



After School Child Care

Parent Portal – Quick Tips

EZChildTrack Parent Portal – Quick Tips

2022/2023 After School Childcare Program

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*Please note that you must reregister your child(ren) every year to attend After School.

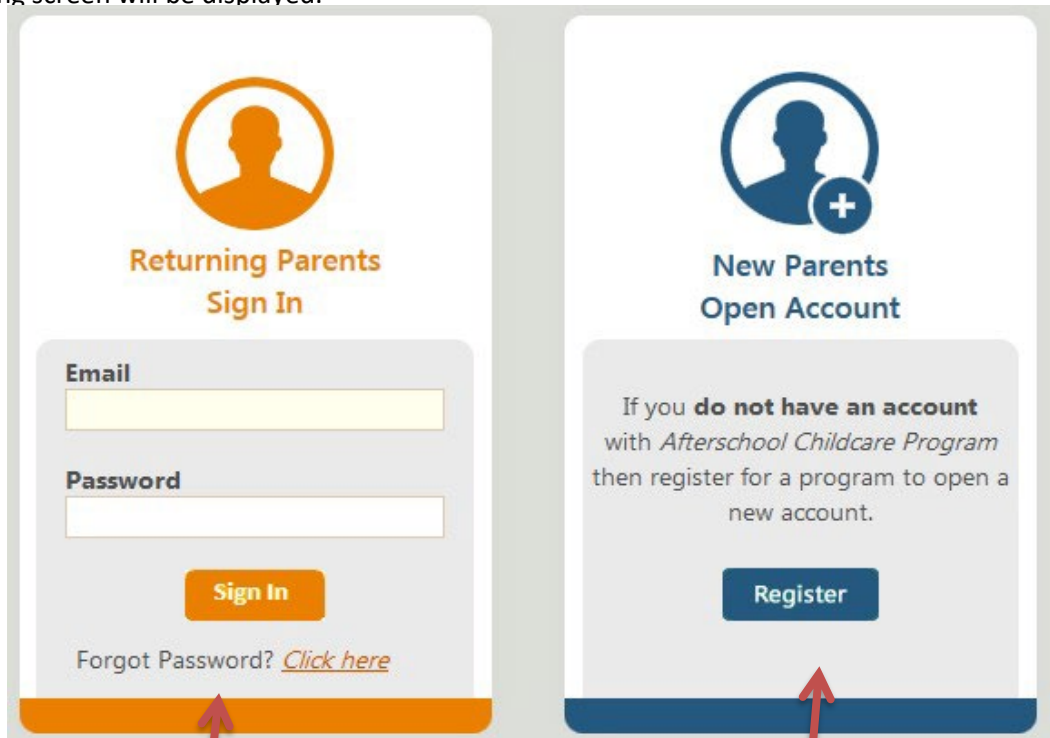
When Registering for Afterschool Care (ASCC) for the first time:

1. Accessing the Parent Portal

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

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

The following screen will be displayed:

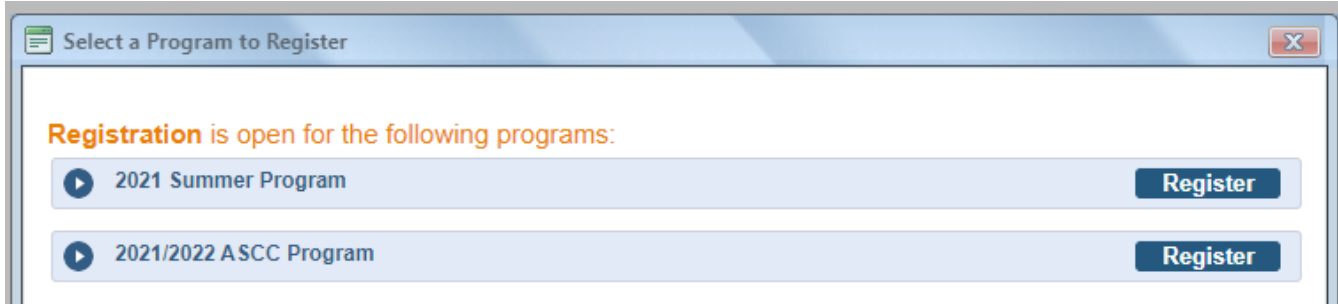


This screen has 2 boxes:

<p>Sign-In:</p> <p>This box is for signing-in by the returning customers who already have a password. This will allow you to login into the Parent Portal.</p>	<p>Open an Account:</p> <p>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 box because the system will not allow duplicate accounts.</i></p>
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2. New Customer / How to Open an Account

If you are a new customer (without an account number), please make sure you select the correct program for your child:



Select a Program to Register

Registration is open for the following programs:

