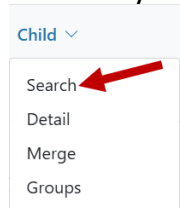


KinderConnect - Adding Child Picture

KinderConnect allows you to add a picture to the records of the children you care for. This picture will also appear next to the child's name in KinderSign. Before you start, you will need to have a picture of the child saved on your computer.

A Press **Search** under Child.



B Enter the search criteria for the child you would like to view. Press **Search**.

Child Search ABC 123 ELMO CENTER (P00012345)

First Name:

Last Name:

CIN:

Phone Number:

Schedule Date: ☐

Region:

Provider:

Use Phonetic Matching: ☐

C Select the child you would like to view by clicking on their name in the **Search Results** to access the **Child Detail** page.

Search Results 9 Results Found

Name ↑	ID ↓↑	CIN ↓↑	Age ↓↑	Phone ↓↑	Providers ↓↑	Sponsors ↓↑	Type ↓↑
SMITH, BOB	12345	18312345	2Y 4M		ABC 123 ELMO CENTER (P00012345)	SMITH, BOBBY (PC) SMITH, MARY	Subsidized

D From the **Child Detail** page, press **Upload Picture**.



E Locate on your computer the child's picture you previously saved that you would like to upload. This process will vary based on your computer.


F Once selected, the picture will appear on the right side of the **Child Detail** page. The picture will also be displayed in KinderSign next to the child's name.

Child Detail

Child ID: 12345
CIN: 18312345
First Name: * BOB
Middle Name:
Last Name: * SMITH
Date of Birth: * *****
Phone Number:
Child Type: Subsidized
Subsidized Schedules:

Provider	Date Range	Status/Type	Authorization	Scheduled Hours	Additional Information	Authorization ID
ABC 123 ELMO CENTER	11/1/2025 - 10/31/2026	Active NonSchool (V)			Units: 23; Copay: \$1.50	312345

Non-Subsidized Schedules:



The **Delete Picture** button enables once a picture is uploaded. You can change the picture at any time by deleting the existing picture and repeating the steps above to upload a new one.

G To remove a picture, press **Delete Picture**.

