KidKiosk PARENT PORTAL INFORMATION

HOW TO LOG INTO ACCOUNT
• Go to www.KidKiosk.com, and click “Login” at the top right of the screen
• On the Login screen you will select the “Parent” tab, then use your email address and your password is your assigned pin number
• If you cannot remember your pin number, ask your Site Director and they can give it to you
• This may only be done by the Primary Guardian on the account

UPDATE AUTHORIZED PEOPLE TO PICKUP
• Once logged into your account, select “Authorized Pickup”
• On this screen you may:
  • Select “ADD” to add up another person to the authorized list, please make sure to include their email address so their pin number may be sent to them (Only a pin number will be sent to people on this list other than the “Primary Parent”)
  • Select “EDIT” to update or change any information that has been entered
  • Select “REMOVE” to remove a person and their information from this list
• This list will hold up to 15 people eligible to pick up a child
• If any changes are made please make sure to let the Site Director know so Child Information Form may be updated at the site to match
ATTENDANCE REPORT
• Once logged into your account, select “Attendance Report”
• Select the date range needed, and this will create a report showing when a child attended the program during that time period

SEND A MESSAGE
• Once logged into your account, select “Send Message”
• This will allow a parent to type a message to send to the staff at the site