

# **KidKiosk PARENT PORTAL INFORMATION**

# HOW TO LOG INTO ACCOUNT

- Go to www.KidKiosk.com, and click "Login" at the top right of the screen
- On the Login screen you will select the "Parent" tab, then use your email address and your password is your assigned pin number
- If you cannot remember your pin number, ask your Site Director and they can give it to you
- This may only be done by the Primary Guardian on the account



### UPDATE AUTHORIZED PEOPLE TO PICKUP

- Once logged into your account, select "Authorized Pickup"
- On this screen you may:
  - Select "ADD" to add up another person to the authorized list, please make sure to include their email address so their pin number may be sent to them (Only a pin number will be sent to people on this list other than the "Primary Parent"
  - Select "EDIT" to update or change any information that has been entered
  - Select "REMOVE" to remove a person and their information from this list
- This list will hold up to 15 people eligible to pick up a child
- If any changes are made please make sure to let the Site Director know so Child Information Form may be updated at the site to match

# KidKiosk PARENT PORTAL INFORMATION (Continued)

#### **ATTENDANCE REPORT**

- Once logged into your account, select "Attendance Report"
- Select the date range needed, and this will create a report showing when a child attended the program during that time period

## **SEND A MESSAGE**

- Once logged into your account, select "Send Message"
- This will allow a parent to type a message to send to the staff at the site

KidKiosk	Home	Authorized Pickup	Attendance Report	Send Message	
	Welcome Denise to the Parent Portal.				
	Authorized Pickup	Attendance	Report	Send Message	
			<b>N</b> N N		
	Manage your child's authorized pick up (This feature has to be enabled by you child's program)	list r View your child's at download attend	ttendance and dance report c	Send a Message to your child' coordinator and program admi	s onsite nistrator
	Have a feature request? Send us a message by clicking here				