



Use this checklist to set up the Electronic Attendance System using the registration information emailed to you. Additional information is in the handouts provided during training and on the support website.

### Set up KinderConnect on your computer to manage attendance

- Register and create Provider Administrator log on.
  - o Go to: <https://www.electronicattendancewa.com/kc>
  - o registration information will be sent in an email within a few days after the training.
- Create your PIN
  - o Click **Operator>Search**, then search for your name.
  - o Click **Account** (on the far right in the row with your name).
  - o Create a five-digit PIN, click the registered check box if not already checked, and then click **Save**
- Verify and add children
  - o Click **Children>Search**. Then click the **Search** button.
  - o Verify your subsidy children are listed correctly.
  - o Add private pay children and their schedules. To add click **Children/Detail**, then **New**.
- Add Sponsors
  - o Subsidy children will have one sponsor already in the system. Any additional authorized sponsors need to be manually added.
  - o Private pay children will need all authorized parents, guardians, etc entered and associated to them.
  - o To add Sponsors click **Sponsor/Detail**, then **New**. Then add the child to their record.
- Set up other operators.

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

  - o Click **Operator>Details**, then **New**
  - o Enter a username, password, secret question, secret answer, and PIN. Click **Save**.

#### Support and Help:

<https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training>

Call: 1-844-704-6777

Email: [eas.servicedesk@dcyf.wa.gov](mailto:eas.servicedesk@dcyf.wa.gov)

### Set up KinderSign on your tablet to sign children in and out

- Connect your tablet **to Wi-Fi** then download, install and open the **KinderSign** app.
- On your computer, login to KinderConnect and click **Reports**, then **Reports** dropdown menu. Select **KinderSign Tablet Registration Form** to open the PDF.
- Press scan on your tablet, scan the QR code on your computer screen. A message appears that tablet is registered.
- Select **Provider Mobile Sign-In Sheet** from the Reports dropdown menu in KinderConnect. **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.

### Submitting Your Attendance

- We recommend that you submit your records at the same time that you submit your subsidy invoice. Your billing process remains the same.
- To submit records click on **Attendance/Submit**, select the appropriate date range by clicking on the **Submit** button next to that date. The screens will prompt you to submit from there.

### Set up KinderSmart on the sponsors (parent/guardian) smart phone to sign children in and out

KinderSmart is optional.

- If you are interested in using KinderSmart please refer to the Quick Reference Cards (QRCs) on our website.