

# EZChildTrack Parent Portal – Quick Start

## 1. Accessing the Parent Portal

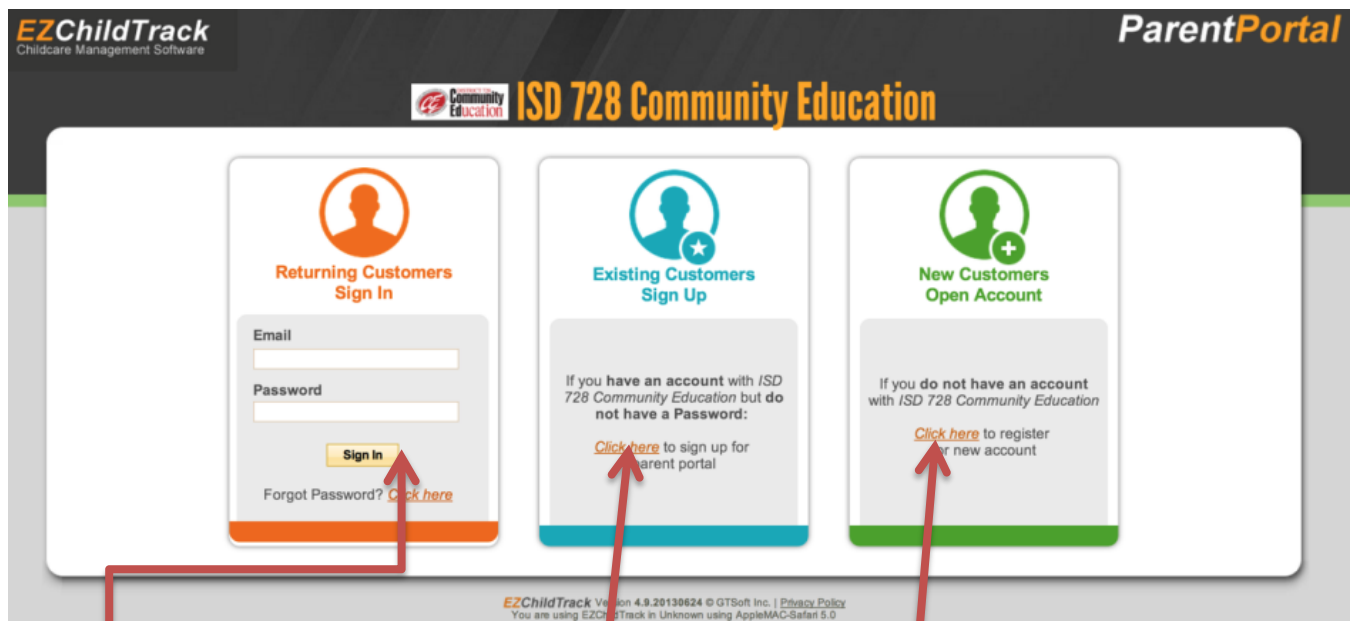
You can access the Parent Portal using the web address given below:

<https://www.ezchildtrack.com/parent1/ParentLogin.aspx?c=728communityed>

Supported Software internet browsers are Mozilla Firefox and Google Chrome.

The following screen will be displayed:

This screen has 3 boxes:



### Sign-In:

This box is for signing-in by the returning customers **who already have a password**. This will allow you to login into Parent Portal. If you can't remember your password you can click to request a password reset.

### Sign-Up:

This box is for customers who **have an account number but do not have a password**. You can click on this to sign-up for parent portal access and get a password by email. After you receive your password, you will use the "Returning Customer" to login.

### Open an Account:

This box is for families who are **new to the program**. You have to click on this link to register and open a new account. **Note: If your child has already attended EdVenture Club this school year, you already have an account; please do not click on this link as it may create a duplicate account.**

## 2. Signing Up for Parent Portal

In case you have an account number but no password, you can sign up for parent portal using the 'click here' link shown in the "Existing Customers Sign Up" section. A screen will be shown as follows:

### Sign Up for Parent Portal

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.

Account Number:

Registered Email Address:

Sign Up

Cancel

Enter your account number and email address on file with EdVenture Club. A confirmation screen will appear as follows. If you do not know your account number, or your email address has changed from the address the Extended Day office has on file, please contact Community Ed/EdVenture Club office at 763-241-3544. A security check will be required prior to receiving an account number verbally. **Account numbers can be found on every, tax statement or payment receipt.**

### Sign Up for Parent Portal

Please enter your account number and the email address used for registration. Click on the 'Sign up' button and your login information will be emailed to you.



