

Read Me First

Arizona Child Care Electronic System (CCES)



****To register your tablet, you must have completed KinderConnect registration****

If you have not received your DES Provider ID and Verification Code, please contact AZDES.

Once you complete KinderConnect registration, you may proceed.

Welcome to the **Arizona Child Care Electronic System (CCES)**. Enclosed is your tablet for collecting attendance. The following steps must be completed **in the order listed** prior to using the CCES. If you do not complete these steps before you start using CCES, sponsors will not be able to enter attendance and you will not be paid.

Instructions

1. Turning on Your Tablet for the First Time

*****This process requires WI-FI (wireless) internet access. Tablets MUST be registered at your center's physical location . *****

- Push and hold the power button until the device begins to turn on. The power button is located on the top right side of the tablet.
- Tapping the "(i)" in the lower left corner will access the Settings menu to select your WIFI and enter your WI-FI password. Once your tablet is connected to your center's network, press **OK** to exit the menu.
- On the home screen, tap the **KinderSign AZ** application. You will see a white screen with a blue "Scan" icon towards the bottom.
- On a separate device, continue to Step 2. (You will also use the tablet on Step 2).

2. Access Your Center's Two (2) QR Codes

- On your separate device, login to your KinderConnect account at <https://azcces.com/kinderconnect>
- Tablet registration only requires you to scan two (2) QR codes
 - Click on **Reports** and open **Reports**. Select "KinderSign Tablet Registration Form" and click **View Report**
 - On the tablet, tap **Scan** and aim the tablet rear camera at the QR code on your device's screen.
 - **Allow** KinderSign to access the device location
 - On KinderConnect, click on **Reports**, select "Provider Mobile Sign In Sheet" and click **View Report**
 - On the tablet, tap **Scan** and aim the tablet camera at the QR code on your device's screen.
- Your tablet registration is now complete!
- On the telephone keypad screen, **Sponsors** will enter their phone number to sign in and enter attendance

3. Training Videos

Please view the training videos on how to use KinderConnect before using the system. There are other helpful videos and more Quick Reference Cards available online on the Arizona CCES Information Website:

<https://azcces.info>

- For providers navigate to <https://azcces.info/index.php/providers>
- For sponsors navigate to <https://azcces.info/index.php/families>

If you have questions or need help, contact the KinderSystems Arizona CCES Support Center at 1-833-859-3433 from 6am to Midnight Mountain Time 7 days a week or email SupportAZ@kindersystems.com