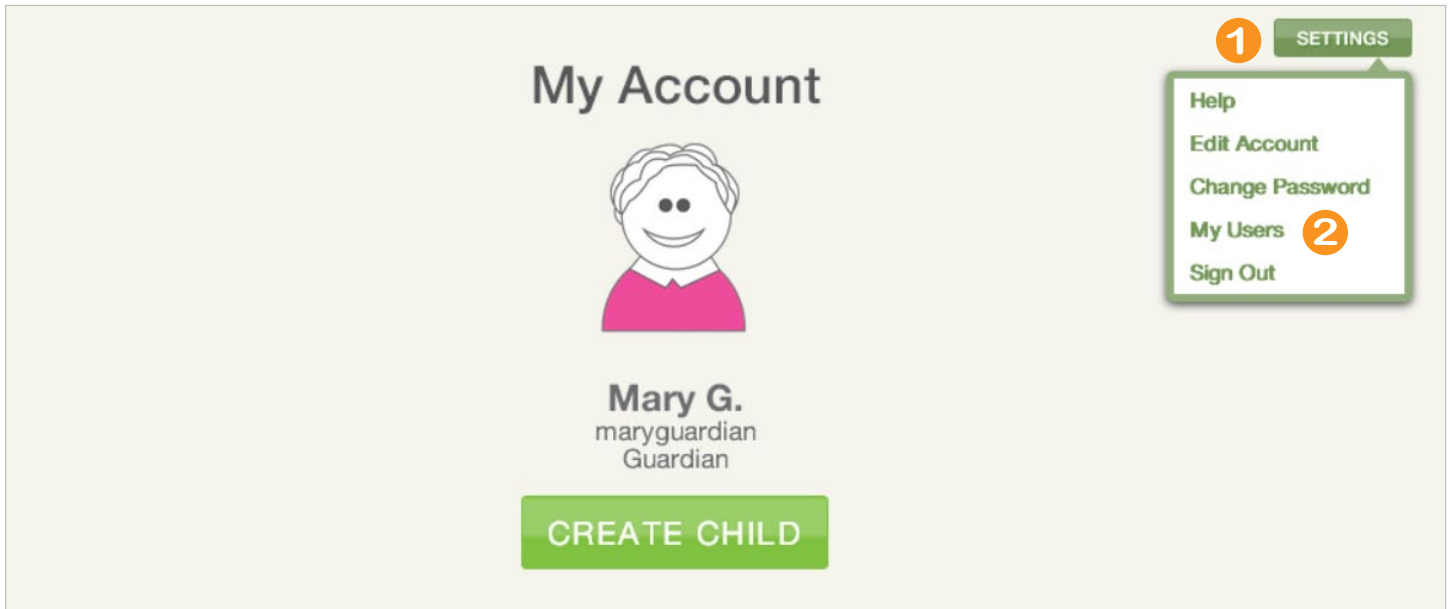


Adding a Caregiver

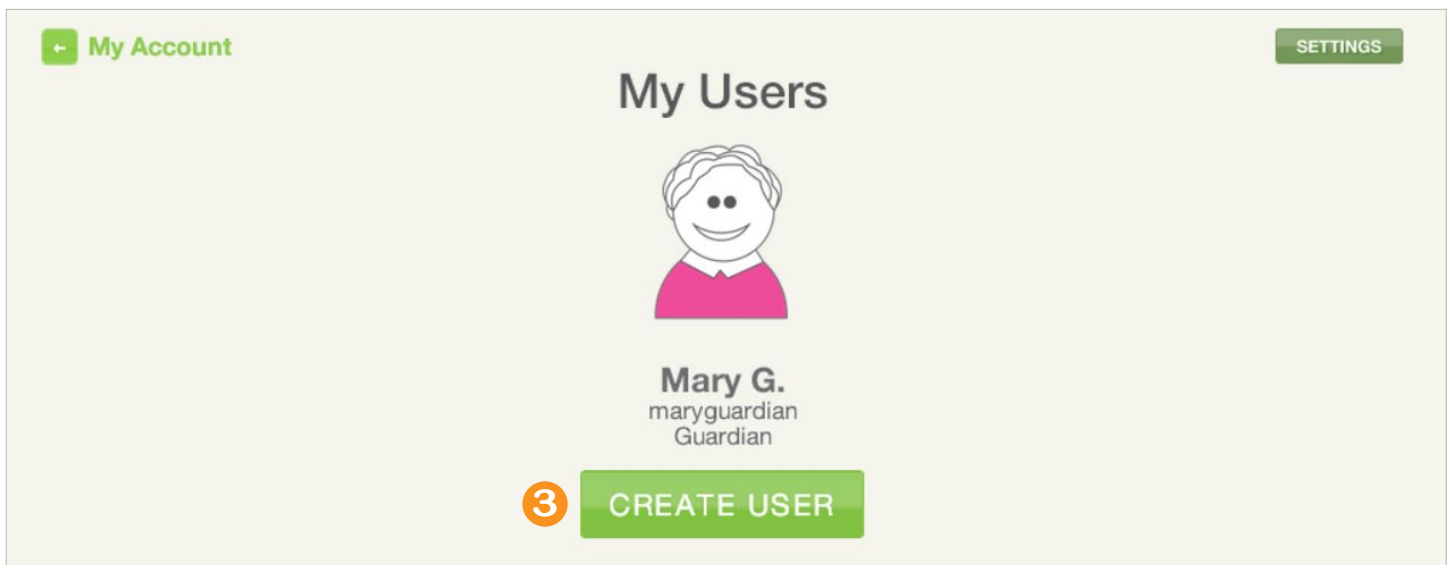
Guardians have the option of adding up to 2 caregivers to their account. Caregivers can access and create schedules, boards, and notes for each child under the parent or guardian.