**You have successfully signed-up for the Parent Portal.**

An email has been sent to your email address with your login information.

*If you don't find this email in your inbox then please check your "Spam" or "Junk Email" folder. Please make sure to mark this email as "Not Spam" or "Not Junk".*

Account Number: P1-A0061

Registered Email Address: Kelly1918@ezchildtrack.cc

Cancel

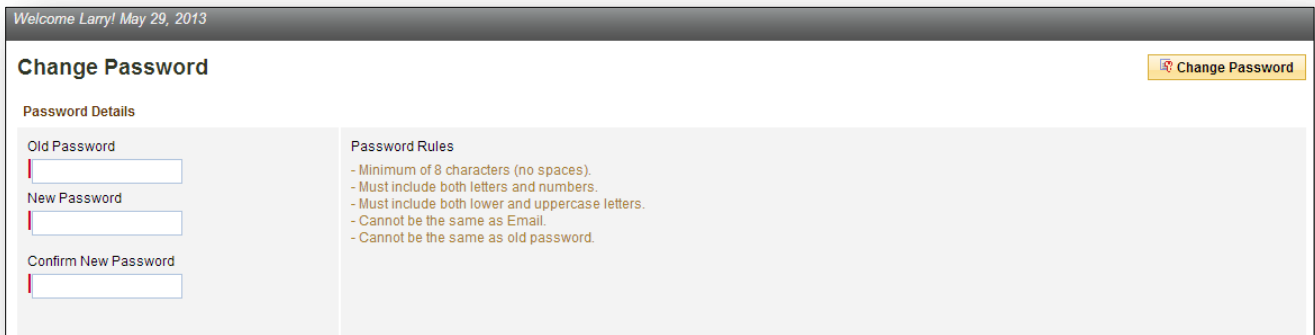
When logging in initially as an existing customer or when setting up a new account, we will need to verify your account before you can register; **this may take 1-2 business days**. You will receive an email after your account has been verified with a temporary password. Office hours for account registration approvals are Mon-Fri, 8:30am-5pm during the school year and Mon-Fri, 8:00am-4:30pm during the Summer. Approvals will not be processed on holidays or weekends.

### 3. Signing In to Parent Portal

Once you have received your email with your password, access the main parent portal login screen.

In the “Returning Customers Sign In” section, enter your registered email ID and the temporary password provided to you. Click on [Sign In].

When you login, you will be prompted to change your password. Enter your new password keeping the password rules in mind which are displayed on screen.



The screenshot shows a web browser window with a dark header bar containing the text "Welcome Larry! May 29, 2013". Below the header, the page title is "Change Password". In the top right corner, there is a yellow button with a red "X" icon and the text "Change Password". The main content area is divided into two columns. The left column is titled "Password Details" and contains three input fields: "Old Password", "New Password", and "Confirm New Password". The right column is titled "Password Rules" and lists four requirements: "- Minimum of 8 characters (no spaces).", "- Must include both letters and numbers.", "- Must include both lower and uppercase letters.", and "- Cannot be the same as Email.", followed by "- Cannot be the same as old password."

**Click on [Change Password]** when you have finished entering your old password (this may be the one EZChildtrack has provided as a temporary password) and new password. This will take you to the main Parent Portal screen.

## 4. Understanding the Parent Portal Home Screen

**EZChildTrack ParentPortal** | EdVenture Club | Community Education

Welcome Robin | September 19, 2016 | Home | My Account | Contact Us | Help | Sign out

**Registration**

- Discovery Learning-EdVClub Pre-K 2016-2017 [Register]
- EdVClub Pre-K 2016-2017 [Register]
- EdVenture Club 2016-2017 School Year [Schedule Calendar] [Register New Child]
- Friar Tucker [Registered on 08/08/2016]
- Increment Weather 2-Hour Late Start 2016-2017 [Register]
- Increment Weather All Day Program 2016-2017 [Register]

**Payments & Statements**

Account No : P7-A01545

Current Balance \$0.00  
Payment Due \$0.00

[Pay Now]

[View Statement]

**Information**

**Calendar** [View Calendar]

- 10/20/2016 ( Hassan Elementary, Rogers Elementary ) Non School Day "On the Move Day 1" What is the s
- 10/21/2016 ( Hassan Elementary, Rogers Elementary ) Non School Day "On the Move Day 2" Do all bird

**Bulletins** [View Bulletins]

- Do You Need to Make a Change or Cancel Your Schedule? (Read here)
- How does this website work? (Read Here)

**Forms**

- Discovery Learning/EdV Club Calendar October [Download]
- October 2016 Calendar Elk River-Ots-Has-Rog [Download]

[Email History]

### Registration

Click on 'Register' button to register your child in the program.

