Electronic Attendance System

Getting Started Checklist

Use this checklist to set up the Electronic Attendance System using the registration information emailed to you. Additional information is in the handouts provided during training and on the support website.

Set up KinderConnect on your computer to manage attendance

☐ **Register and create Provider Administrator log on**

- Go to: **https://www.electronicattendancewa.com/kc**

- Registration information will be sent in an email within a few days after the training.

☐ **Create your PIN**

- Click Operator>Search, then search for your name.

- Click Account (on the far right in the row with your name).

- Create a five-digit PIN, click the registered check box if not already checked, and then click Save.

☐ **Verify and add children**

- Click Children>Search. Then click the Search button.

- Verify your subsidy children are listed correctly.

- Add private pay children and their schedules. To add click Children/Detail, then New.

☐ **Add Sponsors**

- Subsidy children will have one sponsor already in the system. Any additional authorized sponsors need to be manually added.

- Private pay children will need all authorized parents, guardians, etc. entered and associated to them.

- To add Sponsors click Sponsor/Detail, then New. Then add the child to their record.

☐ **Set up other operators**

In-home care may only need one Provider Administrator. Centers will most likely have multiple Provider Administrators and many Provider Users (typically teachers and assistants.)

- Click Operator>Details, then New.

- Enter a username, password, secret question, secret answer, and PIN. Click Save.

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Set up KinderSign on your tablet to sign children in and out

☐ Connect your tablet to Wi-Fi then download, install, and open the KinderSign app.

☐ On your computer, login to KinderConnect and click Reports, then Reports dropdown menu. Select KinderSign Tablet Registration Form to open the PDF.

☐ Press scan on your tablet, scan the QR code on your computer screen. A message appears that tablet is registered.

☐ Select Provider Mobile Sign-In Sheet from the Reports dropdown menu in KinderConnect. Open, print, and post the document on your wall where you can scan it every morning.

☐ Scan the QR code. A list of all the children in your care will appear.

Submitting Your Attendance

☐ We recommend that you submit your records at the same time that you submit your subsidy invoice. Your billing process remains the same.

☐ To submit records click on Attendance/Submit, select the appropriate date range by clicking on the Submit button next to that date. The screens will prompt you to submit from there.

Set up KinderSmart on the sponsors (parent/guardian) smartphone to sign children in and out

KinderSmart is optional.

☐ If you are interested in using KinderSmart please refer to the Quick Reference Cards (QRCs) on our website.

Support and Help

🌐 **https://www.dcyf.wa.gov/services/early-learning-providers/electronic-attendance-system/training**

📞 **1 (844) 704-6777**

@ **eas.servicedesk@dcyf.wa.gov**