- 1 From your account home page, select Settings or the ⚙ icon if you are using a tablet.
- 2 Select My Users.



Above: The guardian account home page.

- 3 Select Create User.



Above: The guardian's Users page. This is where all of the caregivers who have access to the child's account will be listed.

- 4 Enter the caregiver's first and last name.
- 5 Select a gender.
- 6 Enter a user name.
- 7 Enter a password.
- 8 Select a security question and enter the answer.
- 9 Enter the caregiver's email address.
- 10 Select a character and a color for their avatar.
- 11 Select Register.

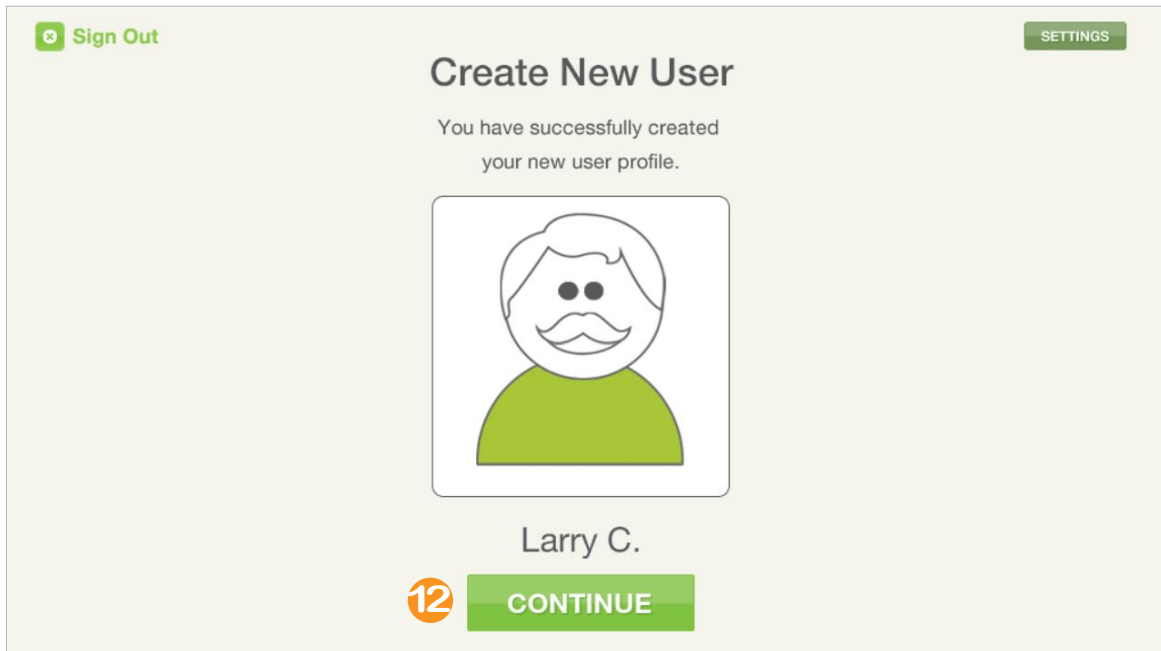
The screenshot shows a 'Create New User' form with the following elements:

- Cancel** button (top left)
- Create New User** title (top center)
- First Name** text box (4)
- Last Name** text box
- Gender** dropdown menu (5)
- User Name** text box (6)
- Instruction: Password must be 7-32 characters, with at least one letter and one number. No spaces.
- Password** text box (7)
- Confirm Password** text box
- Security Question** dropdown menu (8)
- Answer** text box
- Email** text box (9)
- Select Character** dropdown menu (10)
- Select Color** dropdown menu
- REGISTER** button (11)

Above: Once the Create New User page is filled out, the caregiver will be able to access the child's schedules, boards, and Notes Log.

