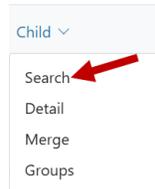# KinderConnect - Adding Child Picture

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.

Child ⌄
Search
Detail
Merge
Groups

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

Child Search   ABC 123 ELMO CENTER

First Name: [   ]

Last Name: [   ]

CIN: [   ]

Phone Number: [   ]

Schedule Date: [02/17/2026   ]

Region: [Capital Area   ⌄]

Provider: [ABC 123 ELMO CENTER   ⌄]

Use Phonetic Matching: ☐

[Search] [Clear]

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 4 Results Found

Name ↑	ID ⇅	CIN ⇅	Age ⇅	Phone ⇅	Providers ⇅	Sponsors ⇅	Type ⇅
Smith, Bob	212345	5512345	3Y 2M		ABC 123 ELMO CENTER	Smith, Bobby (PC)	Subsidized
Collins, Jane	254321	5154321	3Y 11M		ABC 123 ELMO CENTER	Collins, Jimmy (PC)	Subsidized

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

[New] [Save] [Cancel] [Merge] [Audit] [Upload Picture]

E Locate the child's photo that you previously saved on your computer and select it for upload. 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

[New] [Save] [Cancel] [Merge] [Audit] [Upload Picture] [Delete Picture]

Child ID: 212345
CIN: 5512345
First Name: * Bob
Middle Name:
Last Name: * Smith
Date of Birth: * ********** [Show 👁]
Phone Number: [   ]
Child Type: Subsidized
Subsidized Schedules:

Provider	Date Range	Status/Type	Authorization	Scheduled Hours	Authorization ID
ABC 123 ELMO CENTER	7/9/2024 - 4/8/2025	Expired			

Non-Subsidized Schedules: [Add Non-Subsidized Schedule]

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**.

[New] [Save] [Cancel] [Merge] [Audit] [Upload Picture] [Delete Picture]

02/26TX