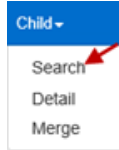


# KinderConnect - Adding Child Picture

KinderConnect allows you to add a picture to the records of the children you care for. This picture will also appear next to the child's name in KinderSign. Before you start, you will need to have a picture of the child saved on your computer.

**A** Press **Search** under Child.



**B** Enter the search criteria for the child you would like to view. Press **Search**.

**Child Search**

Provider:

First Name:

Last Name:

CIN:

SSID:

Phone Number:

Schedule Date:

Region:

Case County:

Case Number:

Customized Category:

Age Group:

- Infant
- Toddler
- PreSchool
- School Age

**C** Select the child you would like to view by clicking on their name in the **Search Results** to access the **Child Detail** page.

Search Results

Child Name	100	Child ID	CIN	Case Number	Old Case Number	Date of Birth	Age Group	Phone Number	Provider	Case County	Notes	Authorization Program Type	Customized Schedules
ALSTON, CHARLIE	461	461276	461123			3/14/2016	School Age		Auril Bernice Child Care	JEFFERSON	Alison Ann (PC)	PFCC	East Care #
BANKS, ISAIAH	462	462791	462521			12/8/2020	Preschool		FRANCE DAY CARE	OUT OF STATE	Kerman, Mother (PC)	PFCC	
EDWARDS, DEREK	734		01123	08CH123		8/9/2012	School Age		Aurika Jacque Childcare	JEFFERSON	LINDSEY Payne (PC)	PFCC	Handing Mode # East Care # Morning Care #

**D** From the **Child Detail** page, press **Upload Picture**.



**E** Locate in your computer the child picture you would like to upload, which you had previously saved. This process will vary based on your computer.

**F** Once selected, the picture will appear on the right side of the **Child Detail** page. The picture will also display in KinderSign next to the child's name.

**Child Detail**

Child ID: 734  
 First Name: Kai  
 Middle Name:  
 Last Name: Kalani  
 Date of Birth: 2/2/2016  
 Age Group: School Age  
 Phone Number:  
 Authorization Program Type: Subsidized  
 CIN:  
 SSID:  
 Authorizations:

Provider	Start Date	End Date	Status	Schedule Hours	Additional Information	Authorization Program Type
Aloha Day Care Center	1/1/2024	12/31/2024	Expired	Varying: 40:00	UAN: (Auth9876) - 01/01/2024	PFCC

Private Pay Schedules: Add Private Pay Schedule

Customized Schedules:

School Age Test 3 - Russ Category School - Russ Test Provider OH

Updated 12/07/2020 by state user

Start Date:  End Date:

Mon  Tue  Wed  Thur  Fri  Sat  Sun

Start Time	End Time
08:00 am	05:00 pm
08:00 am	05:00 pm
08:00 am	05:00 pm
08:00 am	05:00 pm
08:00 am	05:00 pm
08:00 am	05:00 pm

The **Delete Picture** button enables once a picture is uploaded. You can change the picture at any time by deleting the existing picture and repeating the steps above to upload a new one.

**G** To remove a picture, press **Delete Picture**.



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