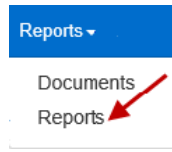


## KinderSign - Initial Registration of Provider's Tablet

You will need to register each tablet one time only. To register the tablet you must complete steps in both KinderConnect and KinderSign. You must be able to log in to KinderConnect on your computer using the URL <https://www.ohiocctap.com/kinderconnect> provided to you in the **Read Me First** document. There are additional Quick Reference Cards (QRCs) if you need more information about KinderConnect.

- A** To use KinderSign on a tablet you must first register with KinderConnect using a computer. Login to KinderConnect using the user name and password created during registration. Click on **Reports** under **Reports**.



- B** Press the drop-down arrow and select **KinderSign Tablet Registration Form** from the menu.

A screenshot of a web form for selecting a report. At the top, there is a label 'Report:' followed by a dropdown menu currently showing 'KinderSign Tablet Registration Form'. Below this, there is a legend: a red star followed by the text '\* denotes a required report parameter'. Underneath, there are two rows of information: 'Description' with the text 'Display a KinderSign tablet registration form' and 'Provider' with a red star, a dropdown menu showing 'TAP TEST PROGRAM 201 (Ohio)', and a 'View' button.

- C** Press **View**. A document that contains the Quick Response (QR) code is automatically downloaded to your computer and an icon labeled **KinderSign Tablet...pdf** appears in the lower right corner of the screen. Note that the exact location may be different depending on your browser. Click on the icon to open the PDF document. When the .pdf opens in a new browser, maneuver between the two tabs at the top of your screen.



- D** The PDF document contains a scannable QR code. This PDF can be used from the computer screen or can be printed and used in paper form.



For more information, visit [www.ohiocctap.info](http://www.ohiocctap.info), email us at [supportOH@controltec.com](mailto:supportOH@controltec.com) or call us at 1-833-866-1708.

- E** Verify the tablet is connected to wireless internet (WiFi). Using the tablet, open **KinderSign**.
- F** Tap **Scan** on the tablet screen, which switches the tablet to scan mode. You may either...
- Scan the KinderConnect QR code on the computer screen, or
  - Scan the KinderConnect QR code from a printed copy.
- G** To scan, move the QR code into the view of the tablet camera so that the QR code is visible on the tablet screen. As soon as the whole QR code is visible to the tablet camera, the tablet scans the QR code automatically.
- H** Once the scan is successful, the tablet will be registered to the provider and displays the following message: **Device Registered. Your device has been registered and is ready to use.**
- I** Now that you are registered, return to KinderConnect on your computer and click on **Reports** under **Reports** to finalize steps and be able to track attendance. Press the drop-down arrow and select **Provider Mobile Sign In Sheet** to complete setup.

Report: **Provider Mobile Sign In Sheet** ▼

- J** Repeat steps **C** and **G** to connect the families to the Provider/Program. Upon successful completion, the telephone keypad displays and KinderSign is ready for Caretakers/Sponsors to use for checking their children in and out of care.