You can enter your schedule and make your payment. After you have registered for the program.

To change enrollment, please send us an email by using "Contact Us" link.

### Payments & Statement

You can view the current status for your account.

Click on **View Statement** to view previous statements, payment history and tax statement. You can enter date parameters also.

### Information

You can view Site Calendar and Bulletins for Parents

You can also download Forms uploaded by the Extended Day office.

To view all previous email communication click on the **Email History** button

### Toolbar Options

The toolbar has follow options:

**My Account** – View demographic information and change.

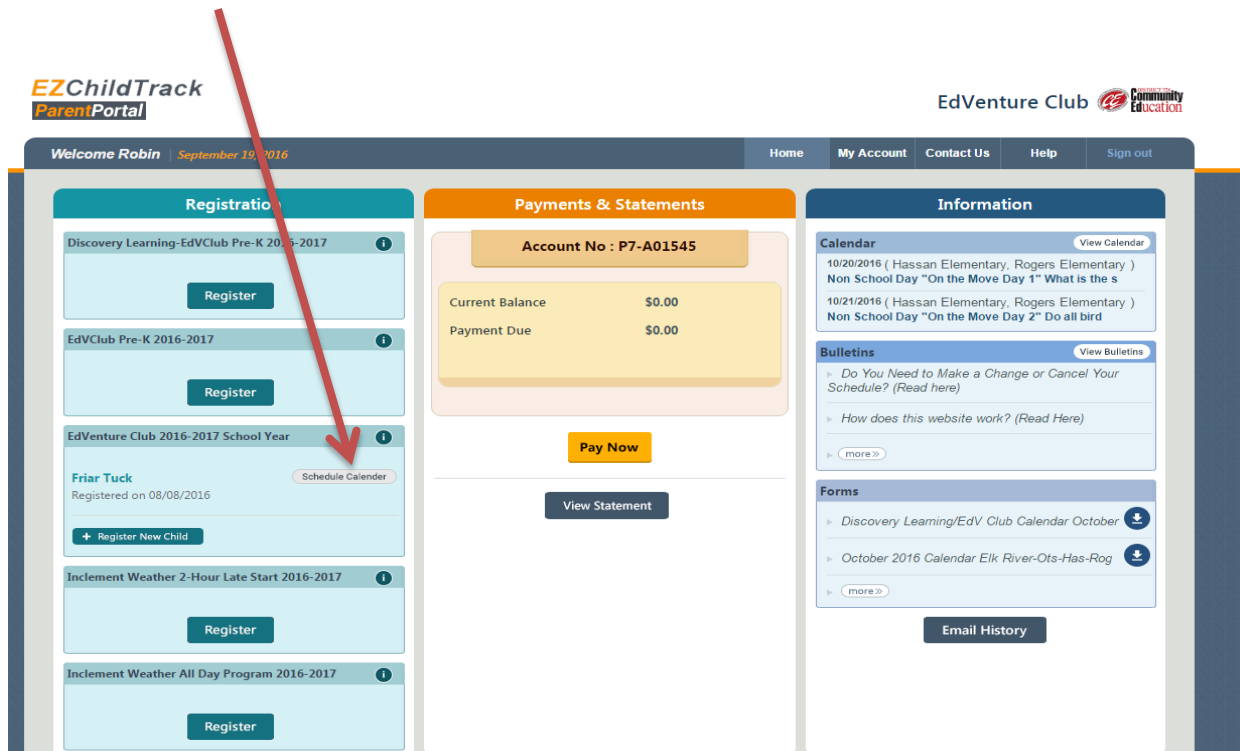
**Help** – View Parent Portal User guide

