

InSite Connect User Guide

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InSite Connect is a parent portal application that allows parents access to center and student information, along with access to a quick and easy QR code check in.

Application Installation

To download the InSite Connect application, navigate to the App Store or Google Play store on your mobile device. Search and download the InSite Connect application.

Logging In

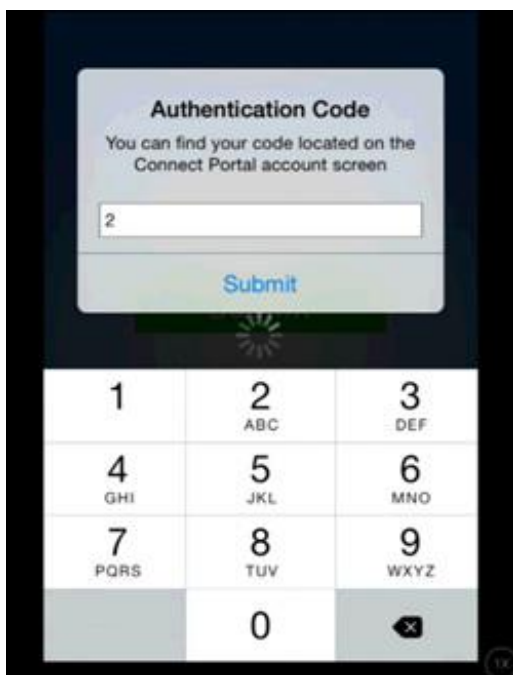
1. Launch the InSite Connect application



2. Click the Settings icon on the bottom right corner of the screen



3. Enter the authentication code obtained from the Connect website



- To access the Connect site navigate to Family.daycareworks.com
- Log in with the username and password provided by the center
- Click Account on the top right corner of the screen
- The Authentication code will be display on this screen under the user name. A new password can also be created on this screen

User Name:	laney@201
Authentication Code:	2
First Name:	<input type="text" value="Jordan"/>
Last Name:	<input type="text" value="Brown"/>

4. At the log in screen, enter the username and password and click Submit

InSite Connect Options

Once logged in, there are several options available on the home screen, such as communication, profile, and settings.



Communication

The communication section displays announcements from the center. Information added on the admin site under the Connect>Announcements menu will be immediately available for parents to view here. After clicking the Communication icon, the next screen will look like an inbox. Click a message to open and view the full message.



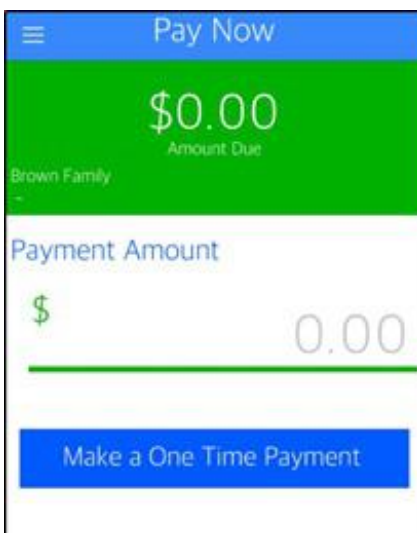
Statement

The Statement section is where parents can see their current balance and statement.



Pay Now

The Pay Now section provides parents the ability to make a payment on their account. To make a payment, they will need to enter the payment amount and click Make a One Time Payment. From there, they will enter their name, contact information, and payment information, then click Submit Payment.



Profile

Parents can view profile information that is entered into the system. Each student, parent/guardian, and contact person will have their own profile. To view a profile, click on the person's name/photo.



The following information is included in each profile:

- Name
- Birthday
- Admission Date (for students)
- Phone Numbers (home, work, cell)
- Email Address
- Home Address

Profile

Ken Brown

Schedule Attendance

Name: Ken Brown

Birthday: 12/14/2007

Admission Date: 06/15/2009

Home Phone: 248-287-4638

Work Phone:

Cell Phone:

Email:

Address: 14 S Chester

Schedule

Student profiles will also have a Schedule feature which contains their program name, start/end dates, and scheduled days of the week.

