

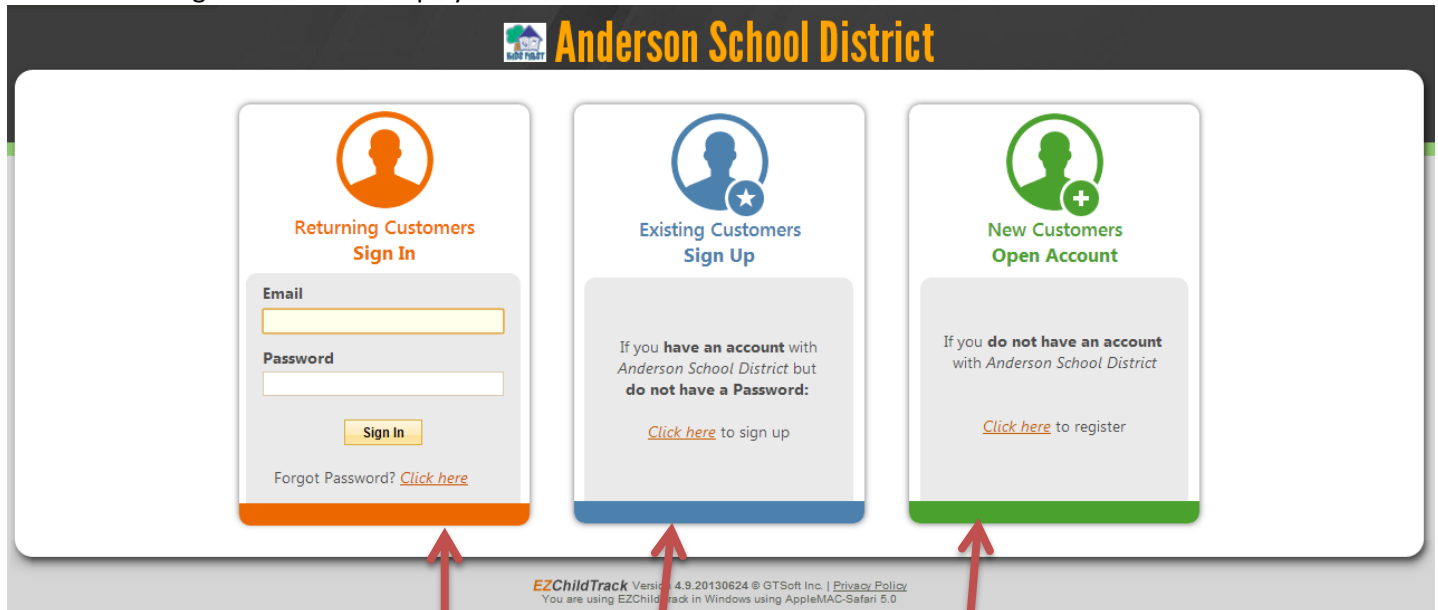
EZChildTrack Parent Portal – Quick Start

1. Accessing the Parent Portal

You can access the Parent Portal using the web address given below:

<https://www.ezchildtrack.com/willardtt/parent>

The following screen will be displayed:



This screen has 3 boxes:

Sign-In	Sign-Up:	Open an Account:
This box is for signing-in by the returning customers who already have a password. This will allow you to login into Parent Portal	This box is for customers who have an account number but do not have a password. You can click on this to sign-up for parent portal access and get a password by email. After you have password you will use the Sign-In box to login.	This box is for families who are new to the program. They have to click on this link to register and open a new account. <i>Note: Families with an account number should not click on this link as it may create a duplicate account.</i>

2. Signing Up for Parent Portal

In case you have an account number but no password, you can sign up for parent portal using the 'click here' link shown in the "Existing Customers Sign Up" section. A screen will be shown as follows:

Sign Up for Parent Portal

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.


Account Number:

Registered Email Address:

Enter your account number, registered email address (to which you are currently getting invoices and click on the [Sign Up] button. A confirmation screen will appear as follows.

Sign Up for Parent Portal

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.

 **You have successfully signed-up for the Parent Portal.**

An email has been sent to your email address with your login information.
If you don't find this email in your inbox then please check your "Spam" or "Junk Email" folder. Please make sure to mark this email as "Not Spam" or "Not Junk".

Account Number:

Registered Email Address:

An email message will be sent to this email ID along with a temporary password.

3. Signing In to Parent Portal

Once you have received your email, access the main parent portal login screen.

In the “Returning Customers Sign In” section, enter your registered email ID and the temporary password provided to you. Click on [Sign In].

When you login, you will be prompted to change your password. Enter your new password keeping the password rules in mind which are displayed on screen.

Welcome Larry! May 29, 2013

Change Password

[Change Password](#)

Password Details

Old Password <input type="password"/>	Password Rules <ul style="list-style-type: none">- Minimum of 8 characters (no spaces).- Must include both letters and numbers.- Must include both lower and uppercase letters.- Cannot be the same as Email.- Cannot be the same as old password.
New Password <input type="password"/>	
Confirm New Password <input type="password"/>	

Click on [Change Password] when you have finished entering your old password and new password. This will take you to the main Parent Portal screen.

4. Understanding the Parent Portal Home Screen

The screenshot shows the Parent Portal Home Screen with the following layout:

- Top Navigation:** Welcome Coreen! May 30, 2013 | P1-A00915 | Home | My Account | Help | Contact Us | Sign out
- Registration (Green Header):**
 - School Year 2012-2013
 - July Adams (Registered on 06/13/2012) - View Enrollment, Register
 - Tom Adams (Registered on 06/13/2012) - View Enrollment, Register
 - Holiday Program 2012-2013
 - July Adams (Registered on 10/26/2012) - Schedule Calendar, View Enrollment, Register
 - Tom Adams (Registered on 10/26/2012) - Schedule Calendar, View Enrollment, Register
- Payments & Statements (Orange Header):**
 - Acct No : P1-A00915
 - Current Balance : \$1,500.00
 - Payment Due : \$1,500.00
 - Payment Due Date : 6/1/2013
 - A late payment fee of \$30.00 will be applied after due date.
 - Buttons: Pay Now, View Statement
- Information (Brown Header):**
 - Calendar (View Calendar): 06/13/2013 Fun camp
 - Bulletins (View Bulletins): Welcome to the Parent Portal! Summer Camp 2013!!!
 - Forms: Photography Consent, Scouting activity consent form
 - Email History >>

Registration	Payments & Statement	Information	Toolbar Options
<p>Click on 'Register' button to register your child in the program</p> <p>You can view enrollment details for in a program by clicking on the 'View Enrollment' button.</p> <p>To change enrollment, please send us an email by using "Contact Us" link.</p>	<p>You can view the current billing status for your account</p> <p>Click on Pay Now to pay using credit card / electronic checks.</p> <p>Click on View Statement to view previous invoices, statements, payment history and tax statement.</p>	<p>You can view Site Calendar and Bulletins</p> <p>You can also download Forms uploaded by your child care provider.</p> <p>To view all previous email communication click on the Email History button</p>	<p>The toolbar has follow options:</p> <p>My Account – View demographic information and change you email preference</p> <p>Help – Download Parent Portal User guide</p> <p>Contact Us – Send us an email</p> <p>Sign Out – Sign out form parent portal</p>