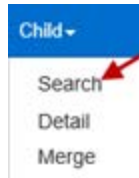


KinderConnect - Adding Child Picture

KinderConnect allows you to add a picture to the records of the children you care for. This picture will also appear next to the child's name in KinderSign. Before you start, you will need to have a picture of the child saved on your computer.

- A** Press **Search** under Child.



- B** Enter the search criteria for the child you would like to view. Press **Search**.

Child Search

First Name:

Last Name:

CIN:

Phone Number:

Schedule Date: 

County: 

Provider:

Use Phonetic Matching: ☐

Search **Clear**

- C** Select the child you would like to view by clicking on their name in the **Search Results**. This action takes you to **Child Detail** page.

Search Results

Child Name	Child ID	CIN	Date of Birth	Phone Number	Providers	Sponsors	Type	Account
DeWitt, Bart	349		3/3/2014	(123) 456-7890	Barney's Day Care	DeWitt, Wally	Non-Subsidized	Account
Doug, Little	364		1/1/2019		AA Child Care (64523)	Guiringer, Doug	Non-Subsidized	Account

- D** From the **Child Detail** page, press **Upload Picture**.



- E** Locate in your computer the child picture you would like to upload, which you had previously saved. This process will vary based on your computer.

- F** Once selected, the picture will appear on the right side of the **Child Detail** page. The picture will also display in KinderSign next to the child's name.

Child Detail



★ denotes a required field


Child ID: 364

CIN:

First Name: ★ Little

Middle Name:

Last Name: ★ Doug

Date of Birth: ★ 1/1/2019 

Phone Number:

Child Type: Non-Subsidized

Subsidized Schedules:

Non-Subsidized Schedules: ★ Add Non-Subsidized Schedule

	Provider	Start Date	End Date	
Edit	AA Child Care	1/1/2020	12/31/2020	Delete

You can change the picture at any time by repeating the steps above.

- G** To remove a picture, press **Delete Picture**.

