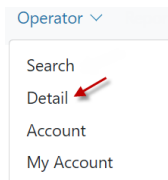


KinderConnect – Add System User: Operator

An “Operator” is a system user able to access the Provider’s KinderConnect account. A Provider Admin can add multiple Operators. You should always **Search** for the Operator before adding a new one to avoid duplication.

A Click **Detail** under **Operator**.



B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider**.

Note: Every **Provider** must have at least one **Operator** with the role **Provider Administrator**. Ensure that your Provider has at least one **Operator** of this type.

Note: Checking the **Inactive** check box will inactivate the **Operator**. This **Operator** will not be able to logon if this is checked.

A screenshot of the 'Operator Detail' form. It has buttons for 'New', 'Save', and 'Cancel' at the top. The form contains fields for First Name, Middle Name, Last Name, Email, Phone Number, SMS Phone Number, Operator Type (dropdown), Region (dropdown), Foreign Key, Inactive (checkbox), Is Single Sign On (checkbox), and Providers (with an 'Add Provider' button). Red asterisks indicate required fields.

C Enter the **Provider Name** and press **Search** to locate.

A screenshot of the 'Select Provider' form. It has input fields for Provider Name, Foreign Key, Provider #, License #, and Region (dropdown). A 'Search' button is at the bottom left, and 'Cancel' and 'OK' buttons are at the bottom right.

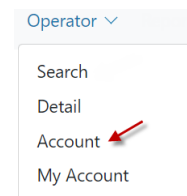
D In the search results, click to select the name of the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login-related information.

A Click **Account** under **Operator**.



B Enter the required information of the Operator indicated by a red asterisk (*).

Note: You **must** select the **Registered** checkbox to add the account. It will not be created if you leave it unchecked.

A screenshot of the 'Operator Account' form. It has buttons for 'Change Password', 'Save', and 'Cancel' at the top. The form contains fields for Operator Name (pre-filled with 'Admin, Provider'), User Name, Password, Secret Question (dropdown), Secret Answer, PIN, Reset Password (checkbox), Force PIN Change (checkbox), Locked (checkbox), and Registered (checkbox, which is checked). Red asterisks indicate required fields.

C Press **Save**. The system displays a message indicating that the record was saved successfully.