Continued on the next page.

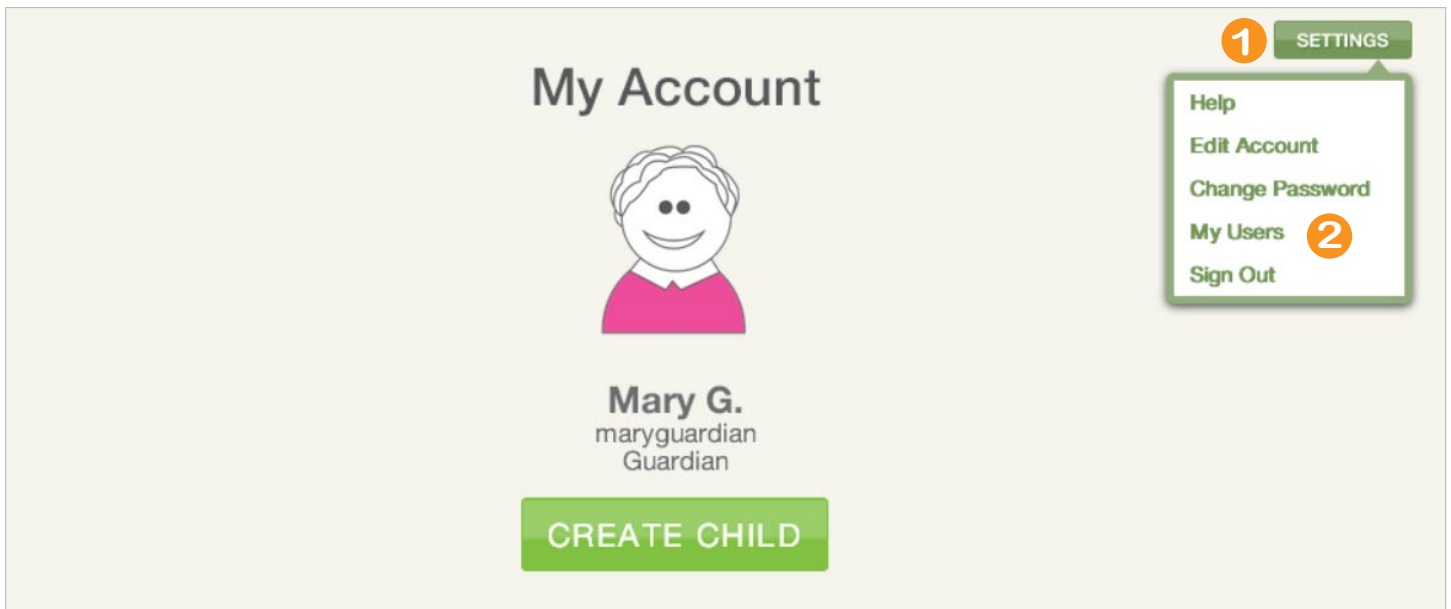
- 12 The new user has been created. They will be able to log in to the child's account from any device. Select Continue.



Above: A new user has been successfully created.

