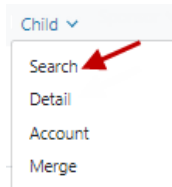


KinderConnect - Adding Child Picture

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:

Region:

Provider:

Use Phonetic Matching: ☐

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

Search Results 4 Results Found

Name ↑↓	ID ↑↓	CIN	Date of Birth ↑↓	Phone ↑↓	Providers ↑↓	Sponsors ↑↓	Type ↑↓	Account
Corbett, Becky	3839	CIN_70852	12/1/2015		Rincon Daycare - Lic Ex	Corbett, Jonathan (PC) Corbett, JenniferPP	Subsidized	Account
Corbett, Cassie	3820	CIN_147	11/1/2014		Rincon Daycare - Lic Ex	Corbett, Jonathan (PC) Corbett, JenniferPP	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

Child ID: 3840

CIN:

First Name: * Christopher

Middle Name:

Last Name: * Corbett

Date of Birth: * 12/1/2016

Phone Number:

Re-enroll: ☐

Child Type: Subsidized

Subsidized Schedules:

Provider	Start Date	End Date
Rincon Daycare - Lic Ex	1/1/2021	12/31/2021

Non-Subsidized Schedules:

Provider	Start Date	End Date	Actions
Diego's Licensed Center (Based) Children & Family	1/1/2021	12/30/2021	Edit Delete



The **Delete Picture** button enables once a picture is uploaded. You can change the picture at any time by deleting the existing picture and repeating the steps above to upload a new one.

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