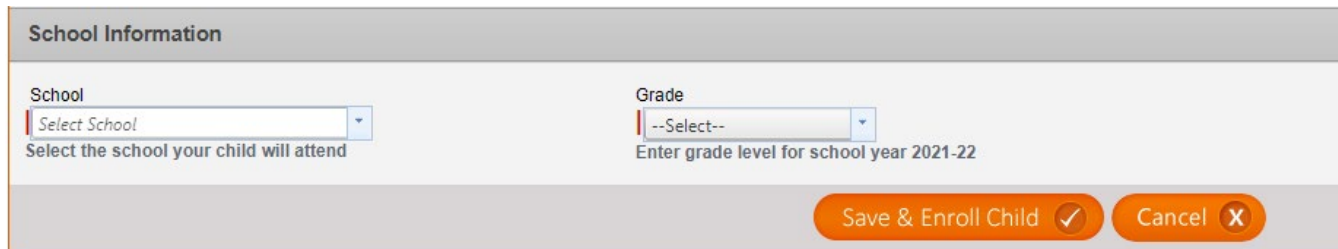
- 2021 Summer Program Register
- 2021/2022 ASCC Program Register

If you select the incorrect school the information will not be sent to the correct site.

You will be required to pay the \$20.00 non-refundable registration fee at the end of the registration process. Your account will be credited any overpayment once your child has been enrolled.

To begin, you will need to enter your personal information, secondary account holder (if applicable), emergency contacts, and all persons authorized to pick up your child. **Once you have completed registration, you will need to set up your check out pins for each person who will pick up your child. See instructions at bottom of page.**

The next step is entering your child's information. It is very important to list the school where your child will attend Afterschool Childcare. Please take your time and enter all information requested. Once you are finished, click "Save Child" at the bottom of the page.



School Information

School: Select School
Select the school your child will attend

Grade: --Select--
Enter grade level for school year 2021-22

Save & Enroll Child ✓ Cancel X

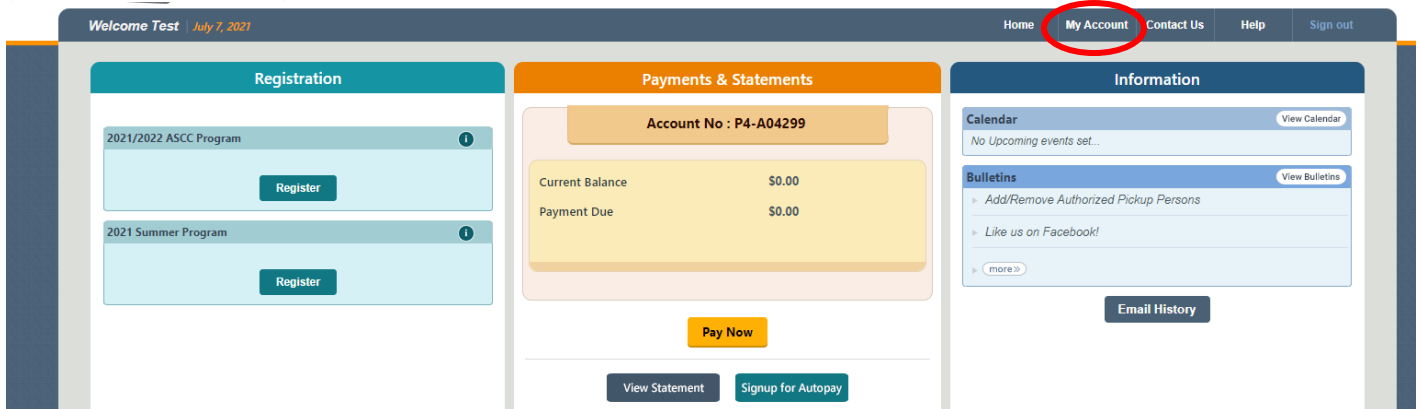
After you verify your information and enrollment selections, you will be directed to the payment screen, where you can make a payment using your credit card.

Once you have submitted your payment, your request must be approved by ASCC. You will receive an email once your account has been approved. Please return to www.ezchildtrack.com/bcbe/parent to set up your check out pins. You will be sent a temporary password, along with your registration confirmation that you will use to log in for the first time.

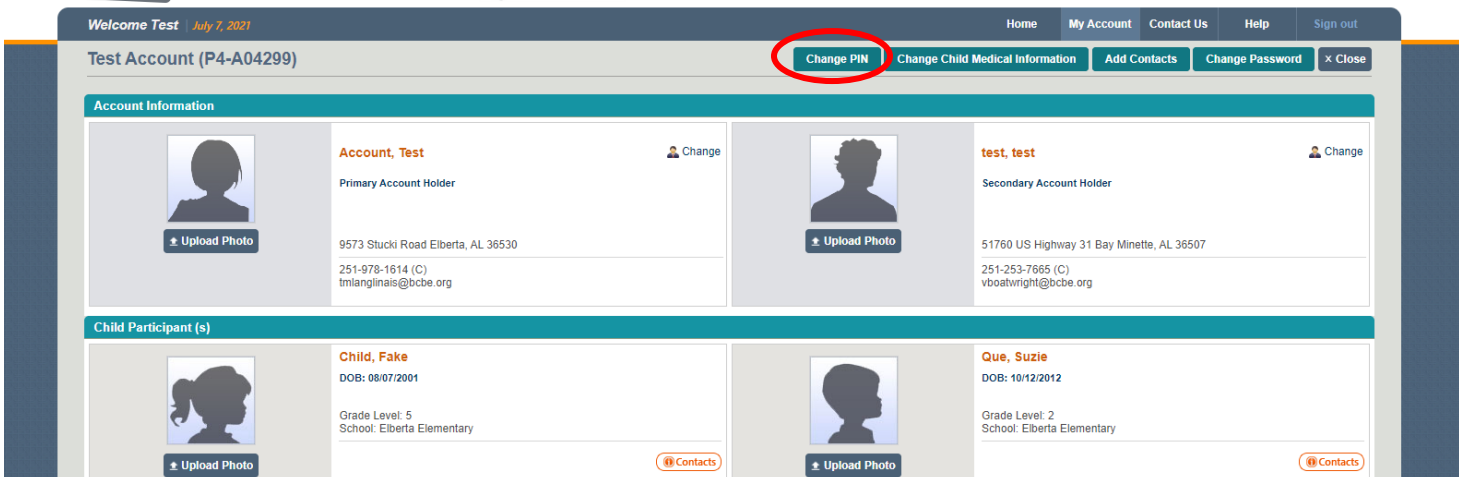
Please do not forget to set up your check out pins. You will "check out" your child daily by telling your personal PIN to the worker checking out students at the site.

3. How to Set Up your PIN

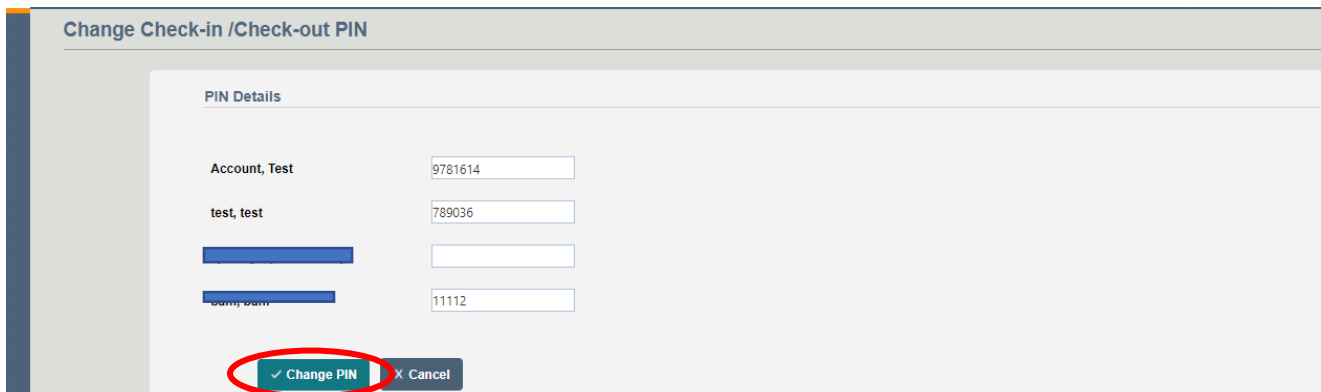
From the home page, select “My Account” from the toolbar. Click on “Change Account Information” (See screenshot below.)



This will display all the personal information for each person listed on your account (primary and secondary account holders, students, emergency contacts, and authorized pick up persons). There is a box at the top right of the page that says, “Change PIN”.



Once you click on “Change PIN”, it will bring you to a page with the list of authorized to pick-up persons and their PINs.



Be sure to click the “Change PIN” button when finished.

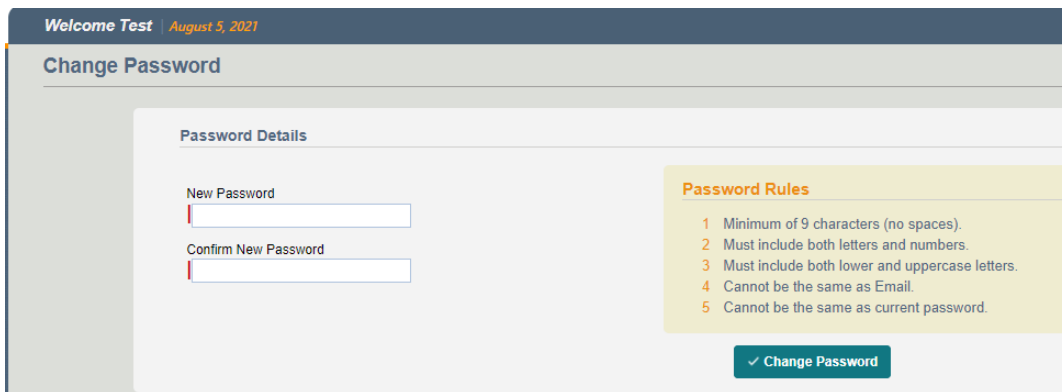
4. Signing In to Parent Portal

New Customers:

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

In the "Returning Parents Sign In" section, enter your registered email ID and the temporary password provided to you in the 'approval' email. 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 Test | August 5, 2021

Change Password

Password Details

New Password

Confirm New Password

Password Rules

- 1 Minimum of 9 characters (no spaces).
- 2 Must include both letters and numbers.
- 3 Must include both lower and uppercase letters.
- 4 Cannot be the same as Email.
- 5 Cannot be the same as current password.

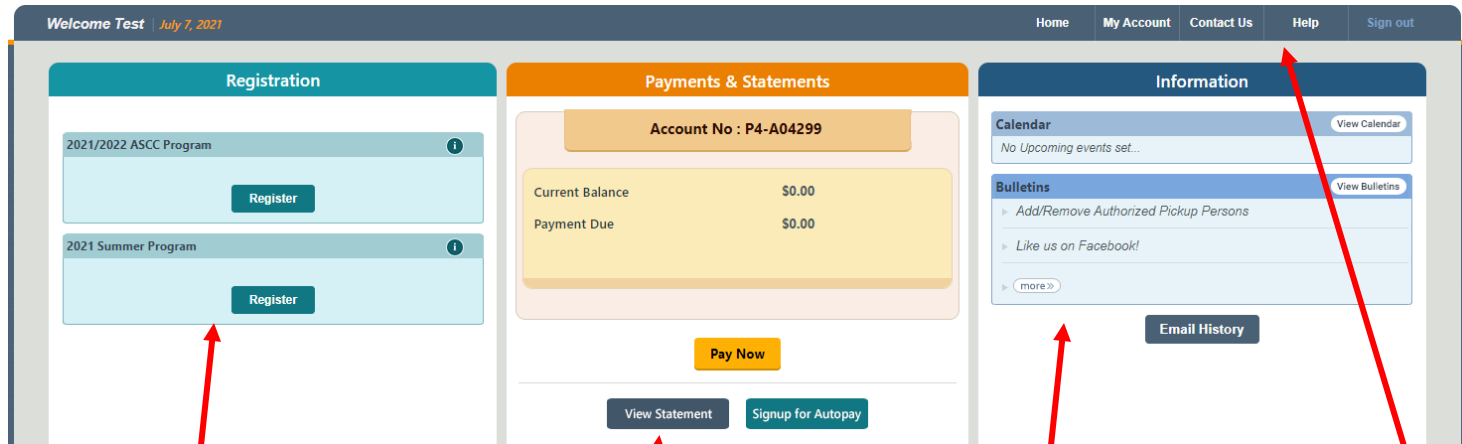
Click on [Change Password] when you have finished entering your new password. This will take you to the main Parent Portal screen.

Returning Customers:

Returning Customers will sign in to the 'Returning Parents Sign In' using the email associated with their account and the password they set up during the New Customer process.

This account is to be used for payments, recurring registration, and updating any information.

5. Understanding the Parent Portal Home Screen



<u>Registration</u>	<u>Payments, Autopay, and Statements</u>	<u>Information</u>	<u>Toolbar Options</u>
<ul style="list-style-type: none"> • Click on the 'Register' button to register your child in the program selected. • To withdraw from a program, send us an email to asccwithdraw@bcbe.org <ul style="list-style-type: none"> • Please include your child's information and a brief statement of withdrawal. • Any other questions can be answered through our 'Contact Us' link. 	<ul style="list-style-type: none"> • You can view the current billing status for your account. • Click on 'Pay Now', to make an instant payment on your account. • Click on 'Signup for Autopay', to sign up for recurring payments to be auto drafted from your account. <ul style="list-style-type: none"> • This feature must be updated any time your card information changes. • Click on 'View Statement', to view previous invoices, payment history, and tax statements. 	<ul style="list-style-type: none"> • You can view the Calendar and Bulletins. • You can also view all previous email communications by clicking on 'Email History' 	<ul style="list-style-type: none"> • Home – Brings you to your Account Home Page. • My Account – Brings you to all of the information you entered on your application and allows you to make changes to your account. • Contact Us – Brings you to a page for emailing us directly, and also provides a phone number for contact. • Help – Brings up a manual on how to use the software and all of its features.

Should you have any questions, please do not hesitate to contact the site manager.