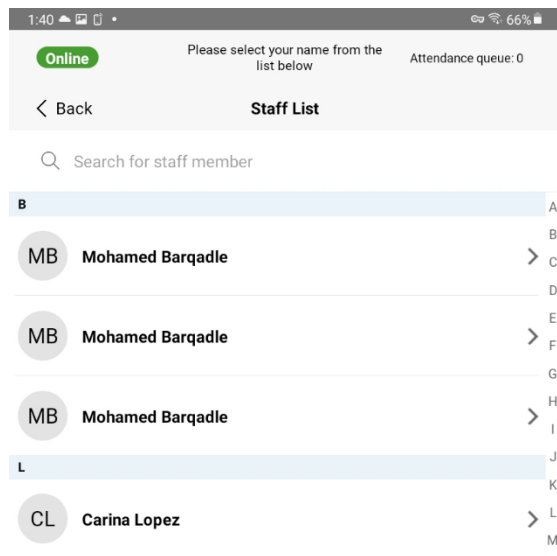


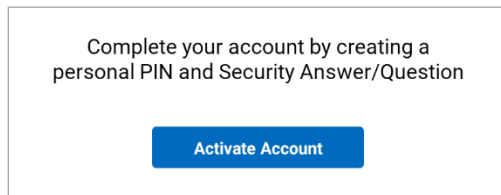
KinderSign – Create a Provider PIN and Secret Question

The first time you sign in to KinderSign, create the security settings used to verify your identity. Your System Administrator must first add your telephone number and assigned Centers to your Operator record in CenterTrack. You will also need a PIN from an existing staff member.

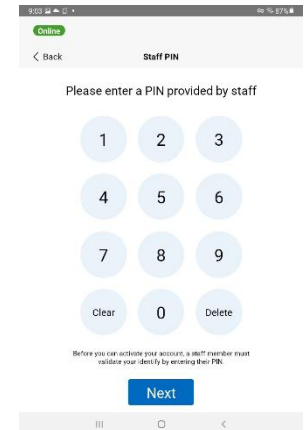
- A** On the KinderSign opening screen, tap **Staff**, then select your name from the **Staff Members** list.



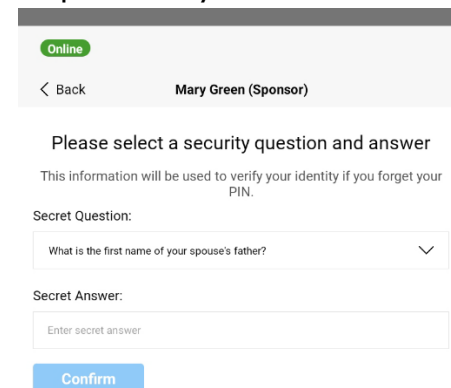
- B** A message tells you that you need to complete your account. Tap **Activate Account**.



- C** Enter the **PIN** provided by an existing staff member.



- D** Tap the **Secret Question** dropdown arrow and select the question you would like to use.



- E** Tap the **Secret Answer** field, enter your answer, then tap **Confirm**.
- F** Enter the 4-digit **PIN** you would like to use, then tap **Confirm**.
- G** Re-enter the same 4-digit **PIN**, then tap **Confirm** again. KinderSign completes the account setup and returns you to the app.