



*Developing attitudes for success!<sup>SM</sup>*

# Electronic Sign In/Out

## PARENT INSTRUCTIONS

*We're here to help, and we'll walk you through the process. Tags will be passed out next week.*

### First Time Process

1. Each parent will be given a key tag.
2. When you use the tag for first time, you will be prompted to change PIN.
3. We recommend you change your PIN to a number you can easily remember. You will need to use this PIN when you are not using your tag.
4. You need to update your information along with your emergency contact information.

### How to Sign In?

1. Click on 'Login With Tag' button on the Kiosk Home page.
2. Show the tag to the Camera of the Kiosk.
3. You will see 'Checking-in' screen displaying your child's details in Green.
4. Click on Finish button to complete the Sign In process.
5. Any early drop off fees will need to be approved.

### How to Sign Out?

1. Click on 'Login With Tag' button on the Kiosk Home page.
2. Show the tag to the Camera of the Kiosk.
3. You will see 'Checking-out' screen displaying your child's details in Orange. If you see Checking-In screen instead, please talk to Terry.
4. Click on Finish button to complete the Sign Out process.
5. Any late pick up fees will need to be approved.

### What if I forget my Key Tag?

You can use your pin to sign in/sign out. Here are the steps:

1. Click on 'Login With Pin'.
2. Search for your name, by typing your first name and then select your record.
3. Enter your pin.
4. You will see your child's details and then continue to sign in/sign out.

### What if I forget my pin?

1. You can ask administrator to reset your pin.
2. Once it is done, you will receive a temporary pin.
3. When you login with temporary pin, you will be prompted to change your pin.
4. We recommend you change your PIN to a number you can easily remember.

### What if I request someone else to pick up or drop off?

1. For an occasional pick up/drop off, the person can request the school administrator to sign in or sign out on his/her behalf.
2. For a regular pick up/drop off, please contact Terry so she can provide the person a tag that can be used for sign in or sign out.

### Special Instructions:

1. For safety, please do not share your tag or pin with anyone. We can help you at the school for an occasional sign in/out.
1. If you lose your tag, please inform School Administrator immediately, so it can be deactivated from our kiosk.
2. You can request a new tag for a \$5 Replacement fee.