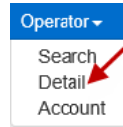


KinderConnect – Add New Operator

Operators are all system users able to access the Program’s KinderConnect account. A Program can add more than one Operator. You should always **Search** for the Operator before adding a new one to avoid duplication.

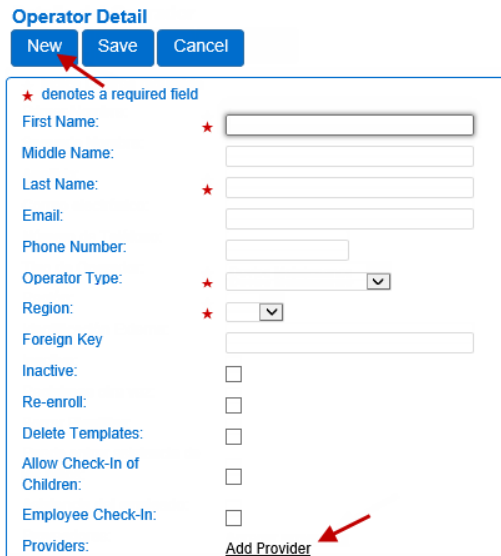
A Click **Detail** under **Operator**.



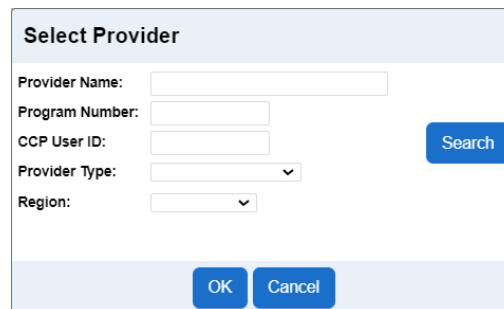
B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider** to add the Program name.

Note: Every Program must have at least one **Operator** with the role **Program System Owner**. Ensure that your Program has at least one **Operator** with this role.

Note: Checking the **Inactive** check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.

A screenshot of the 'Operator Detail' form. At the top, there are buttons for 'New', 'Save', and 'Cancel'. A red arrow points to the 'New' button. Below the buttons, there is a legend: '* denotes a required field'. The form contains several fields: 'First Name' (required), 'Middle Name', 'Last Name' (required), 'Email', 'Phone Number', 'Operator Type' (required), 'Region' (required), 'Foreign Key', 'Inactive' (checkbox), 'Re-enroll' (checkbox), 'Delete Templates' (checkbox), 'Allow Check-In of Children' (checkbox), 'Employee Check-In' (checkbox), and 'Providers' with an 'Add Provider' link highlighted by a red arrow.

C Enter the search fields and press **Search** to locate.

A screenshot of the 'Select Provider' search form. It contains input fields for 'Provider Name', 'Program Number', 'CCP User ID', 'Provider Type', and 'Region'. A blue 'Search' button is located to the right of the 'Provider Type' field. At the bottom, there are 'OK' and 'Cancel' buttons.

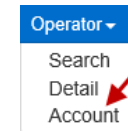
D In the search results, click to select the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

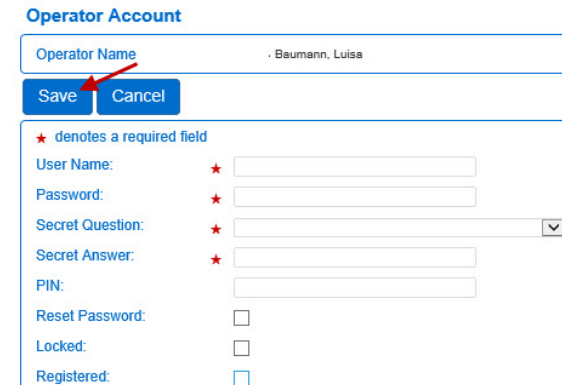
KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login related information.

A Click **Account** under **Operator**.



B Enter the required information of the Operator indicated by a red asterisk (*).

A screenshot of the 'Operator Account' form. At the top, there is a field for 'Operator Name' with the value '. Baumann, Luisa'. Below this are 'Save' and 'Cancel' buttons. A red arrow points to the 'Save' button. Below the buttons, there is a legend: '* denotes a required field'. The form contains several fields: 'User Name' (required), 'Password' (required), 'Secret Question' (required), 'Secret Answer' (required), 'PIN', 'Reset Password' (checkbox), 'Locked' (checkbox), and 'Registered' (checkbox).

C Press **Save**. The system displays a message indicating that the record was saved successfully.