



Cooks Creek Presbyterian Church's KidCheck Account Creation Guide

This guide includes general information about KidCheck at Cooks Creek Presbyterian Church and also outlines how to create your KidCheck account. The KidCheck software will be used to securely check children in and out of care while at CCPC. Additional information will be distributed prior to the KidCheck launch at CCPC regarding the check-in/out process. If you have any questions, please contact Shelley Newman at pierce.shelley@gmail.com. (last updated 10/14/2020)

General KidCheck/Account Creation information:

- 1) KidCheck will initially just be used for nursery care (ages 0-5), but will likely expand to include older children as well in the future. The anticipated launch date for KidCheck for nursery care at CCPC is October 18, 2020.
- 2) Anyone (parent 1, parent 2, grandparent, aunt, friend, etc.) who will be dropping off or picking up (checking-in/out) a child from the nursery (ages 0-5) will need a KidCheck account, as well as anyone who will be working in the nursery. Please create your account in advance to ensure a smooth check-in/out process.

Even though we are initially just launching KidCheck for nursery care, we are asking for accounts to be created now for checking-in/out children from age 0- 5th grade. Sunday School teachers for all classes through 5th grade should also create an account. We are also asking for accounts to be created now even if you don't plan to return to in-person services at CCPC in the near future due to the current pandemic, but you do plan to eventually return.

- 3) Account logistics: Two parents of a child should have two separate accounts, and only one account should claim to be the primary guardian for a child during account setup. If a husband and wife have two separate accounts and both click *+Add a New Child* on the *Kids* tab through their separate accounts and create a profile for their child, duplicate profiles will be created for the child. **Only one person (parent 1) should create the child's profile and add the child to their account, and then that person should grant "Guardian" access to anyone they want to be able to check-in/out the child (parent 2, grandparent, aunt, friend, etc.).** To grant Guardian access to someone, the person being granted Guardian access must have a KidCheck account. **There is an account setup example on the last page of this guide.**

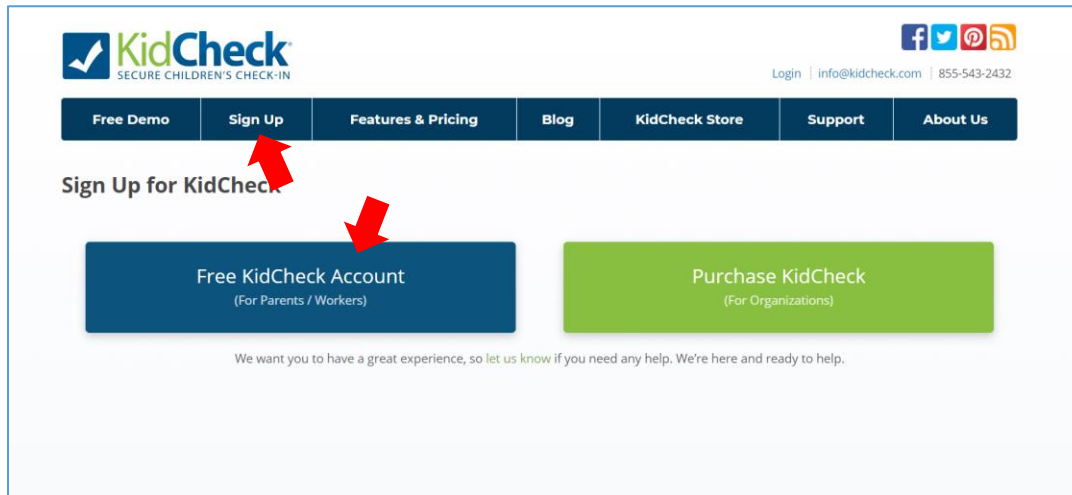
If you are a parent/guardian as well as a nursery worker and/or Sunday School teacher, you only need one account. We will grant the worker access to your account through the admin portal. If you are a nursery worker/teacher but will not have children on your account, create your account and then we will grant you worker access.

- 4) Please upload a photo of yourself to your account as well as a photo of any children on your account to their profiles. Photos will be extremely helpful for nursery workers and teachers. If you do not upload a photo, your church directory photo will be used for your account.
- 5) If your child does not have any medical or allergy issues workers/teachers need to be aware of, please leave the Medical/Allergy Info box on the child's profile completely blank ("No Medical/Allergy Issues" text will default in). If your child does have medical or allergy issues workers/teachers need to be aware of, please populate the Medical/Allergy Info box accordingly. If this box is populated, the child's name on their name

tag will be white text with black highlight, instead of black text with white highlight, to indicate to workers/teachers there is a medical issue or allergy they need to be aware of. The text from the Medical/Allergy Info box will print on the nametag as well. If your child has a medical or allergy issue you do not want printed on the nametag, please contact pierce.shelley@gmail.com.

