

Staff Portal Set up & Time Approval

1. Once activation E-mail has been sent (by site manager) you will receive and e-mail like this.

2. Click on the Web Address



Dear [redacted]

Please activate your staff account for EZChildTrack.

Web Address: <https://www.ezchildtrack.com/bcbe/staff/Register/?Email=rmetcalf@sarpc.org>
Your username is your registered email address ([redacted]).

For any questions, please contact baldwinboe@bcbe.org .

Thanks,
Baldwin County Public Schools

3. You will then be taken to the Staff Portal

The screenshot shows the 'Sign up' page for the 'Afterschool Childcare Program'. The page has a blue header with a user icon and the text 'Sign up'. Below the header are three input fields: 'Email Address', 'Password', and 'Re-type your password'. A blue 'Sign Up' button is at the bottom. Four numbered callout boxes with arrows point to specific elements: 4. points to the email input field; 5. points to the password input field, which has a red error bar below it; 6. points to the re-type password input field; 7. points to the 'Sign Up' button. At the bottom of the page, there is a footer with the text: 'EZChildTrack Version © GTSOFT Inc. | You are using Chrome 58.0 in Windows | 69.85.234.250 | Privacy Policy'.

8. It will look like this when password has been accepted.

Afterschool Childcare Program

Sign up

Email Address

Password

Re-type your password

Sign Up

Already have an account? [Sign in](#)

9. Once you click sign up, you will be sent a verification e-mail.

baldwinboe@bcbe.org

Confirm your email address for the Staff Portal (Baldwin County Public Schools)

Click here to confirm your email

If there are problems with how this message is displayed, click here to view it in a web browser.

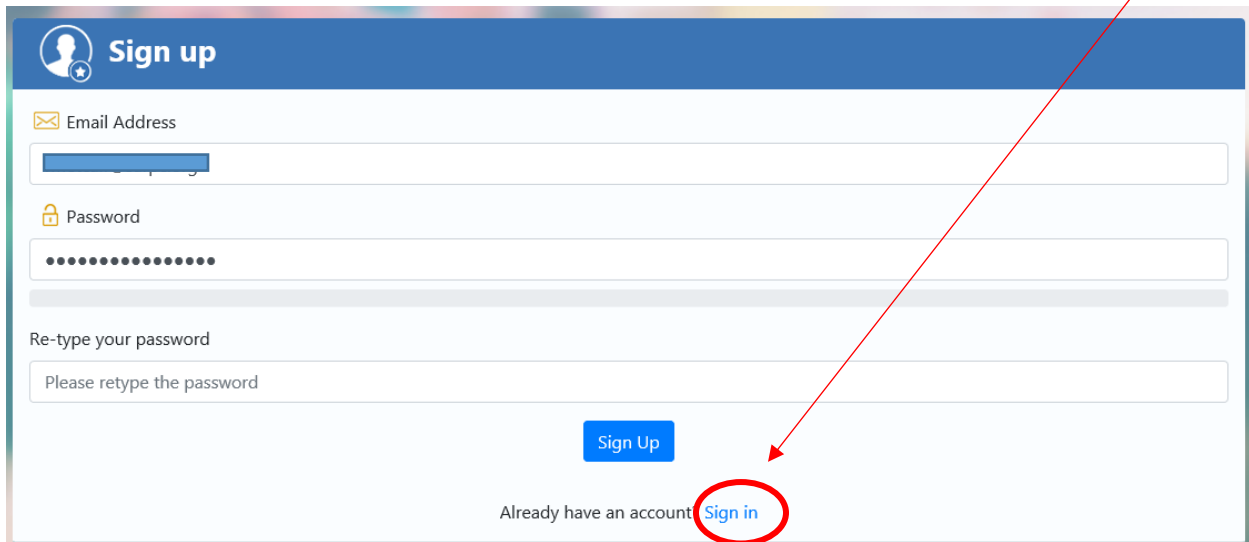
Action Items

Thank you for signing up for EZChildTrack Staff Portal (Baldwin County Public Schools)! Please click on the link below to confirm your email address and complete the sign-up process.

If the above button is not working, please copy & paste the link below in your browser address bar
<https://www.ezchildtrack.com//Staff/register/validate?app=bcbe&email=rmetcalf@sarpc.org&t=43B019B4-7713-41CE-A48F-369FC701ED25>

