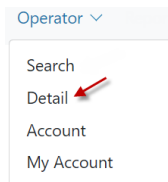


KinderConnect – Add New Operator

Operators are all system users able to access the Provider's KinderConnect account. A Provider 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.

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

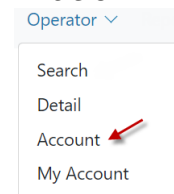
D In the search results, click to select the name of the Provider and press **OK** to return to the Operator **Detail** page.

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.

Operator Account

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