- 6) The instructions below are for account creation on a computer. There is a KidCheck mobile app that can be used to create and manage your account as well. The KidCheck mobile app can also be used to check children in/out of care (more information will be coming on the check-in/out process).

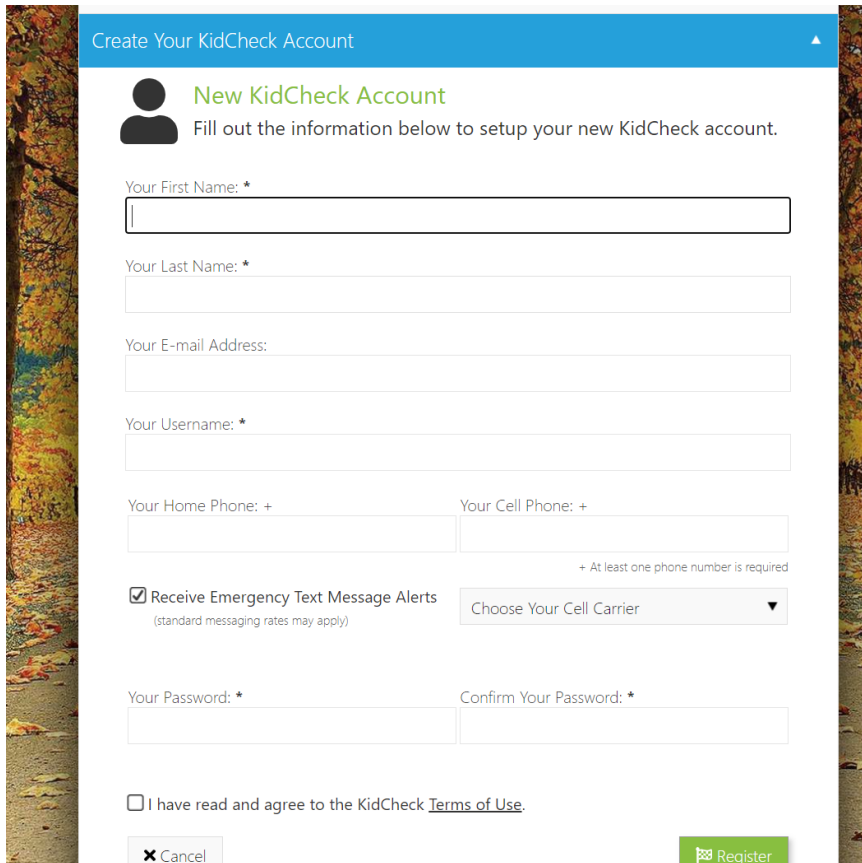
1. To create a KidCheck account, go to: www.kidcheck.com. Click *Sign Up*, then *Free KidCheck Account*. If you have a KidCheck account already through another organization, you can click *Login* instead and use the same account for Cooks Creek Presbyterian Church.



2. Click the *+ I have never used KidCheck before* button.

The image shows the "Create Your KidCheck Account" form. At the top, there are three tabs: "Login to Your KidCheck Account", "Forgot Your Username or Password", and "Create Your KidCheck Account" (which is highlighted in blue). Below the tabs is a large blue square with a white checkmark icon. To the right of the icon is the heading "Have you used KidCheck before?". Below this heading is a paragraph: "If you have checked your children into a facility that uses KidCheck, your account information may already be entered. Enter at least 1 phone number and your e-mail address (if you have one) in the boxes below and we'll check to see if you have already entered your information from a check-in station." Below this paragraph are four input fields: "Home Phone: *" and "Cell Phone: *" (both with asterisks indicating they are required), and "E-mail Address:". Below these fields is a dropdown menu labeled "Where will you use KidCheck?" with the option "Organization or City" selected. Below the dropdown menu is a small italicized note: "* at least one phone number is required". To the right of the input fields is a blue "Search" button with a magnifying glass icon. Below the "Search" button is a button labeled "+ I have never used KidCheck before". A red arrow points to this button. At the bottom of the form is a link labeled "About KidCheck".

3. Enter your account information and click *Register*.



The screenshot shows the 'Create Your KidCheck Account' page. At the top, there's a blue header with the text 'Create Your KidCheck Account'. Below the header, there's a green icon of a person and the text 'New KidCheck Account'. The instructions say 'Fill out the information below to setup your new KidCheck account.' The form includes several input fields: 'Your First Name: *', 'Your Last Name: *', 'Your E-mail Address:', 'Your Username: *', 'Your Home Phone: +', 'Your Cell Phone: +', 'Your Password: *', and 'Confirm Your Password: *'. There's a checkbox for 'Receive Emergency Text Message Alerts' with a note '(standard messaging rates may apply)'. A dropdown menu for 'Choose Your Cell Carrier' is also present. At the bottom, there's a checkbox for 'I have read and agree to the KidCheck Terms of Use.' and two buttons: 'Cancel' and 'Register'.

