

KidMinSECURE™

Quick Notes

To have parents check kids in:

1. Run KidMinSECURE and leave on the main screen.
2. Parents who are already registered may simply use the fingerprint reader and select CHECK-IN for each child.

To Register a New Family:

1. Go to **ADMIN** box and select **ENTER BY FAMILY**.
 - a. Only Admin can add a new family.
2. Enter necessary information under the ADD GUARDIAN window. The sections with a RED asterisk (*) are required.
3. Click the **CAMERA** button to start the Camera software which will take the Guardian's picture. After picture is taken, select **BROWSE** and find the correct picture.
4. Click **SAVE GUARDIAN**.
5. The Register Fingerprint screen will appear. Select the Guardian's name on the left.
6. Have Guardian press down four (4) times on the fingerprint reader to register fingerprint.
7. Next, have Guardian sign name on screen.
8. Add A CHILD by entering necessary information. The sections with a RED asterisk (*) are required.
9. Click the **CAMERA** button to start the Camera software which will take the Guardian's picture. After picture is taken, select **BROWSE** and find the correct picture.
10. Click **SAVE CHILD**.
 - a. If adding more than one child, the ADD A CHILD screen will blank after it is saved to add more children.

11. Click **CLOSE** and have Guardian fingerprint to check-in their children.

To register an additional Parent or Guardian:

1. Select **ADMIN** button on left side of Main Screen.
2. Select **Manage Guardians** from the ADMIN screen.
 - a. Admin must give fingerprint to go to next screen.
3. Select **ADD A GUARDIAN** button from the Manage Guardians screen.
 - a. Input required information.
 - b. Click the **CAMERA** button to take Guardians picture. Next, click **BROWSE** and the most recent picture taken will be the first picture shown. Select correct picture.
 - c. Click **SAVE**.
4. The Register Fingerprint screen will appear. Select the Guardian's name on the left.
5. Have Guardian press down four (4) times on the fingerprint reader to register fingerprint.
6. Next, have Guardian sign name on screen.
7. Select **LINK CHILDREN** from the Manage Children screen.
 - Select the Guardian, Relationship, and Child.
 - Click **SAVE & CLOSE**.

To Register an Admin:

To give an adult Admin level, follow the above steps to ADD an ADDITIONAL PARENT. On the Add Guardian screen, select the **Level 1** box found on the left. Continue with instructions for the photo and fingerprint.

To Have Admin Check-in students:

1. Admin must click on Admin button
2. Select Manual Check In / Out
3. Give fingerprint
4. Select children from list to check in

If problems should occur with the fingerprint reader:

1. Select Manual Check In / Out from ADMIN screen
2. Admin must give Admin username and password
3. The Override Drop-off / Pickup window will appear.
4. Simply click on the name to drop-off or pick-up.

Password: 1234

Contact info:

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