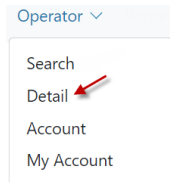


KinderConnect – Add New Operator

Operators are all system users able to access the Provider's KinderConnect account. A Provider can add multiple operators. You should always **Search** for the Operator before adding a new one to avoid duplication.

A Click **Detail** under **Operator**.

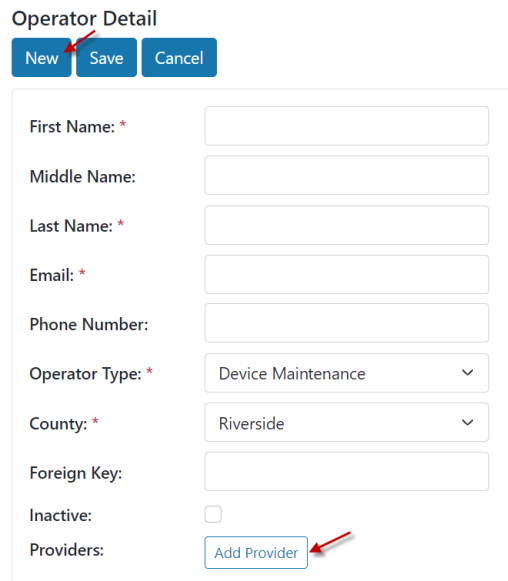


Operator ▾
Search
Detail
Account
My Account

B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider**.

Note: Every **Provider** must have at least one **Operator** with the role **Provider Administrator**. Ensure that your Provider has at least one **Operator** of this type.

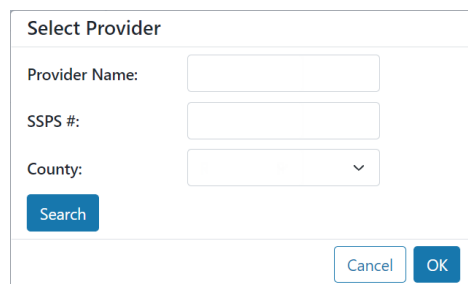
Note: Checking the **Inactive** check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.



Operator Detail
New Save Cancel

First Name: *
Middle Name:
Last Name: *
Email: *
Phone Number:
Operator Type: * Device Maintenance ▾
County: * Riverside ▾
Foreign Key:
Inactive: ☐
Providers: Add Provider

C Enter the **Provider Name** and press **Search** to locate.



Select Provider

Provider Name:
SSPS #:
County: ▾
Search
Cancel OK

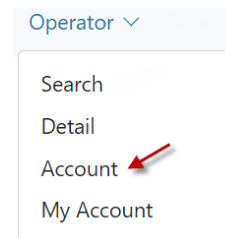
D In the search results, click to select the name of the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login related information.

A Click **Account** under **Operator**.

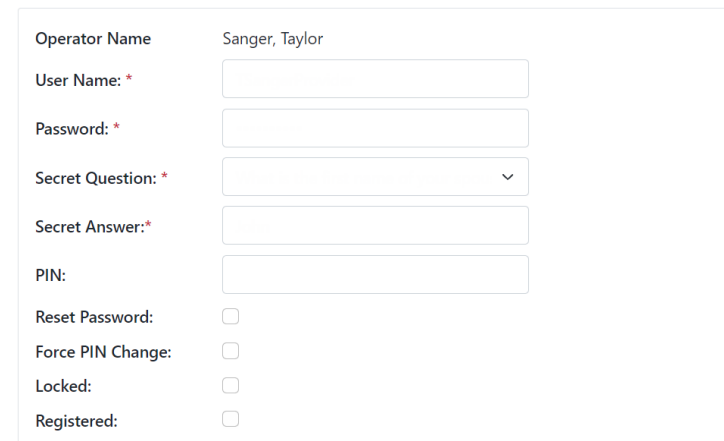


Operator ▾
Search
Detail
Account
My Account

B Enter the required information of the Operator indicated by a red asterisk (*).



Operator Account
Save Cancel



Operator Name Sanger, Taylor

User Name: *
Password: *
Secret Question: * ▾
Secret Answer: *
PIN:
Reset Password: ☐
Force PIN Change: ☐
Locked: ☐
Registered: ☐

C Press **Save**. The system displays a message indicating that the record was saved successfully.