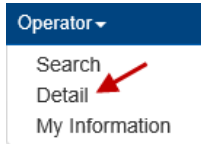


## KinderConnect – Add New Operator

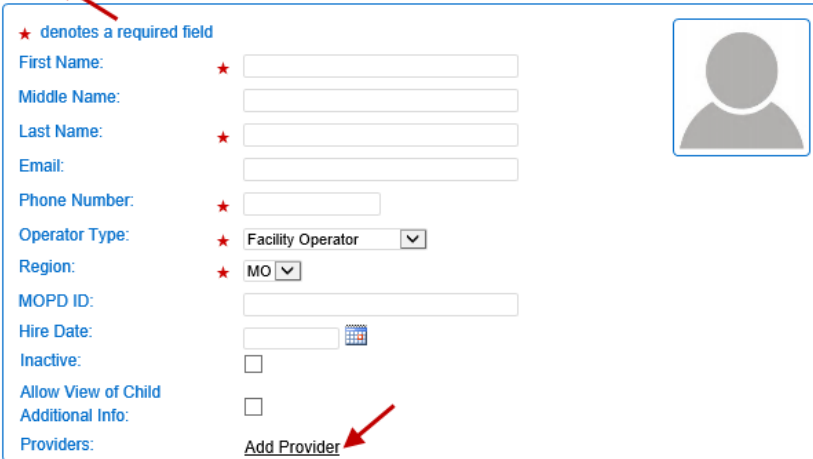
An Operator is a member of your staff. Provider Administrators can add other staff members. Remember to always **Search** before adding an Operator to avoid creating duplicate records for the same person.

- A** Click **Detail** under Operator.

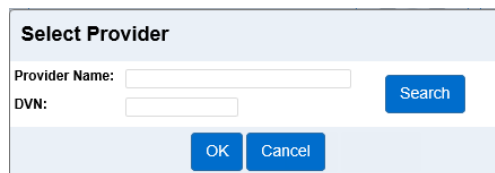


- B** Press **New**, then enter the required information of the Operator indicated by a red asterisk (\*). Click **Add Provider** to add the Program name.

### Operator Detail



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



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

- E** You can now press **Create Account** to add the login related information or press **Save** and return later to create the account.

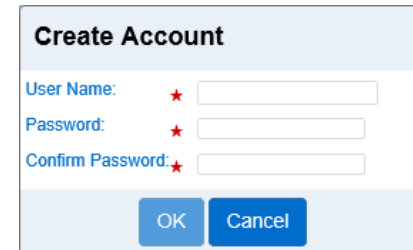
## KinderConnect – Add Account

Once the Operator details have been added:

- A** Press **Create Account**.



- B** Enter the required information of the Operator indicated by a red asterisk (\*).



Note: The **User Name** and **Password** are used to sign into KinderConnect.

- C** Press **Save**. The **Operator** can now log into KinderConnect using his/her **User Name** and **Password**.