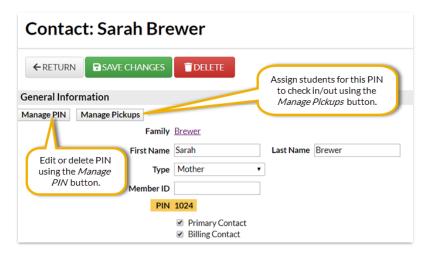


Contact's PIN codes are located on the *Contact* record. Contacts should <u>not</u> share a PIN. Each contact should be assigned their own PIN.



Adding Contacts and Working with PINs

Caregivers, grandparents, baby-sitters, etc. who regularly pick up a student should be added to the **family record** as a Contact and assigned their own PIN.

- 1. Find the family and click the Add Contact button.
- 2. Enter the Contact's First Name and Last Name.
- 3. Select the applicable Type.
- 4. Enter any additional information as needed and clickSave.
- 5. To add or edit the PIN, click the Manage PIN button.
- 6. To add or update assigned students for the PIN, click the Manage Pickups button.
- 7. Clear the checkbox for siblings if necessary. Click the Add Additional Pickups button to search for other students the contact is authorized to pickup if needed.
- 8. **Save**.