Back Schedule

ABC Kindergarten Room - Central Falls

Effective Date: 08/06/2018

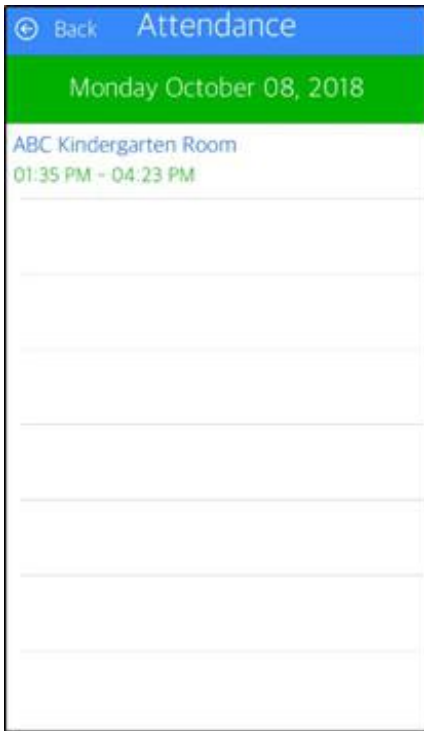
End Date: 12/31/2018

Sunday	✘
Monday	✘
Tuesday	✘
Wednesday	✘
Thursday	✘
Friday	✘
Saturday	✘

Attendance

There is also an Attendance feature under the student's profile. Parents can see what date and time the student was checked in and checked out of a

specific room.

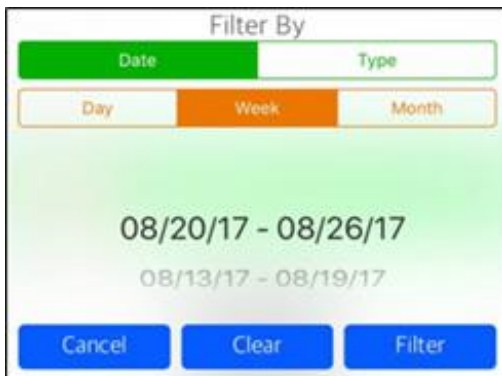


Daily InSite

Daily InSites are added from the InSite Provider app. Daily InSites provide parents with information about their student's day. Different categories can be added from the administrator side, such as reading, math, nap time, etc. Below is an example if an InSite a parent would see on the Connect app.



InSites can be filtered by clicking the filter icon on the top right corner of the InSite screen. They can be filtered by Date and Type.



InSite Photos

InSite Photos are added by staff members from the InSite Provider app. Photos are displayed by date, with the newest on top for parents to view. Staff members have the ability to add a caption with the picture.



Calendar

The Calendar displays a list of events that have been added by staff/administrators. This information is not tied to a specific program the student is enrolled in, but it can be displayed to a certain demographic within a center.



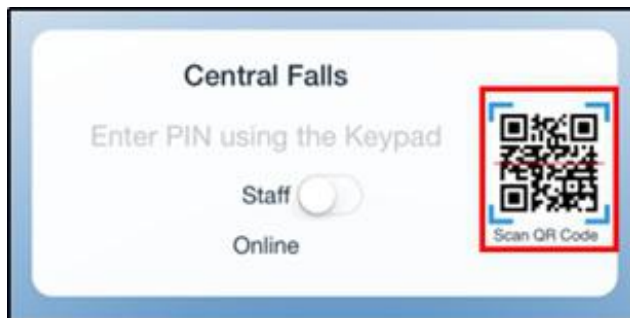
QR Code

By clicking the QR Code menu option, parents can use this to check their students in and out. To check in/out students using the QR code, follow the instructions below:

1. Launch and log in to the Connect app
2. Click QR Code from the main screen



3. At the center, click the Scan QR Code button on their device



4. A camera will open on the center's device. The parent will place their mobile device with the QR code under the camera to scan



5. Once the QR code is scanned, the parent will be directed to the home screen of the InSite Select app

Settings

Under the Settings menu, there are two options: Auto Login and Authentication Code. When Auto Login is turned on (green), the parent will be automatically logged into their account upon launching the app. The Authentication Code is needed when first setting up the application in the settings button from the login screen. This code is also located in the parent's online account at Family.daycareworks.com