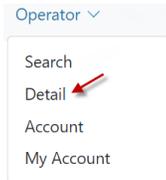


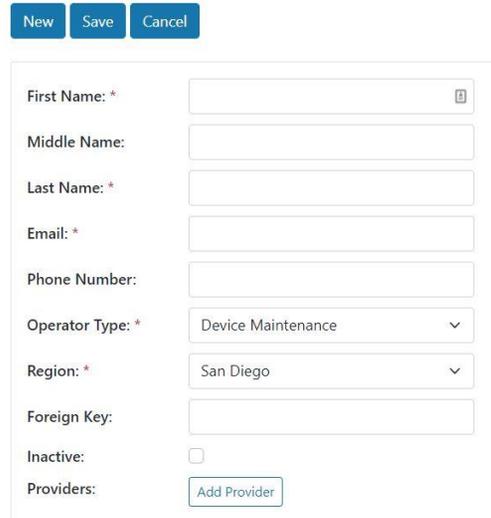
KinderConnect – Add New Operator

Operators are all system users able to access the Provider's KinderConnect account. A Provider Administrator can add multiple operators. You should always **Search** for the Operator before adding a new one to avoid duplication.

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



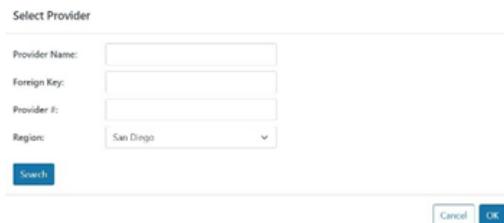
B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider**.



Note: Every **Provider** must designate one **Operator** with the role **Provider Administrator** (this should be the director and/or assistant director).

Note: Checking the **Inactive** checkbox will inactivate the **Operator**. This **Operator** will not be able to log in if this is checked.

C Enter the **Provider Name** and press **Search** to locate.



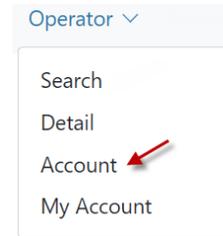
D In the search results, click to select the name of the Provider and press **OK** to return to the Operator **Detail** page.

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

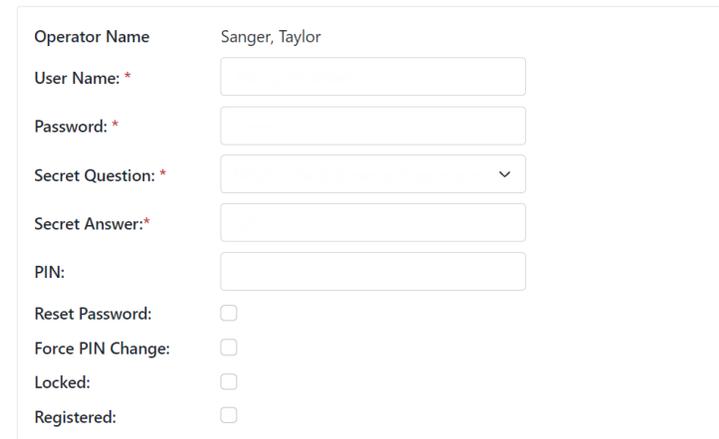
KinderConnect – Add Account

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 (*).
Operator Account



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