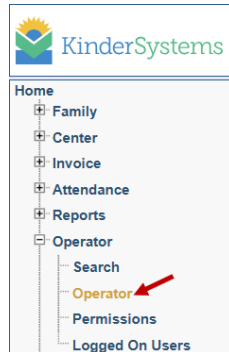


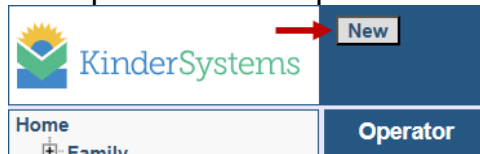
CenterTrack – Create an Operator

Use the **Operator > Operator** page to create an Operator record for each Center staff member. Staff must have an Operator record in CenterTrack before they can use the KinderSign application to check children in and out of care.

- A** Navigate to the **Operator > Operator** page.



- B** Press **New** to open a blank Operator record.



- C** Complete the required fields, marked with a red asterisk (*): **First Name, Last Name, User Name, Password, Operator Type, Operator Group, Agency Location**, and **Email Address**.

Operator

Search Results: << < > >> + No search results

* First Name: Agency: Default Agency

Middle Name: * Operator Type:

* Last Name: * Operator Group:

Title: * Agency Location:

Employee Number: Phone Number:

Local Key: SMS Phone Number:

* User Name: * Email Address:

* Password:

Force password change: ☐ Language(s) Spoken:

Locked: ☐ Center(s) Assigned:

Single Sign-On: ☐ Active: ☒

NightRun Status Alert: ☐

PIN:

Secret Question:

Secret Answer:

- D** Enter the Operator's **Phone Number**.
Note: This field is not marked as required, but it must be entered — KinderSign uses it to check children in and out of care.
- E** Click the  symbol next to **Center(s) Assigned** and select each location where the Operator will need tablet access.
- F** Press **Save**. An *Operator Added* message displays at the top of the page to confirm that the Operator record was created successfully.



Note: The **PIN, Secret Question, and Secret Answer** fields populate automatically once the Operator completes the initial registration on the tablet. For details, see *KinderSign QRC Sign In as a Provider*.