This is how the KiTa-Portal Dortmund works – in 3 steps to the childcare place

www.kita-portal.dortmund.de

The KiTa-Portal Dortmund can be operated from the computer, smartphone or tablet at any time and in a convenient way and, of course, the possibility remains to ask for personal child care service in person in a day care centre or in the coordination office of the youth welfare office of the city of Dortmund. Consultations and reservations for a childcare place in the child day care continue to take place through the individual supporting institutions.

Let’s get started!

1st step: Search for “Kita” (English: “Child care centre”)

Click on the button “KiTa Suchen” (English: “Search for child care centres”) on the homepage in order to find suitable child care centres in your vicinity. A search mask opens. Please fill in the white fields.
You do not have to fill out all the predefined fields in order to start searching with the button “Suche” (English: “Search”) on the bottom right side of the page. Note: The more information you enter into the search mask, the more accurate will be the search results.

Facilities which match your search are listed in a list under “x matches”.

Now you know which facilities/day care centres in Dortmund might be of interest to you.

**2nd step: Login or registration**

Click on the button “Startseite” (English: “Home”) in the upper left corner in order to register in the KiTa-Portal Dortmund. As soon as you have returned to the homepage, click on the “Login” (English: Login) button. The registration is essential in order to pre-register your child / your children at one or more facilities. Subsequently, the following screen is displayed:

Use the button “Neues Benutzerkonto erstellen” (English: “Create new user account”) if you have not yet been registered in the program KiTa-Portal Dortmund.

Please fill out the following search mask carefully and agree to the privacy policy.
Fill out the field “Captcha” (English: “Captcha”) on the bottom of the page to make sure that your registration is not a computer-controlled login (bot).

Finally, click on the field “Registrieren” (English: “Register”) at the bottom left corner. Subsequently, the following screen is displayed:
Please open your email program now parallel to your registration process in order to open the confirmation email which has been sent to you by the KiTa portal Dortmund. Please follow the instructions of the confirmation email and click on the confirmation link contained therein. Subsequently, the following screen is displayed:

Please generate a password now for your personal user account at KiTa-Portal Dortmund. This must consist of at least 8 characters and has to contain the following character types: uppercase letters, lowercase letters and special characters (!$§()=?+_;:).

Click on “Speichern” (English: “Save”) and the following screen is displayed:

Your personal password has been saved successfully. Your registration at KiTa-Portal Dortmund has now been completed. Click on the button “OK” (English: OK) and the following screen is displayed:
Please follow the instructions of the above-mentioned page view. First of all, please verify whether your contact information is correct. You can do this by clicking on the button “Kontaktdaten” (English: “contact data”) on the upper left side.

3rd step: Registration of the child(ren)

You have already created a user account with your contact data. Hence, you can now register your child or, if applicable, several of your children. In order to do this, please click on the field “Anmeldung Kind(er)” (English: Registration of the child(ren) in the centre top of the page.

The following registration form opens. Please enter the required information and click on the button “Eingaben speichern” (English: “Save entries”) on the bottom of the right side.
Neue Kind anlegen

Bitte füllen Sie die Felder möglichst vollständig aus. Die Pflichtfelder sind mit * gekennzeichnet.
Dateneingaben werden nicht automatisch an die Stellung/Anstalt, bei denen eine Anmeldung bereits erfolgt ist. Bitte kontaktieren Sie in diesem Fall den/die betroffene/n Stellvertreter/nehmer!

Legen aus Ein

* Vornamen:

* Nachname:

* Geburtsdatum:

* Geburtsort:

* Straße / Nr.:

* PLZ:

* Ort:

* Stadt:

* Geschlecht: [ ] männlich [ ] weiblich

* Herkunftland des Kindes:

* Nationalität / Staatsangehörigkeit:

* 2. Nationalität / Staatsangehörigkeit:

* Konfession:

* Gedächtnis für Integratives Beratungszentrum (Kinder mit Behinderung)

* Familienstrukturen

Anzahl der Geschwister:

* Vorrangige FamilienSprache:

* Zweite FamilienSprache:

* Familienspezialität:

* Mehrjährigkeit:

* Ja [ ] Nein [ ]

* Allgemeine Angaben zum Einlassungszweck

Wird das Kind aktuell betreut?

[ ] Ja, in einer Kindertageseinrichtung

[ ] Ja, in Kinderbetreuung

* [ ] Nein

* Einlegezeichen

* Impressum

* Datenschutz
The following screen summarises your provided information. If you want to edit the data record, click on the symbol (pencil) underneath “Bearbeiten” (English: “Edit”). If your details are correct and you do not want to make any further additions or changes to your child's record, click on “Neue Einrichtung(en)/Kindertagespflege hinzufügen” (English: “Add new facility (facilities)/day care”) in the bottom left-hand corner.

The following screen will appear:

Please select any facilities from the list that might be of interest to you. In order to do this, tick the appropriate box. Of course, a multiple selection is also possible. Subsequently, click on “Neue Auswahl hinzufügen” (English: “Add new selection”). Once you have confirmed it, the following screen is displayed:
Please click “OK” in order to continue. The following screen is displayed:

Please click on the red font “Bitte eintragen” (English: “Please enter”) in the lower half of the screen in order to enter information about the required start date of admission as well as the desired supervision time. Please repeat this individually for each selected facility. The following screen is displayed:

[Image of a screenshot showing a form for entering information about required start date of admission and desired supervision time]
Please enter the required information and subsequently click on “Eingabe speichern” (English: “Save entries”). Now you can access to the following overview page:

At this point of time, the status of your application(s) should read “nicht eingereicht” (English: “not yet submitted”). In order to finally submit your application, click on “Anmeldedaten abschließend kontrollieren und freigeben” (English: “Verify and approve the registration data entered”). 
Please verify your entries carefully. In case there are any input errors, please click on “Zurück” (English: “Back”) in order to correct your entries. To complete the registration, please agree to the privacy policy by ticking the box and click on “Anmeldung durchführen” (English: “Process the registration”).
If your registration has been successfully completed, the following screen is displayed:

The status of your application should now have changed to “eingereicht” (English: “submitted”). Please note the information on the screen regarding the further procedure: