

The EZChildTrack Software

Parent Portal Help Guide

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1. PARENT PORTAL - INTRODUCTION

The EZChildTrack software's Parent Portal increases parent involvement by enabling them to carry out a number of operations including program registration and online payment without any intervention. Additionally, the Parent Portal also provides links to information that is most relevant to a parent.

The screenshot displays the 'Kids First Childcare Centers' Parent Portal. The header includes the logo, the text 'Welcome Larry! May 29, 2013', and the account ID 'P1-A01418'. Navigation links for 'Home', 'My Account', 'Help', 'Contact Us', and 'Sign out' are present. The main content area is divided into three columns:

- Registration:** Shows 'School Year 2012-2013' with a 'View Enrollment' and 'Register' button for 'Isabella Coff' (registered on 05/05/2012). It also lists 'Holiday Program 2012-2013' and 'Summer Camp 2013' with 'Register' buttons.
- Payments & Statements:** Displays account details for 'Acct No : P1-A01418', including 'Current Balance : \$530.00', 'Past Due : \$30.00', 'Payment Due : \$530.00', and 'Payment Due Date : 6/1/2013'. It notes a late payment fee and provides 'Pay Now' and 'View Statement' buttons.
- Information:** Includes a 'Calendar' (05/13/2013, Fun camp), 'Bulletins' (Welcome to the Parent Portal!, Summer Camp 2013!!!), and 'Forms' (Photography Consent, Scouting activity/ consent form) with download icons. An 'Email History >>' button is at the bottom.

The Parent Portal interface helps parents to:

1. Register a child for a Program.
2. View enrollment details.
3. Make payments.
4. View statement reports.
5. Sign up for auto pay.
6. Keep a tab of upcoming events and important notifications.
7. Download required forms.

This help guide aims at helping you (the user) in getting a thorough understanding of the Parent Portal interface so that you can carry out all your desired tasks as quickly and efficiently as possible.

2. LOGGING ON FOR THE FIRST TIME

In case you are logging into the EZChildTrack software's parent portal for the first time, these steps will help you out in accessing and understanding the system in a better manner.

2.1. Logging In

You can access the EZChildTrack system using the URL and the login info provided to you.

Enter your email ID and password and click on the **Sign In** button appearing in the “Returning Customers Sign In” section. To open a new account, use the ‘click here’ link shown in the “New Customers Open Account” section.

2.2. Signing Up

In case you have an account number but no password, you can sign up for parent portal using the ‘click here’ link shown in the “Existing Customers Sign Up” section. This will take you to a screen as follows:

Enter your account number, registered email address and click on **Sign Up** button. An email message will be sent to you along with your login credentials.

2.3. Forgot Password

In case you have forgotten your password, use the “click here” link shown in the “Returning Customers Sign in” section of the parent portal login screen. This will take you to a screen as follows where you will be able to give your registered email address and account number. Click on the **Reset Password** button and a temporary password will be sent to your registered email address.


Forgot Password

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.

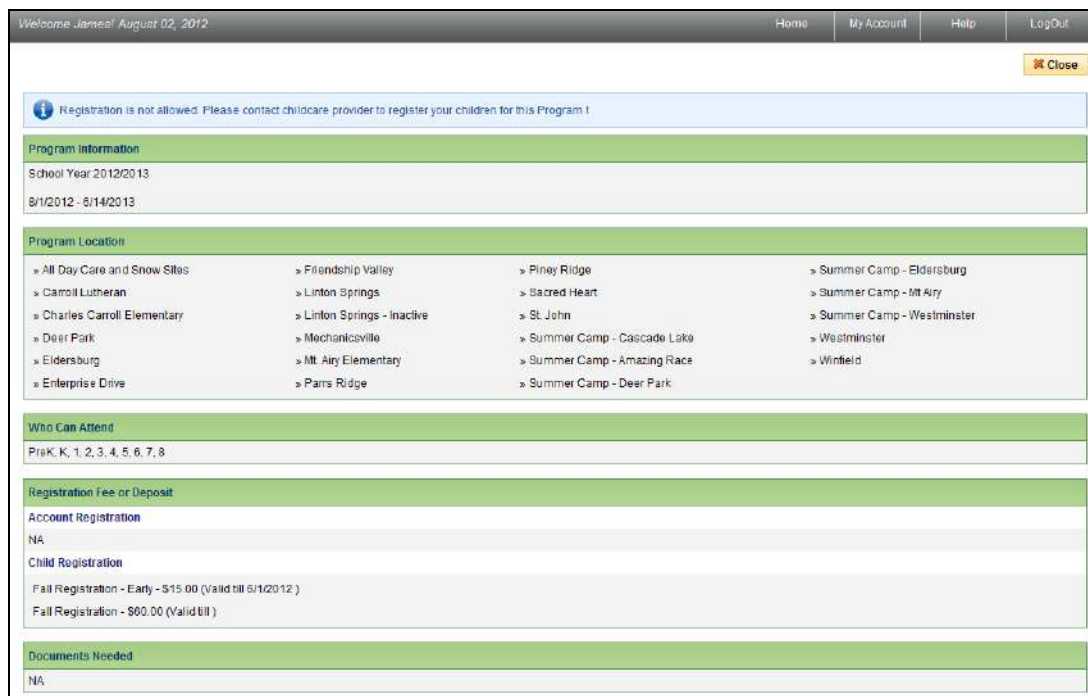
Account Number:

