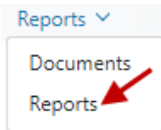


KinderSign - Initial Registration of Provider's Tablet

You will need to register each tablet one time only. To register the tablet, you must complete steps in both KinderConnect and KinderSign. You must be able to log in to KinderConnect on your computer using the URL VAPass.doe.virginia.gov/KinderConnect/.

- A** To use KinderSign on a tablet you must first register with KinderConnect using a computer. Login to KinderConnect using the username and password created during registration. Click on **Reports** under **Reports**.



- B** Press the drop-down arrow and select **KinderSign Tablet Registration Form** from the menu.

A screenshot of the 'KinderSign Tablet Registration Form' in a web browser. The 'Report:' dropdown menu is set to 'KinderSign Tablet Registration Form', with a red arrow pointing to it. Below the dropdown, the text 'KinderSign Tablet Registration Form' and 'Display a KinderSign tablet registration form' are visible. There is a 'Provider*' field with 'Rincon Daycare - Lic Ex' and a 'Select >>' button. At the bottom, there is a 'View Report' button.

- C** Press **View Report**. A document that contains the Quick Response (QR) code is automatically downloaded to your computer and an icon labeled **KinderSign Tablet...pdf** appears in the lower right corner of the screen. Note that the exact location may be different depending on your browser. Click on the icon to open the PDF document. When the .pdf opens in a new browser, maneuver between the two tabs at the top of your screen.



- D** The PDF document contains a scannable QR code. This PDF can be used from the computer screen or can be printed and used in paper form.
- E** Verify the tablet is connected to wireless internet (WiFi). Using the tablet, open **KinderSign**.
- F** Tap **Scan** on the tablet screen, which switches the tablet to scan mode. You may either...
- Scan the KinderConnect QR code on the computer screen, or
 - Scan the KinderConnect QR code from a printed copy.



- G** To scan, move the QR code into the view of the tablet camera so that the QR code is visible on the tablet screen. As soon as the whole QR code is visible to the tablet camera, the tablet scans the QR code automatically.
- H** Once the scan is successful, agree to allow KinderSign to use the device location. Once registration is complete, the following message displays: **Device Registered. Your device has been registered and is ready to use.**
- I** Now that you are registered, return to KinderConnect on your computer and click on **Reports** under **Reports** to finalize steps and be able to track attendance. Press the drop-down arrow and select **Provider Mobile Sign In Sheet** to complete setup.

A screenshot of a web application's 'Report:' dropdown menu. The menu is open, showing 'Provider Mobile Sign In Sheet' with a red arrow pointing to it.

- J** Repeat steps **C** and **G** to connect the families to the Provider. Upon successful completion, the telephone keypad displays and KinderSign is ready for Parents/Sponsors to use for checking their children in and out of care.

