Note: Only individuals who have been granted administrative access in KidCheck (as an Administrator, Campus Manager, or Start/Stop Admin) can start or stop check-in.

**To Start Check-in:**

1) Power on the check-in station computer(s)  
2) If necessary, sign into the computer(s) as the appropriate user  
3) Double click the KidCheck desktop icon, or launch your internet browser and go to:  
   
   [https://go.kidcheck.com](https://go.kidcheck.com)  

4) Sign into Kidcheck with your username and password  
5) Click on the **Check-in** tab  
6) Click the **Start** button next to the appropriate program or template

**To Stop Check-in:**

1) Click the **Close** icon in the upper right of your check-in station(s)  
2) Enter your username & password and click **Close**  
3) Shut down the computer(s)

**Using the Admin Console:**

During check-in, the admin console allows admins to see information on who is checked in, reprint name badges, send text messages to guardians, and more.

1) Click the **Admin Console** Icon in the upper right  
2) Enter your admin username and password  
3) Click on a child’s name to see more information or send a text message

---

**KidCheck Support:**  [www.kidcheck.com/support](http://www.kidcheck.com/support)  |  (855) 543-2432  |  support@kidcheck.com  
Mon - Fri, 8 am - 5 pm (MST); Sun 6 am - noon (MST)