Registered Email Address:

3. VIEWING PROGRAM INFORMATION & ENROLLMENT DETAILS

Once you have logged in, you can view program information. To view a Program's details, go to the Home page and click on the  icon shown next to the Program name. This will give you an overview of information linked to this Program like the locations where this Program is conducted, supported grade levels, registration fee details, documents required at the time of registration etc.

In case registration is not allowed for any particular Program via the Parent Portal, you will need to contact the childcare provider directly to register your child(ren) for the Program.



Welcome Jameal August 02, 2012 Home My Account Help LogOut

Close

Registration is not allowed. Please contact childcare provider to register your children for this Program!

Program Information

School Year 2012/2013
8/1/2012 - 5/14/2013

Program Location

» All Day Care and Snow Sites	» Friendship Valley	» Piney Ridge	» Summer Camp - Eldersburg
» Carroll Lutheran	» Linton Springs	» Sacred Heart	» Summer Camp - Mt Airy
» Charles Carroll Elementary	» Linton Springs - Inactive	» St John	» Summer Camp - Westminster
» Deer Park	» Mechanicsville	» Summer Camp - Cascade Lake	» Westminster
» Eldersburg	» Mt. Airy Elementary	» Summer Camp - Amazing Race	» Winfield
» Enterprise Drive	» Pains Ridge	» Summer Camp - Deer Park	

Who Can Attend

PreK, K, 1, 2, 3, 4, 5, 6, 7, 8

Registration Fee or Deposit

Account Registration
NA

Child Registration
Fall Registration - Early - \$15.00 (Valid till 5/1/2012)
Fall Registration - \$60.00 (Valid till)

Documents Needed
NA

In the "Registration" section of Home page, you will also see a [View Enrollment] button using which you can view enrollment details of registered child(ren).



Registration

School Year 2012-2013 

July Adams
Registered on 06/13/2012

Tom Adams
Registered on 06/13/2012

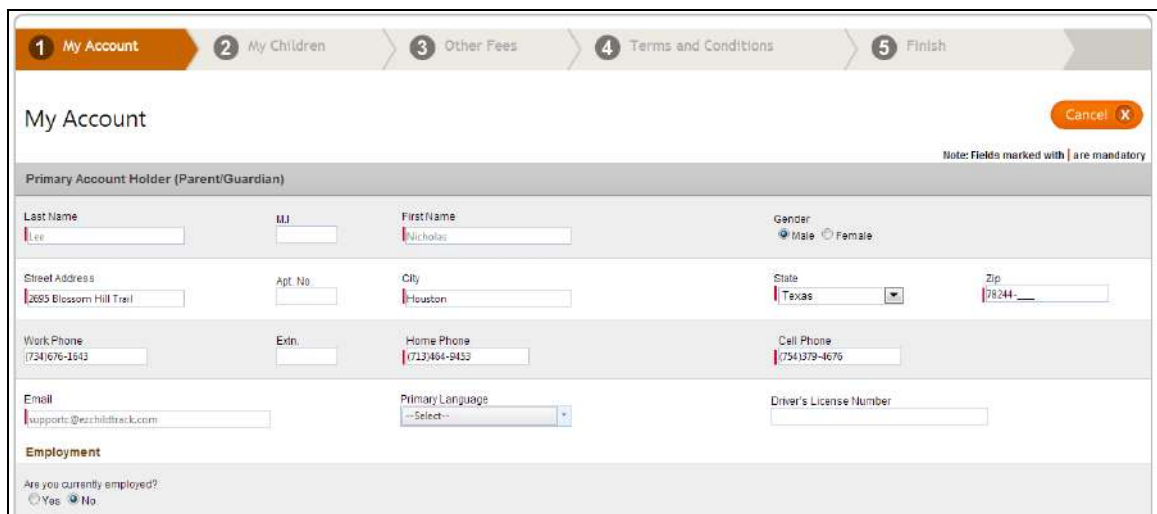
[View Enrollment](#) [Register](#)

4. REGISTERING A CHILD FOR A PROGRAM

4.1. Registration

To register a child for a Program:

1. Click on the Program's **Register** button. This button can be seen in the 'Registration' section of the Home page. Clicking on **Register** will take you to the 'My Account' page.



The screenshot shows the 'My Account' page with a progress bar at the top indicating five steps: 1. My Account (active), 2. My Children, 3. Other Fees, 4. Terms and Conditions, and 5. Finish. A 'Cancel' button is in the top right. Below the progress bar, the page title 'My Account' is followed by a note: 'Note: Fields marked with * are mandatory'. The main section is titled 'Primary Account Holder (Parent/Guardian)'. It contains several form fields: 'Last Name' (Lee), 'First Name' (Nicholas), 'Gender' (Male selected, Female unselected), 'Street Address' (2695 Blossom Hill Trail), 'Apt. No.' (empty), 'City' (Houston), 'State' (Texas dropdown), 'Zip' (78244-), 'Work Phone' (734/676-1643), 'Ext.' (empty), 'Home Phone' (713/464-9433), 'Cell Phone' (754/379-4676), 'Email' (support@eschildtrack.com), 'Primary Language' (dropdown menu), and 'Driver's License Number' (empty). At the bottom, there is an 'Employment' section with the question 'Are you currently employed?' and radio buttons for 'Yes' and 'No'.

Partial Screenshot of My Account Page

2. If you wish to make any changes to Primary Account Holder/Secondary Account Holder/Emergency Contact details, you may do so on this page, else click on the **My Children** button shown at the bottom of the page. This will take you to the 'My Children' page.
3. On this page, you can register child(ren) or remove them from registration. To register a child, click on the **Register** button. To remove from registration, use the **Remove** button.
4. If you wish to add another child, click on the **Add Child** button.

The screenshot shows the 'My Children' page with a progress bar at the top indicating steps: 1 My Account, 2 My Children (active), and 3 Finish. Below the header, there's an 'Exit' button. The main content area lists two children:

Child Name	Date of Birth	Grade	Register (+)	Remove (-)
Allen, Ally	10/18/2005	Grade: K	Click here to register Ally	Click here if you dont want to register Ally
Allen, Fabian	6/15/2005	Grade: 1	Click here to register Fabian	Click here if you dont want to register Fabian

At the bottom, there are buttons for 'Add Child', 'Back', and 'Finish'.

- When you click on the **Register** button, you will be taken to a screen as shown below, wherein you can edit the child's details and enroll him/her into desired activities:

The screenshot shows the registration form for 'Allen, Ally'. It includes fields for Last Name, MI, First Name, Nick Name, Date Of Birth, and Gender. Below these is a 'Relationship' section with a table for adding relationships. At the bottom, there are fields for Street Address, Apt. No., City, State, and Zip. A 'Medical Information' section is also visible.

Note: Fields marked with * are mandatory.

Allen, Ally					
Last Name	MI	First Name	Nick Name	Date Of Birth	Gender
Allen		Ally		10/18/2005 (mm/dd/yyyy)	Male Female
Relationship					
1	Allen, Lynn	--Select--		<input type="checkbox"/> Authorized To Pick-Up	<input type="checkbox"/> Lives With
2	Lynn, Eddard	--Select--		<input type="checkbox"/> Authorized To Pick-Up	<input type="checkbox"/> Lives With
Street Address		Apt. No.	City	State	Zip
1384 Medinah Circle			Houston	Texas	99999-
Medical Information					

Click on **Save Child** button once you are done entering all details. This will take you back to 'My Children' page. You can change or edit registration details by clicking on **Change** button.



Please note that, in case of School Year program types, if there is at least one site linked to the selected school and the site is active in program period, then the "Site" dropdown is hidden in My Children page. The list of activities is directly shown in such cases.

6. Depending on the Program settings made by the Program Director, one of the 3 buttons will appear on the bottom right of the 'My Children' page.
 - a. **Finish** button: When you click on the **Finish** button, a confirmation note along with registration details (including the fee details) will appear on-screen. An email will also be sent to you with registration details
 - b. **Payment** button: If payment is required at the time of registration, then the **Payment** button will appear. Click on this button to head over to the Payment page.
 - c. **Terms and Conditions** button: If there are any terms and conditions defined for this Program, the **Terms and Conditions** button will appear. Click on this button to review the terms and conditions.
7. In case you are required to make payment enter all required payment details including the person who is making the payment and payment method. Click on the **Submit Payment** button.

1 My Account
2 My Children
3 Payment

Payment

Note: Fields marked with * are mandatory

Item	Amount
Previous Balance	\$100.00
Account Fee	\$10.00
Fee for Andrewson, Brayden	
Child Fee	\$10.00
Additional Amount (\$)	50.00
Total Payable	\$170.00

Please Select Your Payment Method

☒ Credit Card
☐ ECheck

A credit card processing fee will be applied as \$2.00 per payment

Processing Fee : \$2.00
Total Payment Amount : \$172.00

Card Information

Paid By
Deborah Andrewson

Name on Card(First Name)
Deborah

Last Name
Andrewson

Card Type
Master Card

Card Number
2324242424

Expiration Month and Year
5 / 2018

Security Code
...

Billing Address

Street Address
1377 Deer Park Road

Apt No

City
Houston

State
Texas

Zip
99999-

Back Submit Payment

Payment Page

- After completing the above steps, click on the 'Home' icon at the top right corner of the page to go back to the Home page.
- A 'Pending for Approval' notification will be shown in the 'Registration' section for the particular Program. Once your application has been approved, this notification will be replaced with registration details.
- Click on the **Register** button to register another child.

4.2. Enrolling a Child to a One Time Activity

In the "Registration" section of Home page, click on the **Enroll** link of the activity. This will take you to a screen as follows:

1 Enroll **2 Pay** **3 Confirm**

Acct. No: P1-A01698 - Mike Ashton Cancel

2013-14 School Year

Child name : Madison Ashton

School : Pasemann

Site : Delview

Total Fee : \$ 20.00
 Madison Ashton : \$ 20.00

Select activities to enroll

Select to Enroll	Activity	Date	Time	Fees
<input checked="" type="checkbox"/>	Session 2	12/17/2013	T(4:00PM - 6:00PM)	\$10.00
<input checked="" type="checkbox"/>	Session 3	12/30/2013	M(4:00PM - 6:00PM)	\$10.00
<input type="checkbox"/>	Session 4	01/20/2014	M(4:00PM - 6:00PM)	\$10.00
<input type="checkbox"/>	Session 5	02/20/2014	Th(4:00PM - 6:00PM)	\$10.00

Confirm & Enroll Another Child
Pay using Credit Card
Pay using Bank Account

1. Select Site from drop-down list.
2. From the list below, select activities to which the child needs to be enrolled.
3. Click on one of the following buttons:
 - a. Click on [Confirm & Enroll Another Child] to complete the current enrollment process and to begin an enrollment procedure for another child.
 - b. Click on [Pay using Credit Card] to make payment via credit card.
 - c. Click on [Pay using Bank Account] to make payment via bank account.

Depending on the button you have selected, you will be taken to corresponding screens.

1. If you opt to enroll another child, a pop up will be displayed as follows from which you can select the next child to be enrolled. Click on [Enroll] child to begin enrollment process of the child selected from the 'Child Name' dropdown list.

Enroll Another Child X

i If you want to enroll another child, please select the child name from the drop down below and click on the [Enroll Child] button.

Child name Madison Ashton

Enroll Child
Cancel

2. If you have opted to make payment via credit card, you will be taken to a screen as follows:

1 Enroll
2 Pay
3 Confirm

Acct. No: P1-A01598 - Mike Ashton
Review Fee

2013-14 School Year

Payer Information

Card Information

Payment Information

Pay with
☒ Credit Card ☐ ECheck
Paid By
Mike Ashton
Name on Card (First Name)
Mike
Last Name
Ashton
Street Address
366 Kingsbury Road
Apt No
City
Houston
State
TX
Zip
23232-2424
Email
ashton@ezct.com

Card Type
VISA
Expiration Month and Year
03 / 2016
Card Number
2812717212791
Security Code

Total Amount
Total Fee \$20.00
Additional Amount
Processing Fee \$2.00
Total Payable \$22.00
A credit card processing fee will be applied as \$2.00 per payment
Click here if you are eligible for a discount

Confirm Payment

Enter payer/card/payment information and click on [Confirm Payment] to complete the payment procedure.

- In case you opt to make payment via bank account, you will be taken to a screen as follows where you will be able to enter payment details. Click on [Confirm Payment] after entering required details.

1 Enroll
2 Pay
3 Confirm

Acct. No: P1-A01598 - Mike Ashton
Review Fee

2013-14 School Year

Payer Information

E-Check Information

Payment Information

Pay with
☐ Credit Card ☒ ECheck
Paid By
Mike Ashton
Name on Card (First Name)
Mike
Last Name
Ashton
Street Address
366 Kingsbury Road
Apt No
City
Houston
State
TX
Zip
99999-
Email
vijitha@thomaskelly.com

Bank Name
Wells Fargo
Account Type
☒ Checking ☐ Saving
Routing Number
288372837
Account Number
37823728372837

Total Amount
Total Fee \$10.00
Additional Amount
Processing Fee \$2.00
Total Payable \$12.00
An echeck processing fee will be applied as \$2.00 per payment
Click here if you are eligible for a discount

Confirm Payment

4.3. Calendar based Enrollment

In case a Program has the calendar-based enrollment option enabled, you can enroll children to activities by clicking on the child's "Schedule Calendar" link from Home page. You will be taken to a screen as follows:

The screenshot shows a web interface for enrolling children. At the top, there is a progress bar with three steps: 1 Enroll (active), 2 Review Fee, and 3 Make Payment. Below the progress bar, there are two rows of child information. Each row contains a child's name, a photo, their Date of Birth (DOB), and their Grade. To the right of each child's information is a button labeled 'Calendar', which is circled in red. Below the first row, there is a 'Cancel' button and a 'Review Fee' button.

Child Name	DOB	Grade	Action
Abass, Adebisi	10/07/2003	2	Calendar
Abass, July	05/06/2003	2	Calendar

[Cancel](#) [Review Fee](#)

1. In the 'Enroll' section you will be able to enroll into activities. Click on the **Calendar** button to schedule.

EZChildTrack
Childcare Management Software


Kids First Childcare Centers

ParentPortal

Welcome Beth! August 02, 2012
Home
My Account
Help
Log Out

1 **Enroll**
2 Review Fee
3 Make Payment

Please ensure to enter the schedule for the whole week. You will not be able to make changes to the week after the payment is made and enrollment is confirmed.

Samuel, Rachel

Select Site
Rojas Elementary

Previous Month

August 2012

Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6 Activity	7 Activity	8 Activity	9 Activity	10 Activity	11
12 Copy Schedule	13 Activity	14 Activity	15 Activity	16 Activity	17 Activity	18
19 Copy Schedule	20 Activity	21 Activity	22 Activity	23 Activity	24 Activity	25
26 Copy Schedule	27 Activity	28 Activity	29 Activity	30 Activity	31 Activity	1

Previous Month

August 2012

Next Month

If you also wish to enroll other children then click on button below else click on Review fee.

Cancel
Review Fee

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You are using EZChildTrack in Windows using IE 9.0

Enroll Page

2. Select all desired activities. If you want to enroll another child click on the **Enroll** button shown below for that child. The **Copy Schedule** link can be used to copy a previous week's schedule.
3. Click on **Review Fee** after selecting all desired activities.
4. In the **Review Fee** section, review fee details.