Create Your KidCheck Account

New KidCheck Account

Fill out the information below to setup your new KidCheck account.

Your First Name: *

Your Last Name: *

Your E-mail Address:

Your Username: *

Your Home Phone: + Your Cell Phone: +

+ At least one phone number is required

☒ Receive Emergency Text Message Alerts
(standard messaging rates may apply)

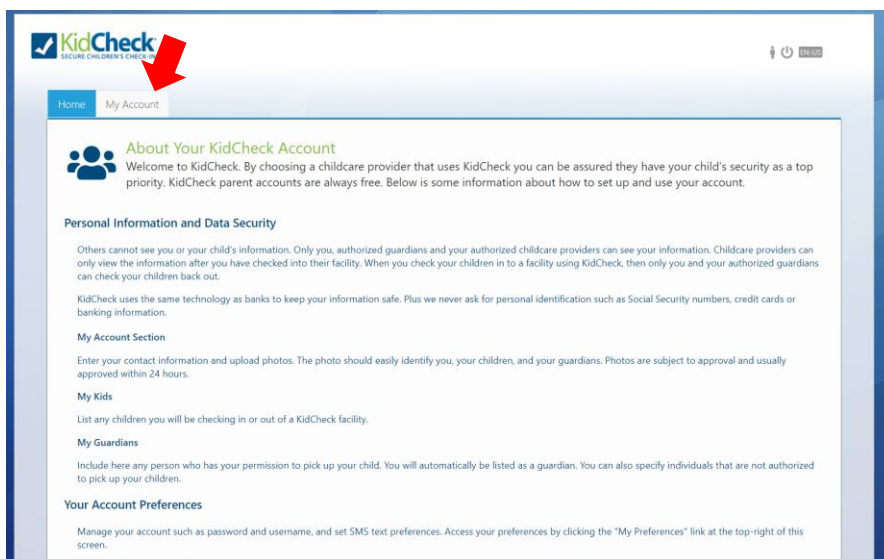
Choose Your Cell Carrier

Your Password: * Confirm Your Password: *

☐ I have read and agree to the KidCheck [Terms of Use](#).

Cancel Register

4. Click on the *My Account* tab.



The screenshot shows the 'My Account' page. At the top, there's a blue header with the KidCheck logo and a red arrow pointing to the 'My Account' tab. The page title is 'About Your KidCheck Account'. The text says 'Welcome to KidCheck. By choosing a childcare provider that uses KidCheck you can be assured they have your child's security as a top priority. KidCheck parent accounts are always free. Below is some information about how to set up and use your account.' The page is divided into several sections: 'Personal Information and Data Security', 'My Account Section', 'My Kids', 'My Guardians', and 'Your Account Preferences'. Each section contains detailed information about the account and how to use it.

KidCheck
SECURE CHILDREN'S CHECK-IN

Home **My Account**

About Your KidCheck Account

Welcome to KidCheck. By choosing a childcare provider that uses KidCheck you can be assured they have your child's security as a top priority. KidCheck parent accounts are always free. Below is some information about how to set up and use your account.

Personal Information and Data Security

Others cannot see you or your child's information. Only you, authorized guardians and your authorized childcare providers can see your information. Childcare providers can only view the information after you have checked into their facility. When you check your children in to a facility using KidCheck, then only you and your authorized guardians can check your children back out.

KidCheck uses the same technology as banks to keep your information safe. Plus we never ask for personal identification such as Social Security numbers, credit cards or banking information.

My Account Section

Enter your contact information and upload photos. The photo should easily identify you, your children, and your guardians. Photos are subject to approval and usually approved within 24 hours.

My Kids

List any children you will be checking in or out of a KidCheck facility.

My Guardians

Include here any person who has your permission to pick up your child. You will automatically be listed as a guardian. You can also specify individuals that are not authorized to pick up your children.

Your Account Preferences

Manage your account such as password and username, and set SMS text preferences. Access your preferences by clicking the "My Preferences" link at the top-right of this screen.

5. On the *My Profile* tab, enter your profile information and *Save Changes*.

KidCheck
SECURE CHILDREN'S CHECK-IN

Home **My Account**

Your KidCheck Profile
Accurate information in your profile is key to protecting your children while checked into a KidCheck facility.

