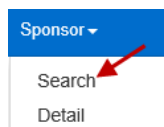


## KinderConnect – Add or Edit Telephone Number to a Caretaker/Sponsor

The Caretaker/Sponsor telephone number needs to be registered in KinderConnect before the Caretaker/Sponsor can create an account in KinderSign and use it to check children in and out. To add or to make corrections to an existing telephone number:

**A** Click **Search** under Sponsor.



**B** Enter the search criteria into the available fields. If using Caretaker/Sponsor and Child first and last names, they most match the case name in the DCY eligibility system. Press **Search**.

**Sponsor Search**

Sponsor First Name:

Sponsor Last Name:

User Name:

Child First Name:

Child Last Name:

Phone Number:

Region:

Case County:

Case Number:

Status:

Provider:

**Search** **Clear**

**C** Click on the Caretaker/Sponsor you would like to review.

**Search Results**

Sponsor Name	Sponsor ID	Sponsor Type	Case Number	Status	User Name	Region	Case County	Phone Number	Children	Providers	Account
Aarons, Alberta B.	450	Parent	Aarons202	Active		Ohio Region	FRANKLIN	(555) 222-1111	Andy Aarons	Aunt Elaine's Child Care	Account
Aartsen, Ann	255	Parent	Aartsen746	Active		Ohio Region	FRANKLIN	(555) 555-5556	Abe Aartsen Ben Aartsen	Aunt Bonnie's Child Care	Account
Abad, Ann	254	Parent	Abad747	Active		Ohio Region	CLERMONT	(555) 555-5555	Abe Abad Cal Abad	Aunt Bonnie's Child Care	Account
Abade, Ann	253	Parent	Abade748	Active	abadegirl	Ohio Region	HAMILTON	(222) 333-1112	Abe Abade	Aunt Bonnie's Child Care	Account

**D** Enter the telephone number or make any other changes.

**Sponsor Detail**

**New** **Delete** **Save** **Cancel** **Merge** **Upload Picture**

★ denotes a required field

Sponsor ID: 255

First Name: Ann

Middle Name:

Last Name: Aartsen

Sponsor Type: 1

Phone Number:

Email Address:

CIN:

Case Number: Aartsen746

Inactive:

Region: ★ Ohio Region

Sponsored Children: ★ Add Children

Child Name	Relationship to Child	Delete
Aartsen, Abe (PC)	Parent	<input type="checkbox"/>
Aartsen, Ben (PC)	Parent	<input type="checkbox"/>

Print KinderSmart Registration Form

**E** Press **Save**.



The Caretaker/Sponsor can now create their account on KinderSign.