

Electronic Attendance Guide to Create a Digital Signature for Parents

February 8, 2021

What is a Digital Signature?

A digital signature is a secure way to sign documents online. Parents can use their digital signature for securely signing attendance timesheets at the end of every month.

Who needs to create a Digital Signature?

Any parent associated with a subsidy case needs to create a digital signature in order to approve and sign attendance timesheets at the end of the month. The digital signature used to approve the electronic attendance replaces using a pen to sign a paper timesheet at the end of the month.

Do I have to create a Digital Signature?

If parents want to use electronic attendance, they do need to create a digital signature in order to approve attendance at the end of the month. The California Department of Education requires a digital signature for electronic attendance.

When does my Digital Signature need to be created?

Parents must create their digital signature before a provider can submit an attendance timesheet to an Alternative Payment Agency for payment. This typically happens after the first full month of attendance is collected. If a parent does not create a digital signature, a childcare provider will be unable to submit attendance using KinderConnect.

Do I have to change my Digital Signature once it has been created?

The system requires that parents create a new digital signature each time their KinderConnect password is modified.

Can I digitally sign my attendance timesheet from anywhere?

Yes, parents can digitally sign attendance timesheets from anywhere using KinderSmart on their smartphone. There is no need to go the provider's facility to sign timesheets.

How do I create my Digital Signature?

Follow the steps outlined in the attached Quick Reference Cards (QRCs).

1. KinderConnect Self Registration
2. KinderConnect Login
3. KinderConnect Create Digital Signature

KinderConnect – Parent/Sponsor Initial Self Registration

Parent/Sponsor and Child information will be automatically populated in KinderConnect.

A If this is the first time you are accessing KinderConnect, open your browser to www.kinderconnect.com/solano.

Click **Not registered yet?** to open the new User Registration page.



B Click on the **No** radio button to indicate that you are not a Provider. Press **Continue**.



C Enter the information that uniquely identifies you.

- Parent First and Last Name.
- Parent Date of Birth.
- Parent Verification Code.

Note: You will not be able to register without the verification code. This verification code is parent specific and must be provided to you by your agency.

User Registration

Please fill out the fields below and press the Verify button.



D After entering the required information, press **Verify**.

E Enter the new account login information.



F Press **Create Account**.

KinderConnect – Login

After your account has been created, you will need to logon each time you use the system.

- A** Open your browser to the page <https://www.kinderconnect.com/Solano>
Note: You cannot access KinderConnect using Internet Explorer. Please use another browser such as Google Chrome, Firefox or Safari.
- B** Enter your **User Name** and **Password** created at the time of registration. Passwords are case sensitive. If capital letters were used while creating the password, they need to be used when logging on.

KinderConnect
By Controltec

Welcome to KinderConnect

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Sign In

[Forgot password?](#) [Not registered yet?](#)

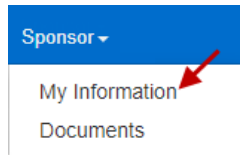
- C** Press **Sign In** to access your account.

Sign In

KinderConnect – Sponsor Creates Digital Signature

Primary Parents can create a digital signature to be used for approving attendance.

- A** Press **My Information** under Sponsor.



- B** Press **Create Digital Signature**.

Sponsor Information



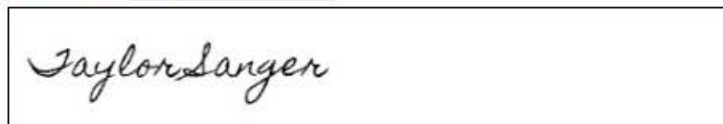
- C** Click on the desired method to indicate whether you would like to enter your signature using the keyboard to type your name, the mouse to enter your signature, or upload an existing image.

Create Signature

Type Sign Upload

- Click on **Type** if you would like to enter your signature using the keyboard. Enter your **Name** and KinderConnect **Password**. The name, as entered, automatically displays in the signature field.

Name: ★ Taylor Sanger
Password: ★



- Click on **Sign** if you would like to enter your signature using the mouse. Enter your KinderConnect **Password**, then hold down your left mouse button and sign. You can press **Clear Signature** if you are not satisfied with the signature and try again.



- Click on **Upload** if you would like to use your browser to locate an existing image of your signature. Enter your KinderConnect **Password**, then press **Upload Signature**, locate and select the desired image.

Password: ★

Upload Signature None

Save

- D** Press **Save**.

Note: A new digital signature must be created every time a Sponsor changes his/her password.