My Profile Kids Guardians My Facilities Reports Purchases

Save Changes

Page Options
Go To Your Preferences

About Your Account
Get the Mobile App
Scan the QR Code below with your mobile device to begin downloading the free KidCheck Mobile App from the App Store.

Your Account Information
It's critical that your childcare providers have your contact information in case they need to contact you.

Photo Not Available
[Upload New Photo](#) [Delete Photo](#)

First Name: Bill
Last Name: Pierce
E-Mail Address: bpiercejr@gmail.com
Your Birthday:
Home Phone:
Cell Phone: 540-908-9166
Your Home Address:
Street Address
City State Postal Code United States
Save Changes

6. On the *Kids* tab, click *+ Add a New Child* and create a profile for each of your children. *Save Changes*.
*Remember, only one person/account should claim to be the primary guardian for a child, and then they should grant Guardian access to whoever else should be able to check-in/out their children.

KidCheck
SECURE CHILDREN'S CHECK-IN

Home **My Account**

Your Registered Children
Create a list of the children you are primary guardian for.

My Profile Kids Guardians My Facilities Reports Purchases

Save Changes

Page Options
+ Add a New Child

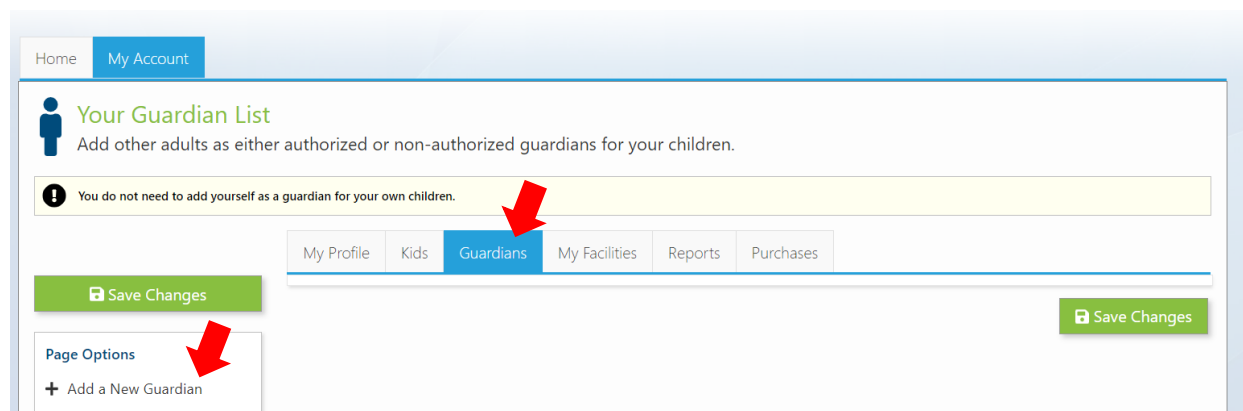
You currently do not have any children setup in your account. Click the "Add a New Child" link on the left in order to add a new child to your account.

Save Changes

This is the list of the children that you are the primary guardian for or have been listed as an authorized guardian for.

Children you are an authorized guardian for are listed, however you are only able to edit information on the children for which you are the

7. On the *Guardians* tab, click *+ Add a New Guardian* and search for a Guardian using their phone number or email address. *Save Changes*. *Remember, in order to assign someone as a Guardian for your children, they must already have a KidCheck account.



Account Setup Example:

-I (Shelley) created my KidCheck account. I created profiles for my 2 children (Sophie and Nora) on my account.

-My husband, Charlie, created his KidCheck account. Through my account, I granted Charlie *Guardian* access to Sophie and Nora so he could check them in and out. (*Note- Charlie did not add Sophie and Nora to his account through the Kids tab, because that would create duplicate profiles for Sophie and Nora.)

-I also want my sister and brother-in-law, Natalie and Brian, to be able to check-in and out Sophie and Nora. Once Natalie and Brian created their separate KidCheck accounts, I granted their accounts Guardian access to Sophie and Nora so they could both check my girls in and out when needed.

-Natalie added her 3 children to her account. She then granted Guardian access to me, Brian, and Charlie, so we could check-in/out the 3 children on her account. Natalie's mom and dad, Becky and Bill, did not have a KidCheck account, but Natalie wanted them to be able to check-in/out her 3 children, so she sent them this guide on how to create their accounts. Becky and Bill created their separate KidCheck accounts and Natalie granted their accounts Guardian access.

-Everyone listed in the example above also works in the nursery, so their accounts were granted worker access (by our KidCheck admin) so they can check-in/out as nursery workers and also view the profiles of children in their care while working in the nursery.