

Use this checklist to get started using the electronic attendance system. More detailed instruction and images are in the handouts provided to you during training.

Set up KinderConnect on your computer:

- Register and create Provider Administrator log on.**
 - Go to: <https://www.electronicattendancewa.com/kc> and use the registration information (provided to you in an email after the training) to.
- Create your Pin**
 - Click **Operator/Search**, then search for your name.
 - Click **Account** (on the far right in the row with your name).
 - Create a five digit PIN, click the registered check box if not already checked, and then click **Save**
- Set up other operators.**

In-home daycares may only need one Provider Administrator. Centers will most likely have multiple Provider Administrators and many Provider Users (typically teachers and assistants.)

 - Click **Operator/Details**, then **New**
 - Enter (or have the operator enter) a username, password, secret question, secret answer, and PIN. A **PIN** number is required to check children in and out.
 - Click **Save**.
- Verify and add children**
 - Click **Children/Search**. Then click the **Search** button.
 - Verify your subsidy children are listed correctly.
 - Add private pay children and their schedules
- Add Sponsors**
 - Subsidy children will have one sponsor listed in the system. Any additional authorized sponsors for this child.
 - Add all sponsors for private pay children.

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<https://del.wa.gov/Attendance-Support>

Set up your KinderSign tablet to sign children in and out

- Set up tablet and **connect to Wi-Fi**. Download, install and open the **KinderSign** app.
- On your computer, login to KinderConnect and click **Reports/Reports**, then **Reports** dropdown menu. Select **KinderSign Tablet Registration Form** to open the PDF.
- Press scan on your tablet and scan the QR code on your computer screen. A message appears that tablet is registered.
- From KinderConnect select **Provider Mobile Sign-In Sheet** from the Reports dropdown menu. **Open, print, and post** the document on your wall where you can scan it every morning.
- Scan the QR code**. A list of all the children in your care will appear.

Set up KinderSmart on the sponsors smart phone

KinderSmart is optional. These steps prepare the sponsor to use their phone to check in and out.

- Ask the sponsor to download, install and open the **KinderSmart** app on their phone.
- From KinderConnect on your computer, click **Sponsors/Search**. Search for the sponsor, click their name and **Print KinderSmart Sponsor Registration** form.
- With the pdf open on your computer or printed, ask the sponsor to open the app on their phone and press **Scan** and **scan the first QR code**. A message will appear saying it was successfully registered. To verify, ask sponsor to **scan the second QR code** and practice check in/out.
- The sponsor scans the QR code from the **Provider Mobile Sign-in** sheet every time they check the child in or out.