

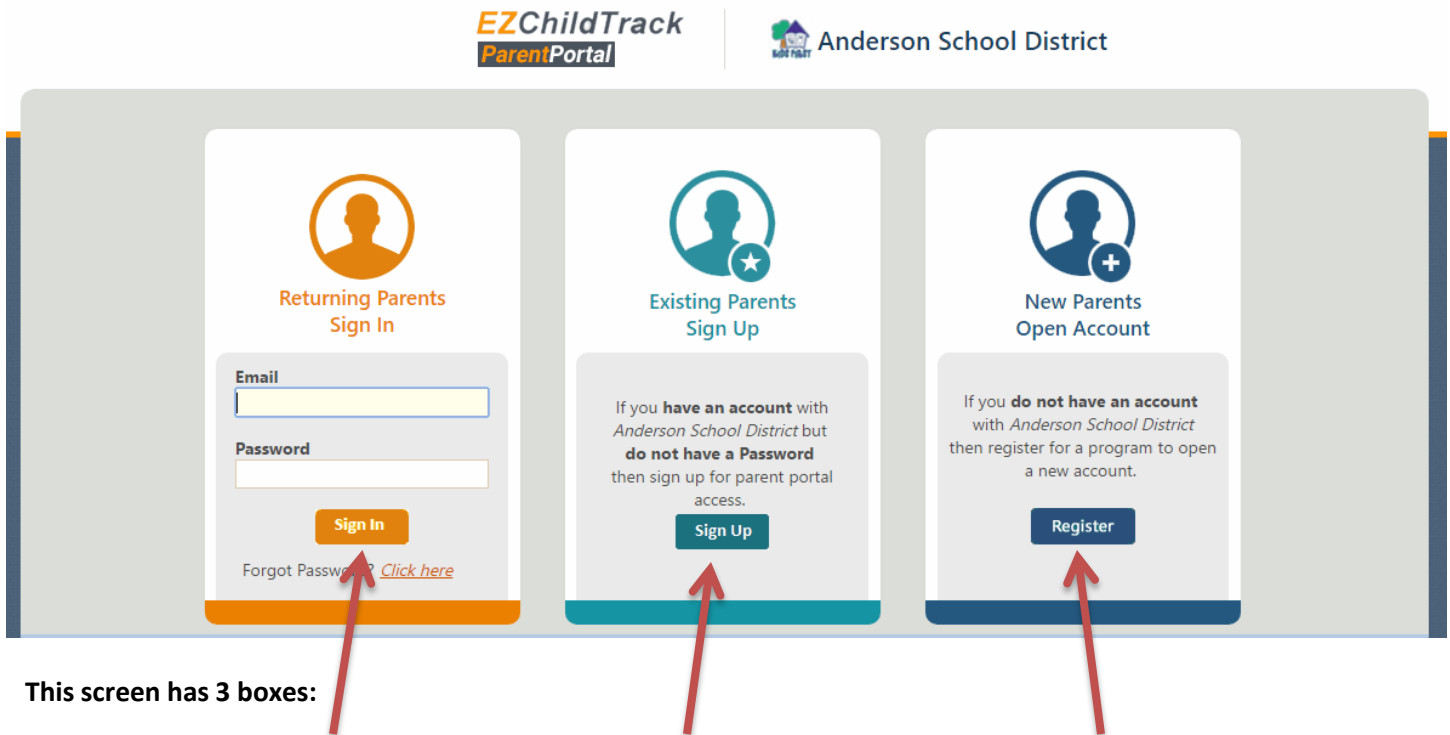
# EZChildTrack Parent Portal – Quick Start

## 1. Accessing the Parent Portal

You can access the Parent Portal using the web address given below:

<https://www.ezchildtrack.com/Village/parent/>

The following screen will be displayed, except on cell phones (see section 5 for more information):

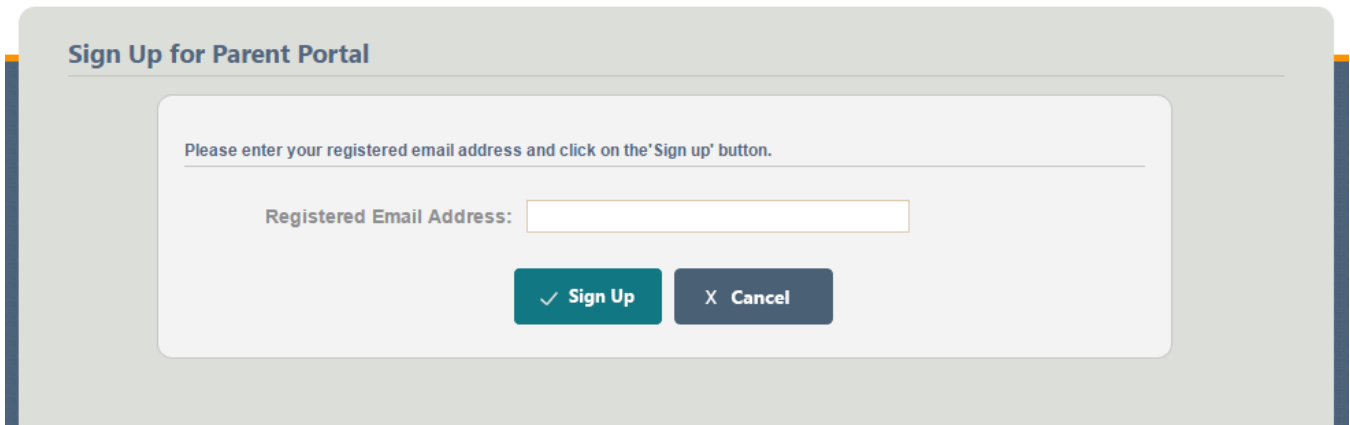


This screen has 3 boxes:

Sign In:	Sign Up:	Open Account:
Returning parents who already have a password will use this box to login to the Parent Portal.	If you have an account but do not yet have a password, select the [Sign Up] button to receive a temporary password by email.  Next, follow the instructions on the following pages to begin using the Parent Portal.	This box is for families who are new to the program. They must click the [Register] button to open a new account.  <i>Note: Families with an account number should not click this link as it may create a duplicate account.</i>

## 2. Signing Up for Parent Portal Access

If you have an account number but no password, you can sign up for Parent Portal access using the [Sign Up] button in the “Existing Parents Sign Up” section. A screen will be shown as follows.



