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. Operator

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Click Detail under Operator.



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.



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

Provider Name:			
oreign Key:			
Provider #:			
Region:	San Diego	~	

For more information, visit <u>https://azcces.info</u> , email us at	
supportAZ@kindersystems.com or call us at 1-833-859-3433.	



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

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.



Click Account under Operator.

Operator \checkmark
Search
Detail
Account 🖌
My Account

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

Operator Name	Sanger, Taylor
User Name: *	
Password: *	
Secret Question: *	
Secret Answer:*	
PIN:	
Reset Password:	
Force PIN Change:	
Locked:	
Registered:	



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