<div>1 Enroll</div> <div>2 Review Fee</div> <div>3 Make Payment</div>							
Date	Child	Activity	Site	Fee	Discount	Pay	Action
03/18/2013	Aaron	AM Care	Brooke Grove	\$15.00	\$0.00	\$15.00	✗
03/18/2013	Aaron	During School	Brooke Grove	\$50.00	\$0.00	\$50.00	✗
03/19/2013	Aaron	Combined AM & PM Care	Brooke Grove	\$25.00	\$0.00	\$25.00	✗
03/20/2013	Aaron	Combined AM & PM Care	Brooke Grove	\$25.00	\$0.00	\$25.00	✗
03/21/2013	Aaron	AM Care	Brooke Grove	\$15.00	\$0.00	\$15.00	✗
03/21/2013	Aaron	During School	Brooke Grove	\$50.00	\$0.00	\$50.00	✗
03/22/2013	Aaron	AM Care	Brooke Grove	\$15.00	\$0.00	\$15.00	✗
03/22/2013	Aaron	During School	Brooke Grove	\$50.00	\$0.00	\$50.00	✗
Total Fee : \$245.00							

Change Calendar

✗ Delete Calendar

\$ Make Payment

5. In case you want to change the enrollment dates, click on the **Change Calendar** button to head back to the online calendar. If you want to delete the entire calendar, click on the **Delete Calendar** button or alternatively you can use the ✗ icon shown in the Action column. Click on the **Make Payment** button to head over to the next section.

EZChildTrack

Childcare Management Software

ParentPortal

Kids First Childcare Centers

Welcome Beth! August 03, 2012

Home

My Account

Help

LogOut

1 Enroll

2 Review Fee

3 Make Payment

Enrollment Period: 08/06/2012 - 08/31/2012

#	Name	Fee
1	Samuel, Rachel	\$40.00
		Total Fee : \$40.00

No payment is needed due to available credit balance in your account. Please click on the [Submit Enrollment](#) button below to submit new enrollment.

Review Fee

Submit Enrollment

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You are using EZChildTrack in Windows using Firefox 15.0

6. If immediate payment is required, select the Payment Method, enter all required details like 'Paid By' and card type, number etc. and click on **Submit Payment**. Else click on **Submit Enrollment** to complete the enrollment process.

A suspended account will not be able to register or enroll.

5. MAKING A PAYMENT

To make a payment:

1. Click on the **Pay Now** button in the 'Payments & Statements' section of the Home page.

The screenshot shows a web application interface for making a payment. At the top, a navigation bar includes 'Welcome Lynn! September 10, 2013', 'P1-A01451', and links for 'Home', 'My Account', 'Help', 'Contact Us', and 'Sign out'. Below the navigation bar, the main heading is 'Make a Payment'. To the right of the heading are three buttons: 'View Current Invoice', 'Submit Payment', and 'Close'. A light blue banner below the heading states: 'A payment receipt will be emailed if an email address is provided.' The form is divided into two main sections. The left section is for payment details, starting with 'Payment from:' and radio buttons for 'Credit Card' (selected) and 'ECheck'. Below this are fields for 'Paid By' (a dropdown menu), 'Name on Card (First Name)', 'Last Name', 'City', 'State' (a dropdown menu), 'Card Type' (a dropdown menu), 'Expiration Month and Year' (two dropdown menus), and 'Email'. The right section is for payment amount, starting with 'Payment Amount' and a yellow banner stating: 'A credit card processing fee will be applied as 2% of payment amount.' Below this are radio buttons for 'Payment Due \$460.00' (selected), 'Balance Due \$460.00', and 'Other Amount' (with a text input field). There is a 'Processing Fee' field showing '\$9.20' and a 'Total Payment Amount' field showing '\$469.20'. At the bottom of the form, there are fields for 'Street Address', 'Apt No', 'Zip', 'Card Number', 'Security Code', and a note: 'Only receipt will be sent to the above email ID.'

Payment Page

2. Select the person who is making the payment from the 'Paid By' drop-down list.
3. Specify the payment amount, card details etc.
4. Click on **Submit Payment**.
5. A payment receipt will be sent to the email ID (if provided).

The **View Current Invoice** button can be used to view details linked with the current invoice.

6. PRINTING STATEMENTS

To print statements click on the **View Statement** button in the 'Payments & Statements' section of the Home page.

From the 'Statements' page, you can:

1. Print invoices after selecting the desired Service Period.
2. Print payment reports for a specific time period.
3. Print tax statements for a selected financial year.

