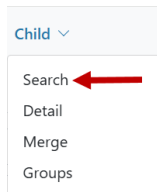


KinderConnect - Adding Child Picture

KinderConnect allows you to add a picture to the records of the children you care for. This picture will also appear next to the child's name in KinderSign. Before you start, you will need to have a picture of the child saved on your computer.

A Press **Search** under Child.



B Enter the search criteria for the child you would like to view. Press **Search**.

Child Search

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
CIN:	<input type="text"/>
Phone Number:	<input type="text"/>
Schedule Date:	<input type="text" value="01/12/2026"/>
Region:	<input type="text" value="Virginia"/>
Provider:	<input type="text" value="ABC 123 ELMO CENTER (11111111)"/>
Use Phonetic Matching:	<input type="checkbox"/>

C Select the child you would like to view by clicking on their name in the **Search Results** to access the **Child Detail** page.

Search Results

Name ↑	ID ↓	CIN ↓	Date of Birth ↓	Phone ↓	Providers ↓	Sponsors ↓	Type ↓
Smith, Child 1	123	2107112345	3/15/2025		ABC 123 ELMO CENTER (11111111)	Smith, Parent 1 (PC)	Subsidized

D From the **Child Detail** page, press **Upload Picture**.



E Locate in your computer the child picture you would like to upload, which you had previously saved. This process will vary based on your computer.

F Once selected, the picture will appear on the right side of the **Child Detail** page. The picture will also display in KinderSign next to the child's name.


Child Detail

Child ID: 123
CIN: 2107112345
First Name: * Child 1
Middle Name:
Last Name: * Smith
Date of Birth: * 3/15/2025
Phone Number:
Child Type: Subsidized

Subsidized Schedules:

Provider	Date Range	Status/Type	Authorization	Scheduled Hours	Additional Information	Authorization ID
ABC 123 ELMO CENTER (11111111)	6/4/2025 - 5/31/2026	Active NonSchool (V)			Details	316312345

Non-Subsidized Schedules:



The **Delete Picture** button enables once a picture is uploaded. You can change the picture at any time by deleting the existing picture and repeating the steps above to upload a new one.

G To remove a picture, press **Delete Picture**.

