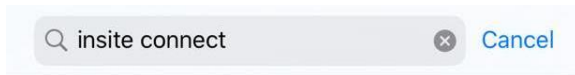
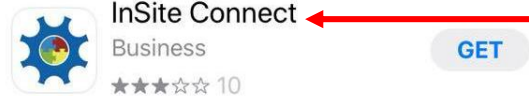


# Child Care Communication – App Tutorial

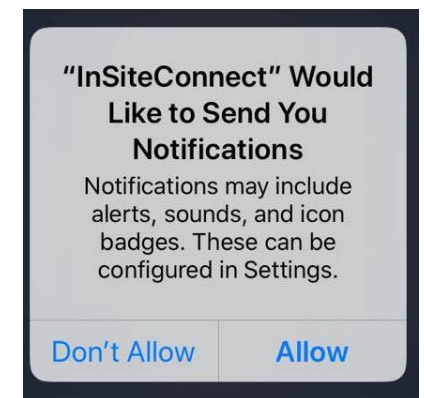
Search in your App Store (apple) or Google Play Store (android) to download the **InSiteConnect** application .



The application icon looks like this.



Once the app is downloaded, open it and select if you would like the app to send you notifications of announcements, payment information, or other important notifications.



The app will ask for your authentication code. You will find this information once you log into the parent portal on the computer or from a web browser. You will find this information under the Account button in the top right hand corner of the page.

Phone App



### Authentication Code

You can find your code located on the Connect Portal account screen

Submit

Web browser



The screenshot shows a web browser interface with a dark blue navigation bar at the top. On the left, there is a 'Help' link. In the center, there is a search bar. On the right, there is a dropdown menu and a link labeled 'Account | Logout', which is circled in red. Below the navigation bar, there is a blue bar with several menu items: 'Attendance', 'Personal', 'Registration', 'Calendar', 'Communication', and 'Auto-Pay'. Below this, there are three main action buttons: 'Announcement' (blue), 'Make Payment' (red, showing '\$ 220.00'), and 'Statements' (blue). To the right of these buttons is a 'News & Info' section with an 'Announcement' table.

I have washed out the information on this page but the authentication code can be viewed here.

This page is also helpful to change your password or create security questions for future use!

Home Attendance Personal Registration Calendar Communication Auto-Pay

Account Information

User Name:

Authentication Code:

First Name:

Last Name:

Password requirements:

- Password must be at least 8 characters
- Password must contain at least one number
- Password must contain at least one special character !@#%&^\*~

New Password:

Confirm Password:

SAVE

Security Questions

Security questions are used to reset your password when you forget it.  
Please answer at least two questions to be able to reset your password with the security questions.

Question:

Answer:

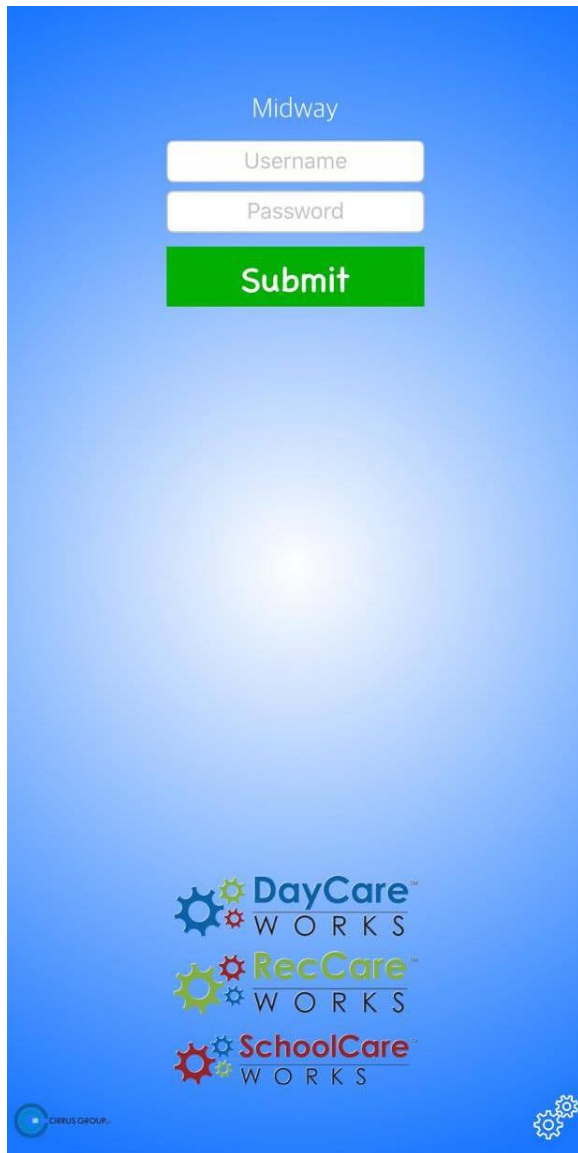
Question:

Answer:

Question:

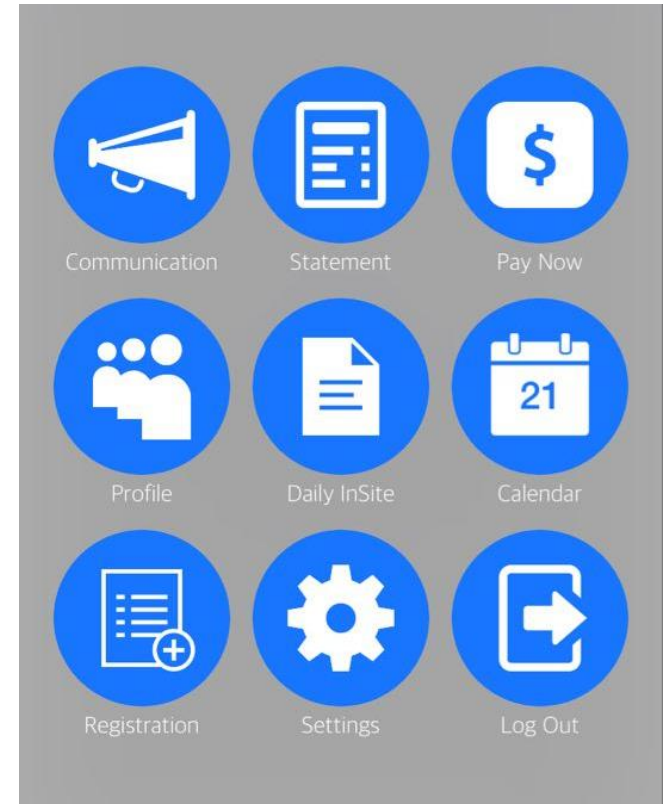
Answer:

SAVE



It will then ask for the username and password.

This is the same information that you would use to log in on the website.



The home screen allows you to navigate your account.