The screenshot shows the 'View Statements' page in the EZChildTrack ParentPortal. The page header includes the EZChildTrack logo, 'Kids First Childcare Centers', and the ParentPortal title. A navigation bar contains links for Home, My Account, Help, and LogOut. The main content area is titled 'View Statements' and features three panels: Invoices, Payments, and Tax Statements. Each panel has a dropdown menu for selection and a 'Print' button. The Invoices panel has a 'Select Service Period' dropdown. The Payments panel has 'From' and 'To' date pickers. The Tax Statements panel has a 'Select Financial Year' dropdown. A 'Close' button is located in the top right corner of the main content area. At the bottom, there is a footer with version information and a note about the browser.

Statements Page

To generate these statements, click on the **Print** button.

7. SIGNING UP FOR AUTO PAY

To signup for automatic payment, click on the **Signup for Auto Pay** button in the 'Payments & Statements' section of the Home page.

The screenshot shows a web interface for enrolling in automatic payments. At the top, a navigation bar includes a welcome message 'Welcome Lindsay! December 17, 2013', a user ID 'P1-A00556', and links for 'Home', 'My Account', 'Help', 'Contact Us', and 'Sign out'. The main heading is 'Automatic Payment' with a 'Close' button. A yellow banner states: 'You are currently not enrolled for automatic payment. You can enroll for automatic payment by using your credit card or your bank account.' Below this, the 'Benefits' section lists: 'Enroll for Automatic Payment, and you will be able to:' followed by two bullet points: 'Save time and money. Enjoy free Automatic Payment. There are no checks to write, stamps to buy, or late fees to pay.' and 'Stay reliable. Your bill payment will never be lost in the mail.' The 'How Automatic Payment Works' section lists six points: 'You can enroll in automatic payment at no additional cost by providing information on the payment method of your choice.', 'You can choose to pay automatically from any of your credit card or direct debit from your bank account (checking or savings)', 'EZChildTrack will automatically charge your credit card or debit your bank account.', 'If you enroll using credit card then your card will be charged on payment due date for each period.', 'If you enroll using bank account then your bank account will be debited 5 days prior to payment due date for each period.', 'An email receipt will be automatically sent to you when payment is completed.', 'You can change the payment method anytime you want.', and 'You can cancel automatic payment anytime you want.' The 'Enroll Today' section says 'Please click enroll button to enroll for automatic payment.' and features two buttons: 'Enroll using Credit Card' and 'Enroll using Bank Account'.

Welcome Lindsay! December 17, 2013 P1-A00556 Home My Account Help Contact Us Sign out

Automatic Payment Close

You are currently not enrolled for automatic payment.
You can enroll for automatic payment by using your credit card or your bank account.

Benefits
Enroll for Automatic Payment, and you will be able to:

- ▶ Save time and money. Enjoy free Automatic Payment. There are no checks to write, stamps to buy, or late fees to pay.
- ▶ Stay reliable. Your bill payment will never be lost in the mail.

How Automatic Payment Works

- ▶ You can enroll in automatic payment at no additional cost by providing information on the payment method of your choice.
- ▶ You can choose to pay automatically from any of your credit card or direct debit from your bank account (checking or savings)
- ▶ EZChildTrack will automatically charge your credit card or debit your bank account.
- ▶ If you enroll using credit card then your card will be charged on payment due date for each period.
- ▶ If you enroll using bank account then your bank account will be debited 5 days prior to payment due date for each period.
- ▶ An email receipt will be automatically sent to you when payment is completed.
- ▶ You can change the payment method anytime you want.
- ▶ You can cancel automatic payment anytime you want.

Enroll Today
Please click enroll button to enroll for automatic payment.

Enroll using Credit Card Enroll using Bank Account


Automatic Payment Page

You can enroll using:

1. **Credit Card:** Click on the **Enroll using Credit Card** button to automatically make payments via your credit card.
2. **Bank Account:** Click on the **Enroll using Bank Account** button to automatically make payments directly from your bank account.

8. VIEWING IMPORTANT NOTIFICATIONS & DOWNLOADING FORMS





Any important events, notifications or bulletins can be viewed from the 'Information' section of the Home page. Sub-sections include:

1. Calendar: Keep a tab on all the important upcoming events.
2. Bulletins: View bulletins with important messages. Click on a bulletin to view its details.
3. Forms: Download any given form using the  icon.



A Bulletin Details Example

The Home page also displays an **Email History** button clicking on which you will be taken to a screen that displays the entire list of messages, notifications and communication notes for the parent.

