How to use the Admin Console

Note: Only individuals who have been granted administrative access in Kid-Check (as an Administrator, Campus Manager, Or Start/Stop) can access the admin console.

Android Tablet/iPad Station:

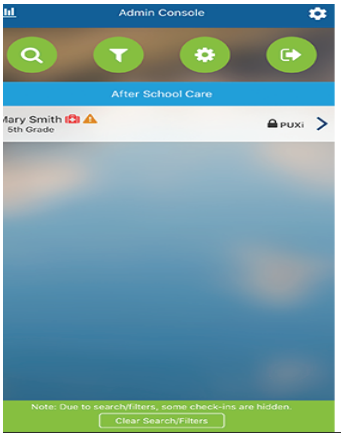
During check-in, the admin console allows admins to see information on who is checked in, check-out accessibility, send text messages to guardians, and more.

1) Select the **Gear** Icon in the right hand corner
2) Enter your admin username and password
3) Click on a child's name to see more information or send a text message

Admin Console App:

With the new KidCheck Admin Console App, there's no need to use a check-in station or web browser to see the classlist or communicate to parents. It has the flexibitiy of knowing the locations of the kids on the go!

1) Download the **KidCheck App** on a device
2) Log-in using your admin username and password
3) Select the **Gear** icon
4) Select the **Filter** icon to manage locations
5) Select a child and it will show the **Child Detail Policy.** The child detail policy lists important information such as medical info, check-in time, date of birth and more.
6) Under the **Guardian list**, select a guardian to send a text message to contact parents



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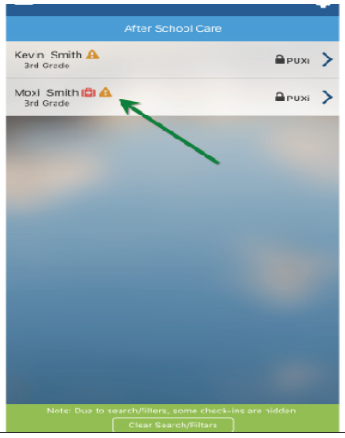

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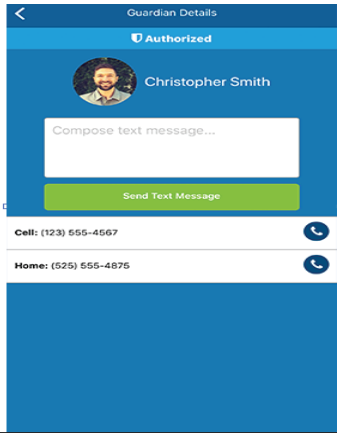

6

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Mon - Fri, 8 am - 5 pm (MST); Sun 6 am - noon (MST)