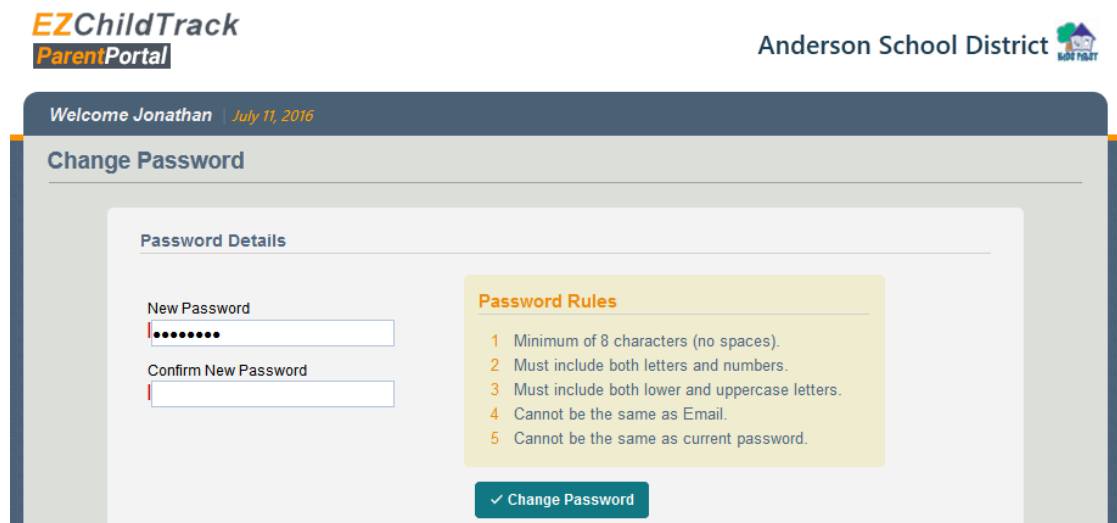
The screenshot shows a web form titled "Sign Up for Parent Portal". At the top, it says "Please enter your registered email address and click on the 'Sign up' button." Below this is a text input field labeled "Registered Email Address:". Underneath the input field are two buttons: a green button with a checkmark and the text "Sign Up", and a dark grey button with an 'X' and the text "Cancel".

Enter your registered email address (the one which you provided on your child’s enrollment form). Click the [Sign Up] button. You will receive a temporary password by email.



## 3. Logging into the Parent Portal & Submitting Your First Registration

Once you have received your temporary password by email, enter it in the “Returning Parents Sign In” section of the Parent Portal login screen (shown on page 1) and click the [Sign In] button. Next, follow the password rules displayed on the screen and click the [Change Password] button. Finally, once you are in the Parent Portal home screen, click the [Register] button on the left for each applicable program in order to complete your new account information.



The screenshot shows the "EZChildTrack ParentPortal" interface. At the top left is the logo, and at the top right is "Anderson School District" with a small house icon. Below the header, it says "Welcome Jonathan | July 11, 2016". The main heading is "Change Password". Underneath, there is a "Password Details" section with two input fields: "New Password" (with a masked password of seven dots) and "Confirm New Password". To the right of these fields is a yellow box titled "Password Rules" with a list of five requirements: 1. Minimum of 8 characters (no spaces). 2. Must include both letters and numbers. 3. Must include both lower and uppercase letters. 4. Cannot be the same as Email. 5. Cannot be the same as current password. At the bottom of the form is a green button with a checkmark and the text "Change Password".

## 4. The Parent Portal Home Screen

Registration	Payments & Statements	Information	Toolbar Options
<p>Click the <b>Register</b> button to register your child into a new program.</p> <p>You can view enrollment details by clicking the <b>View Enrollment</b> button.</p> <p>To change enrollment, please call the Site Coordinator at the school where your child attends.</p>	<p>Your account balance and payment due date are displayed at the top.</p> <p>Click the <b>Pay Now</b> button to pay with credit card/ E-Check, or <b>Signup for Autopay</b>.</p> <p>Click <b>View Statement</b> to view statements, payment history, receipts, and tax statements.</p>	<p>You can view the events and bulletins in the top two sections.</p> <p>Toward the bottom, you can download any forms provided by your child care provider.</p> <p>Click the <b>Email History</b> button to view previous email communication.</p>	<p><b>My Account</b> – View or edit some demographic information.</p> <p><b>Help</b> – Download Parent Portal User Guide.</p> <p><b>Contact Us</b> – Email your program’s main office.</p> <p><b>Sign Out</b> – Logout from the Parent Portal.</p>

## 5. Mobile Parent Portal Overview

Now, parents can use their cell phones to view the Mobile Parent Portal. **The Mobile Parent Portal does not include views of Registration, Account information, or Email History.**

Navigation Bar (at the bottom of every screen)

- Home & Make Payments
- View Calendar events
- View Bulletins
- Logout