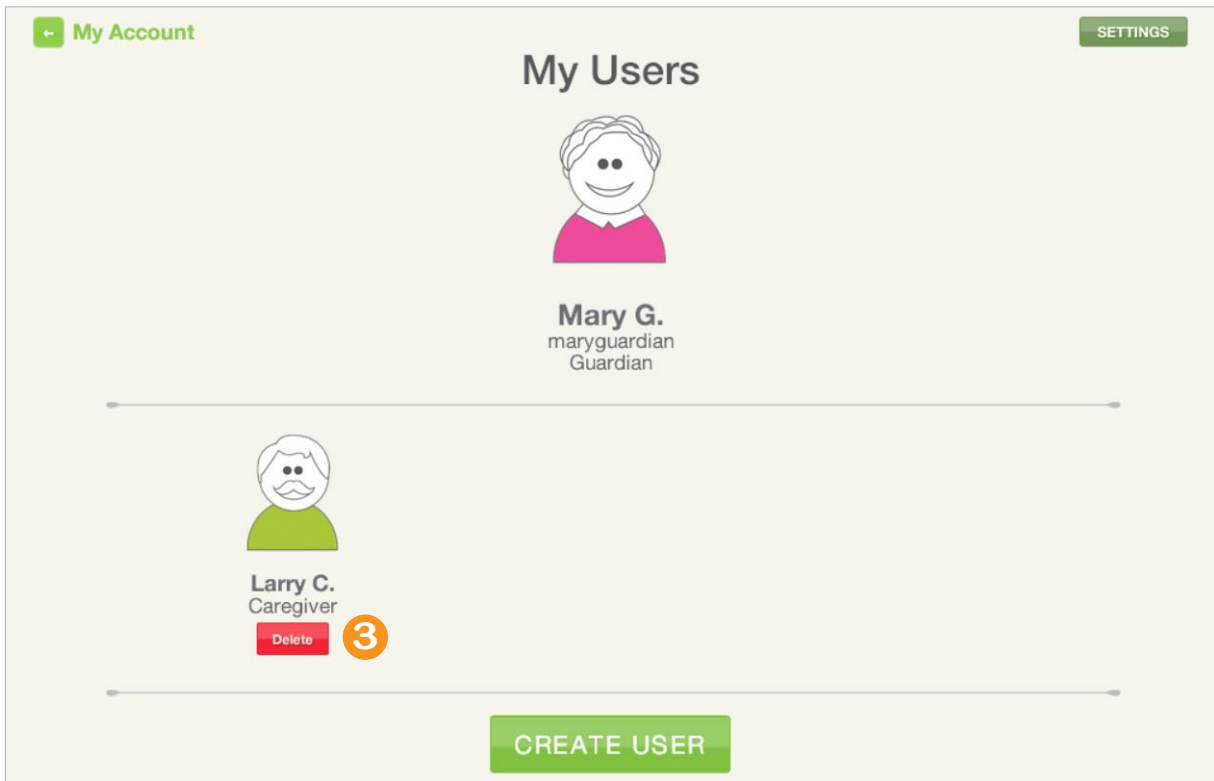
Deleting a Caregiver

- 1 From your account home page, select Settings or the ⚙ icon if you are using a tablet.
- 2 Select My Users.



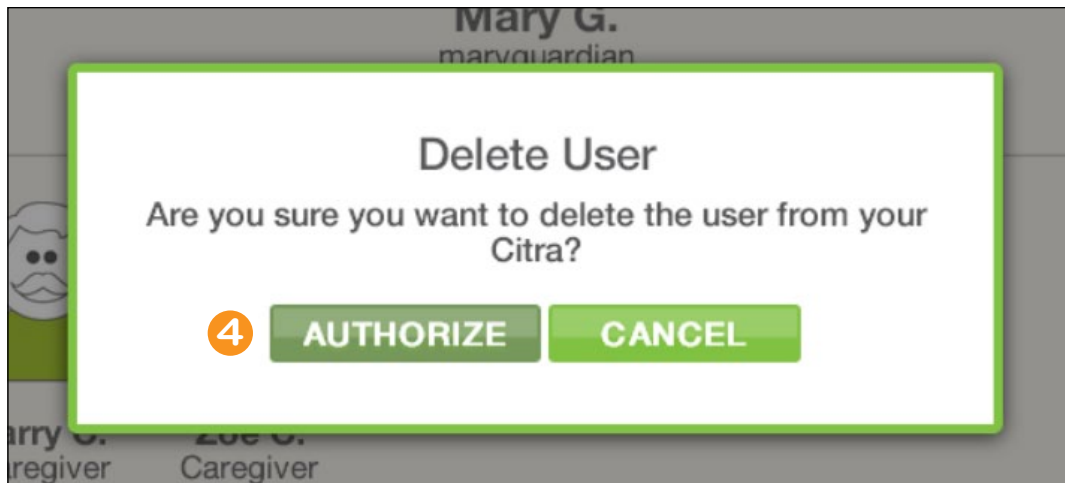
Above: The guardian's home page.

- 3 Select Delete.



Above: Your users.

- 4 Select Authorize to delete. The caregiver will no longer be able to access the child's account.



Above: The dialogue box that pops up when you delete a caregiver.