

CREATING A KIDCHECK ACCOUNT

Signing up for KidCheck is easy and free for parents. Once you've created your KidCheck account (with login and password), you can enter your children's information, add any pertinent medical/allergy alerts, and designate authorized and unauthorized guardians. You can also upload photos of yourself, your children and your guardians to make identification easy for your childcare provider.

Sign-up

- 1. Go to the website <u>go.kidcheck.com</u> (leave off the "www")
- 2. Select "I am a parent and want to create a free account"
- 3. Select the "I have never checked in with KidCheck" link
- 4. Fill in the requested fields and create your password
- 5. Agree to the license agreement

My Account Page

- 1. Click on "My Kids". This is where you will input your child's information and upload photos. Use the "Add a New Child" button to add children to your account.
- 2. Click on "My Guardians". This is where you will input additional guardians and upload photos. Use the "Add a New Guardian" button to add children to your account.

Your account is now complete. When you go to check in for the first time, use your 10 digit home or cell phone number associated with your account to check in your children. Only the facilities that you check into will be able to see your information.

Remember to keep your information up-to-date! You can easily make changes to your account anytime by selecting the "login" link at <u>www.kidcheck.com</u>.