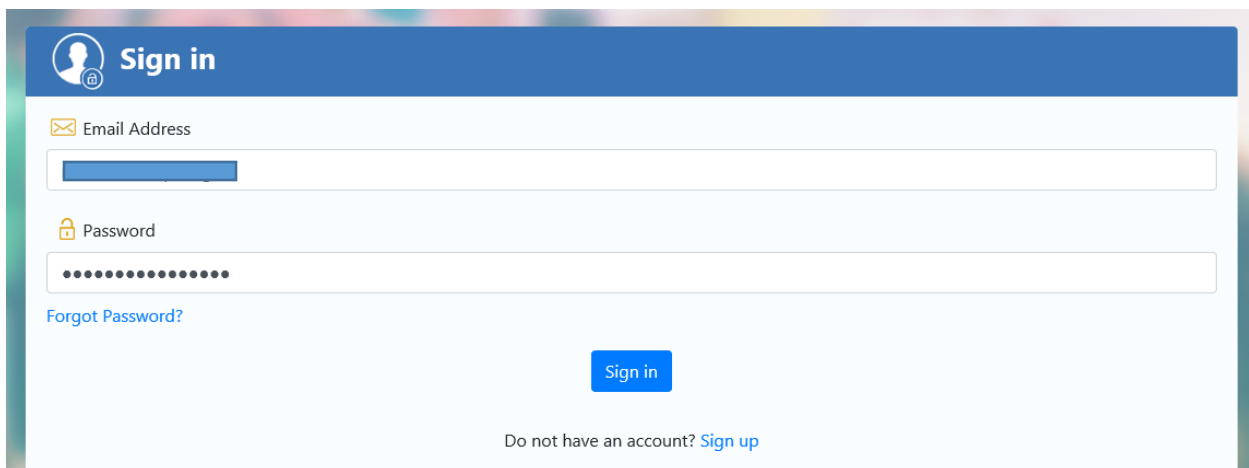
10. Click on this box to confirm e-mail

11. Once you click confirm e-mail it will take you back to the Sign up page, You will Click SIGN IN at the bottom.



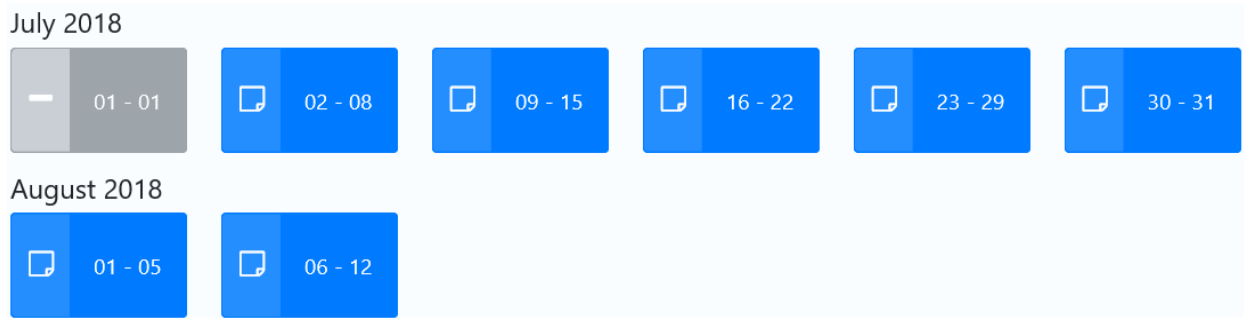
The screenshot shows a 'Sign up' form with a blue header. The form includes three input fields: 'Email Address', 'Password', and 'Re-type your password'. Below the fields is a blue 'Sign Up' button. At the bottom, there is a link 'Sign in' circled in red, with a red arrow pointing to it from the top right. The text 'Already have an account?' is visible to the left of the 'Sign in' link.

12. You will then be taken to the Sign In page, where you will enter you e-mail address and password that you had set.



The screenshot shows a 'Sign in' form with a blue header. The form includes two input fields: 'Email Address' and 'Password'. Below the fields is a blue 'Sign in' button. At the bottom, there is a link 'Sign up' with the text 'Do not have an account?' to its left. A link 'Forgot Password?' is located to the left of the 'Sign in' button.

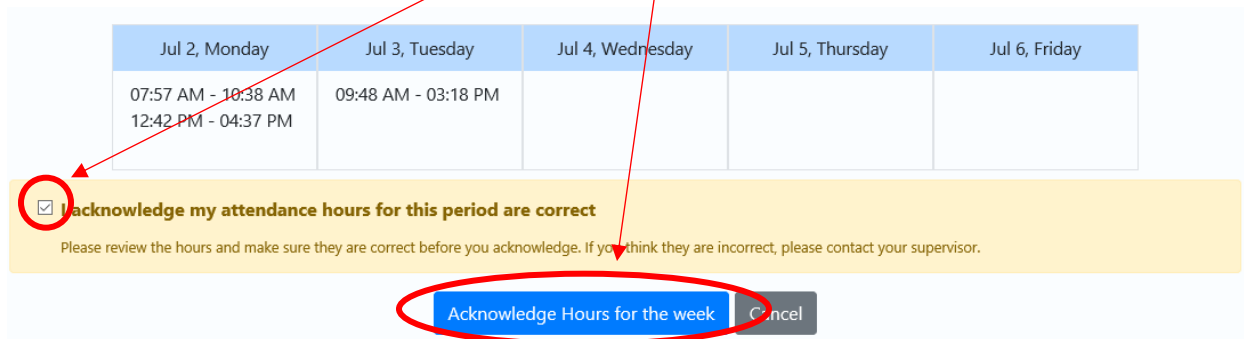
13. Once you log in you will see the below.



14. Once you click on the week you want to submit you will see the hours you worked below.

a. if hours are correct and no corrections are needed to be made you will click the box saying you are acknowledging your hours are correct

b. then click Acknowledge hours for the week



15. Once you have acknowledged your hours for the week the box will turn Green.

Grey- means you have no hours for that week

Blue- means you have hours for that week

Green- Means you have submitted hours for that week.



*****To add the Staff Portal as a bookmark in google chrome**

a. click the 3 dots at the top right

b. Click bookmarks

c. click bookmark this page

d. Make sure show bookmarks bar has a check by it.

