



## To create an account from your computer:

### Sign-up

1. Go to the website <https://go.kidcheck.com>
2. Click "Create Your KidCheck Account"
3. Fill in the requested fields, and agree to the terms of use.

**NOTE:** Make sure to enable EMERGENCY TEXT MESSAGE ALERTS and select your carrier. *This will allow you to receive any emergency text messages while your kid is in our care.*

4. Under "My Account" complete your profile and save changes.

**Adding Children and Guardians** \* If you are a volunteer/employee only, and have no kids to add, you may skip these steps

1. Under the "My Account" tab, click on the "Kids" tab. Select "Add a New Child" in the left sidebar. This is where you will input your child's information and upload photos. Select "Save Changes" when done. (NOTE: Only kids from birth through 5<sup>th</sup> grade)
2. Click on the "Guardians" tab. (IMPORTANT: This would be your spouse, a grandparent, or any other adult who has permission to pick up your children.) Save changes.

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## To create an account from your smartphone or tablet:

1. Download KidCheck from App Store or Google Play Store.
2. Register for Free Parent Account
3. Fill in requested fields, and agree to the terms of use.
4. Create Password and select the icon in upper right corner of screen.
5. Log in with your username (which is your email address) and your password
6. Complete registration by filling out “My Profile” in upper left corner. Save all changes

### Adding Children and Guardians

1. Add Kids by going to “My Kids” icon. Add requested information and save.
2. Add Guardians. (IMPORTANT: This would be your spouse, a grandparent, or any other adult who has permission to pick up your children.) Save changes.
3. Click the “More” tab. Select “My preferences”. Enable SMS alert to cell. Select your cell phone carrier. *This allows you to receive emergency text messaging while your kids are in our care.*

### **YOU ARE FINISHED. YOU MAY LOG OUT.**

Once you’ve created your account, simply use your 10 digit phone number to check-in with us or anywhere you see the KidCheck logo.

*Please contact April Foster or Elizabeth Hammock with any questions.*