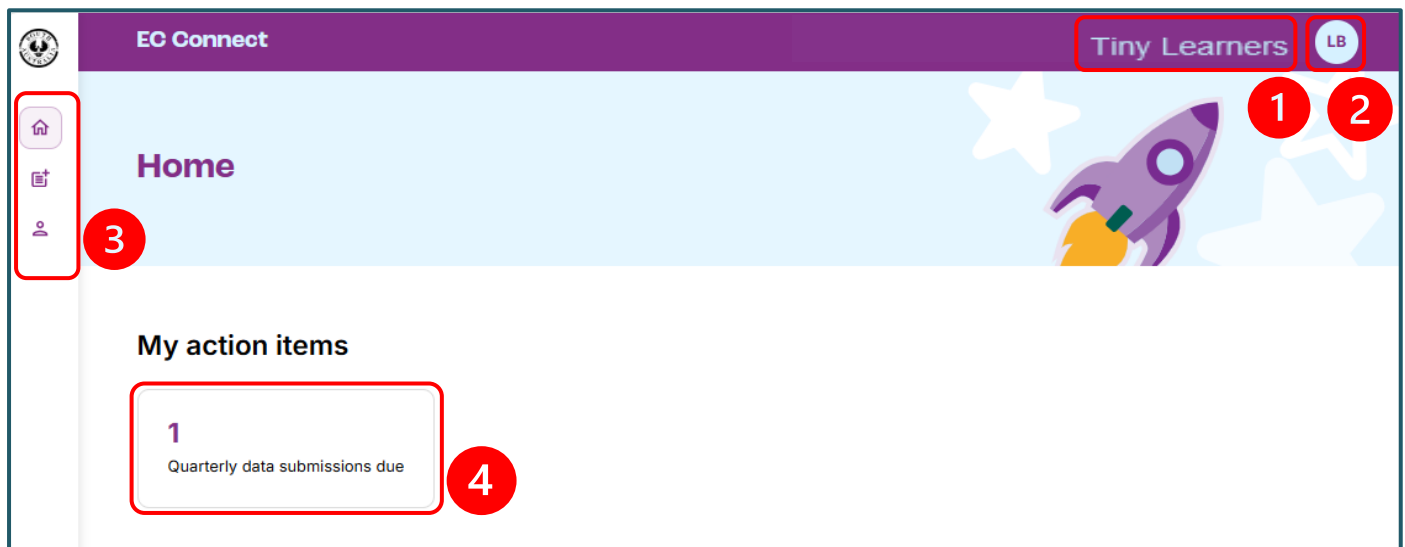


EC Connect Navigation

EC Connect home page

When you log in to EC Connect, the EC Connect home page displays.

1. Your **service name** will display in the header in the top right.
2. Your **username initials** will display in the header in the top right.
3. **Menu items** will appear in the navigation pane on the left of the page. Hover over a menu item to view module name.
4. Any due items will display under **My action items**.



Note: Access to EC Connect modules is permission based. You will only see services that you are assigned to and modules that you have permission to access.

Common questions and answers

I have not received my activation email. What should I do?

Check your inbox, junk and spam folders for the **EC Connect – Activate your new account** email. If you still cannot find the email, contact the **Authoriser** for your provider.

Who is my Authoriser?

Your Authoriser is the person in your organisation who creates EC Connect accounts and manages user access for your provider. If you do not know who your Authoriser is, ask your manager.

Do I need a myID to access EC Connect?

Yes. To access EC Connect, you must have a myID Digital ID with a **Standard identity strength** or higher.

My activation link has expired. What should I do?

Contact your Authoriser for assistance.

What happens if I decline the EC Connect user terms and conditions?

If you decline the terms and conditions, your account will remain **Pending** and you will not be able to access EC Connect.

You can log in again and accept the terms and conditions within the **7-day activation period**. Once you accept them, you can access EC Connect.

If the activation period has expired, contact your Authoriser for assistance.

Why does EC Connect say that my myID is already linked to another account?

When activating your account, you may see the following message:

myID already linked

Your myID is already linked to another account. Please contact your Authoriser for assistance.

This may occur if your EC Connect account with a previous provider is still active. Contact your Authoriser to arrange for the previous account to be deactivated before activating your new account.

Why do I see an 'Account not onboarded' message?

If you have previously accessed EC Connect, your account may have been deactivated.

If you still need access, contact your Authoriser. You may need to activate your account and accept the EC Connect user terms and conditions again.

Can I access EC Connect without using the link in the activation email?

You must use the link in the activation email to activate your account for the first time.

After you have activated your account, you can access EC Connect directly using the EC Connect web address: **<https://ecconnect.sa.gov.au/>**

You can also access EC Connect from links in EC Connect notification emails or from the OECD website.

Tip: Add the EC Connect web address to your browser favourites or bookmarks for quick access.

I have moved to another provider. Can I keep my existing access?

No. Before you can access EC Connect through your new provider, the Authoriser for your previous provider must deactivate your existing account.

The Authoriser for your new provider can then create a new account for you. You can link your myID to the new account when you activate it.



I can sign in but cannot see the service I need.

The information and services you can access in EC Connect depend on your assigned role and service access.

If you need access to another service, contact your Authoriser.

What roles can users have in EC Connect?

The role and access level assigned to you determine what you can view and do in EC Connect.

- **Authoriser:** Can view and contribute data for all services within the provider and manage user access across all services in the provider.
- **Contributor:** Can view and contribute data for either all services within the provider or selected services assigned to them.

