1. Accessing the Parent Portal

You can access the Parent Portal using the web address given below: <u>https://www.ezchildtrack.com/scscomed/parent</u>

		nderson School Distric	t	
	Returning Customers Sign In	Existing Customers Sign Up	New Customers Open Account	
	Email Password Sign In	If you have an account with Anderson School District but do not have a Password: <u>Click here</u> to sign up	If you do not have an account with Anderson School District <u>Click here</u> to register	
	Forgot Password? <u>Click here</u> EZCh You a	ildTrack Version 4.9.2013 524 © GTSoft Inc. <u>Privacy Policy</u> re using EZChildTrack in Wir ows using AppleMAC-Safari 5.0		
Sign-I If you a passwo enter y passwo login to If you o click or Forgot	In Already signed up (have a bord for the parent portal), rour email address and bord and click [Sign In] to bo the parent portal. can't find your password, n Password? <u>Click here</u>	Sign-Up If you have an account number, but have not sign up click on the link <u>Click here</u> to sign up Page 2 has details on the sign up process.	ned Open an Acco first time and yo an account numb link <u>Click here</u> to regi	ount oring your child u do not have ber, click on the ster

Quick Start

2. Signing Up for Parent Portal

You need to have an account number to sign up in EZChildTrack Parent portal.

To sign up for parent portal using the 'click here' link shown in the "Existing Customers Sign Up" section. A screen will be shown as follows:

Account Number:	
Registered Email Address:	
Sign Up	P Cancel

Enter your account number, registered email address (to which you are currently getting invoices and click on the [Sign Up] button. A confirmation screen will appear as follows.

Please e will be e	Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login inforation will be emailed to you.				
•	You have successfully signed-up for the Parent Portal.				
Ŀ	An email has been sent to your email address with your login information. If you don't find this email in your inbox then please check your "Spam" or "Junk Email" folder. Please make sure to ma this email as "Not Spam" or "Not Junk" .				
	Account Number:	P1-A0061			
	Registered Email Address:	Kelly1918@ezchildtrack.cc			
		Cancel			

An email message will be sent to this email ID along with a temporary password.

3. Signing In to Parent Portal

Once you have received your email, access the main parent portal login screen.

In the "Returning Customers Sign In" section, enter your registered email ID and the temporary password provided to you. Click on [Sign In].

When you login, you will be prompted to change your password. Enter your new password keeping the password rules in mind which are displayed on screen.

Welcome Larry! May 29, 2013		
Change Password		R Change Password
Password Details		
Old Password New Password Confirm New Password	Password Rules - Minimum of 8 characters (no spaces). - Must include both letters and numbers. - Must include both lower and uppercase letters. - Cannot be the same as Email. - Cannot be the same as old password.	

Click on [Change Password] when you have finished entering your old password and new password. This will take you to the main Parent Portal screen.

4. Understanding the Home Screen

Welcome Coreen! May 30, 2013	_	P1-A0091	Home My Account	Help	Contact Us Sign out
Registration		Payments 8	Statements	Inform	ation
School Year 2012-2013 July Adams Registered on 06/13/2012 Tom Adams Registered on 06/13/2012 View Enrollment Register Holiday Program 2012-2013 July Adams Schedule Car Registered on 10/26/2012 Tom Adams Schedule Car Registered on 10/26/2012 View Enrollment Register	alendar alendar	Acct No : P1-A00915 Current Bal Payment Payment Due A late payment fee of \$30.00 Pay Now	ance : \$1,500.00 Due : \$1,500.00 Date : 6/1/2013 will be applied after due date. View Statement	Calend 06/13/20 Fun car Bulletin Welcon Summe Forms Photogi Scouttin	ar View Calendar 13 np ns Vie v Bulletins the to the Parent Portal! or Camp 2013!!! traphy Consent ag activity consent form a Email History >>
Registration Click on 'Register' button to register your child in the program You can view enrollment details for in a program by clicking on the 'View Enrollment' button. To change enrollment, please send us an email by using "Contact Us' link.	Payme Staten You can billing st account Click on using cre electron Click on view pre stateme history a	ents & nent view the current tatus for your Pay Now to pay edit card / nic checks. View Statement evious invoices, ents, payment and tax statement.	Information You can view Si Calendar and B You can also do Forms uploader your child care provider. To view all prevention click on the Em History button	te ulletins ownload d by rious ication ail	Toolbar - View/Change demographic information, email preferences or PIN Help – Download Parent Portal User guide Contact Us – Send us an email Sign Out – Exit the website