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
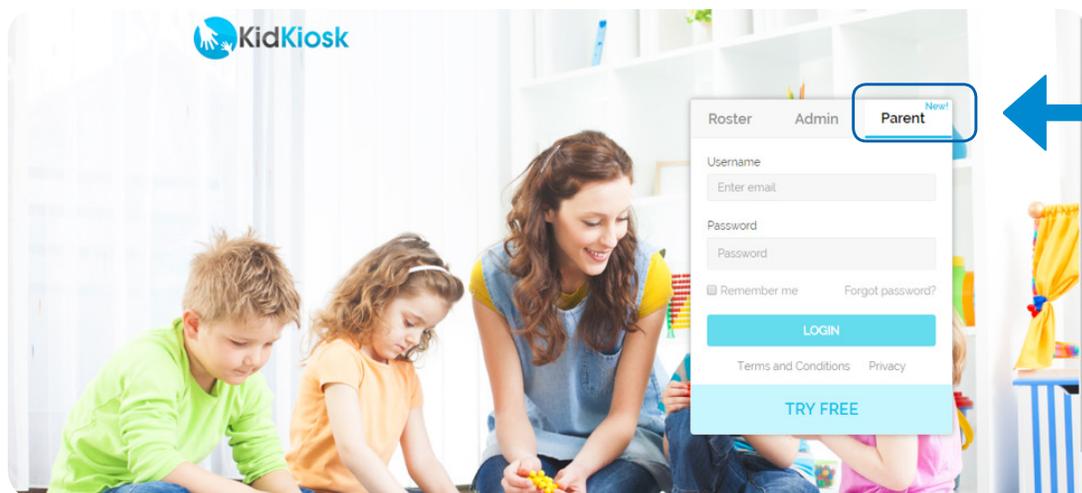
UPDATE AUTHORIZED PEOPLE TO PICKUP

- 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