Email History Close					
#	Type	Subject	Sent On	From	To
1		Invoice Report	08/07/2013 06:12 AM	System	
2		Parent form Registration Sign Up	08/07/2013 04:48 AM	System	Lynn Allen
3		Registration completed successfully	08/07/2013 04:47 AM	System	Lynn Allen
4		EZChildTrack Parent Portal Sign up	07/09/2013 02:10 AM	System	Allen, Lynn

Email History Page

9. VIEWING ACCOUNT DETAILS



You can view account details in the 'My Account' page.

On this page, you can view:



1. Account information like the primary and secondary account holder's details.
2. Child details. Use the 'Contacts' link for each child to get more details.
3. Information linked with each contact associated with this account.
4. Update check-in codes.
5. Opt in or opt out of email/SMS subscriptions. The SMS subscription will be available only if it is allowed for the Program and if a cell phone number has been entered for the account holder. Similarly, the email subscription option will be visible only if an email ID has been provided for the account.

Coreen Michael (P1-A00915) [Change Password](#) [Close](#)




Account Information

 Delete Change	Michael, Coreen Primary Account Holder 179 Turnbull Road Houston, TX 99999 999-956-9495 (H) 999-605-6858 (C) 999-868-5663 (W) support@ezchildtrack.com Email Subscription: <input checked="" type="radio"/> Opt-In <input type="radio"/> Opt-Out Check-In Code: 12345 Update	 Delete Change	Michael, Sam Secondary Account Holder 179 Turnbull Road Houston, TX 99999 999-956-9495 (H) 999-446-7941 (C) 999-658-8346 (W) pinaki@thomaskelly.com Email Subscription: <input checked="" type="radio"/> Opt-In <input type="radio"/> Opt-Out Check-In Code: <input type="text"/> Update
--	---	--	---

Children

 Delete Change	Michael, July DOB: 05/06/2003 Grade Level: 2 School: Cedarmere Elem. Contacts	 Delete Change	Michael, Tom DOB: 10/07/2003 Grade Level: 2 School: Ridgeview Contacts
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Other Contacts

 Upload Photo	Michael, Brian Houston, TX 99999 713-252-6456 (H) 832-565-4865 (C) 281-324-5664 (W) Brian5642@ezchildtrack.com Email Subscription: <input checked="" type="radio"/> Opt-In <input type="radio"/> Opt-Out Check-In Code: <input type="text"/> Update	 Upload Photo	Michael, Charles 713-256-9874 (H) 832-565-9876 (C) 281-565-4135 (W) Email Subscription: NA(Email ID not provided) Check-In Code: <input type="text"/> Update
 Upload Photo	Michael, Yvette 713-656-6576 (H) 654-565-5654 (C) 948-656-5456 (W) Email Subscription: NA(Email ID not provided) Check-In Code: <input type="text"/> Update		

My Account Page

10. CHANGING PASSWORD

You can change your password from the 'My Account' page.

1. Click on the **Change Password** button.
2. Enter old password, new password and confirm new password.
3. Click on **Change Password**.

The screenshot shows the EZChildTrack ParentPortal interface. At the top, the EZChildTrack logo is on the left, and the ParentPortal logo is on the right. Below the EZChildTrack logo is the text 'Childcare Management Software'. In the center, there is a logo for 'Kids First Childcare Centers'. Below this, a navigation bar contains links for 'Home', 'My Account', 'Help', and 'LogOut'. The main content area is titled 'Change Password' and includes a 'Welcome Beth! August 03, 2012' message. The form has two columns: 'Password Details' on the left and 'Password Rules' on the right. The 'Password Details' column contains three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. The 'Password Rules' column lists four rules: 'Minimum of 8 characters (no spaces)', 'Must include both letters and numbers', 'Must include both lower and uppercase letters', and 'Cannot be the same as user name' and 'Cannot be the same as old password'. At the bottom of the form, there are two buttons: 'Change Password' and 'Close'. The footer of the page contains the text 'EZChildTrack Version 2.2.11107 © GTSoft, Inc. | Privacy Policy' and 'You are using EZChildTrack in Windows using Firefox 15.0'.

EZChildTrack Childcare Management Software

ParentPortal

Kids First Childcare Centers

Welcome Beth! August 03, 2012

Home My Account Help LogOut

Change Password

Change Password **Close**

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 user name
- Cannot be the same as old password

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You are using EZChildTrack in Windows using Firefox 15.0

'Change Password' Page