**Contact Us** – Send us an email

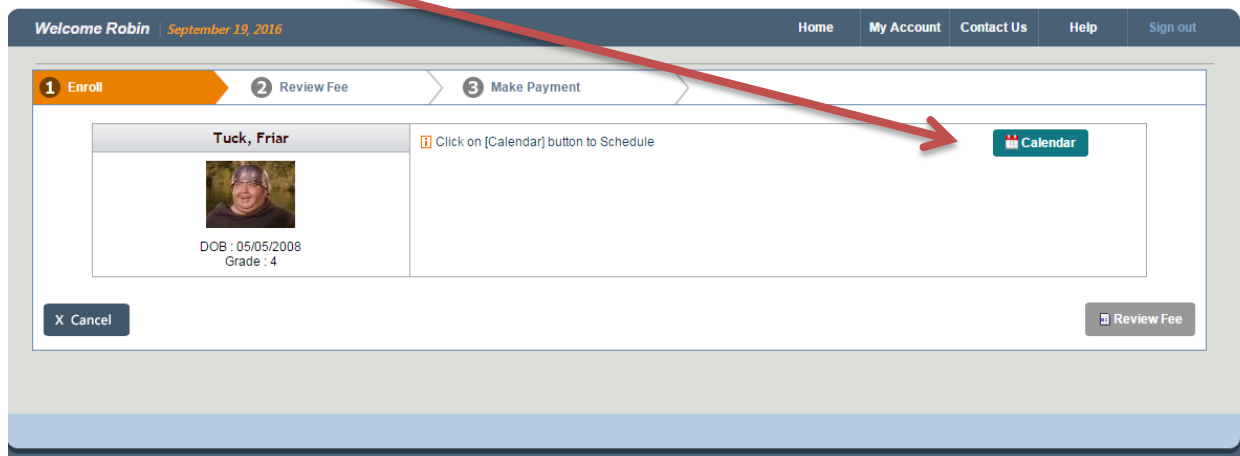
**Sign Out** – Sign out from parent portal

5. To access the online calendar and schedule attendance and make payment:


Click on **[Schedule Calendar]** under the registration tab.



Click on **[calendar]**



## Select dates & times attending on calendar (check boxes)

 Please ensure to enter the schedule for the whole week. You will not be able to make changes to the week after the payment is made and enrollment is confirmed.

**luck, Friar** Select Site  
Hassan Elementary

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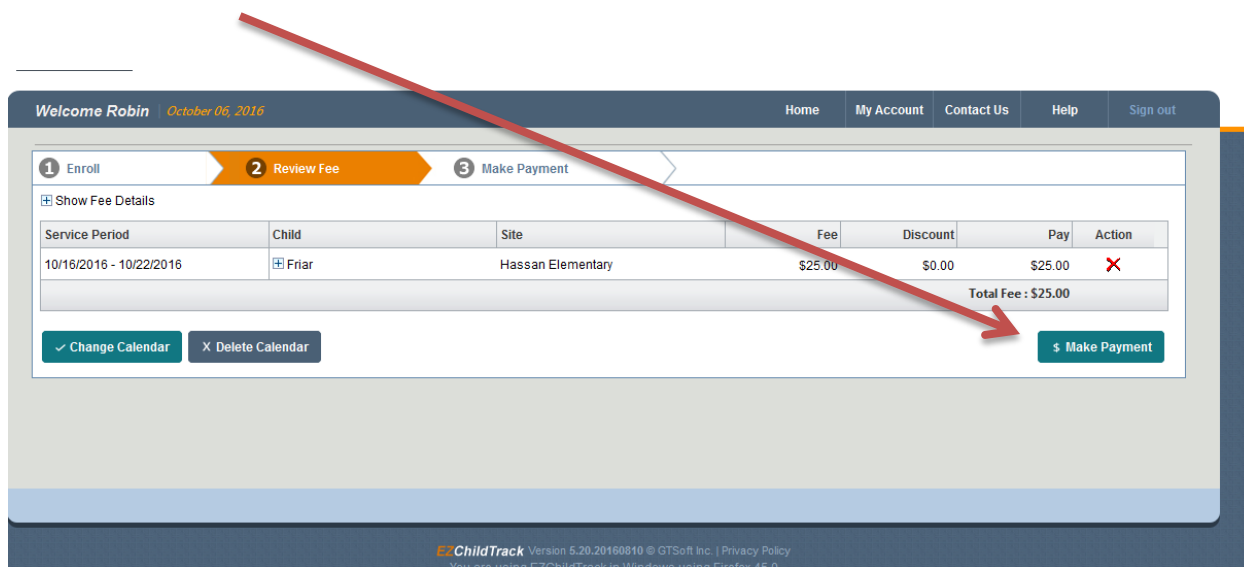
| Sun   | Mon  | Tue  | Wed  | Thu  | Fri  | Sat      |
|---|--|--|--|--|--|----------|
| 25<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care                                  | 26<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 27<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 28<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 29<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care   | 30<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care   | 1        |
| 2<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care                                   | 3<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 4<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 5<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 6<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 7<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 8        |
| 9<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care                                   | 10<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 11<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 12<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 13<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care   | 14<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care   | Saturday |
| 16<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care<br><a href="#">Copy Schedule</a> | 17<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 18<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 19<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 20<br><input type="checkbox"/> 10/20 Non-School Day<br>6a-6p<br><input type="checkbox"/> 10/20 Non-School Day<br>9a-3p | 21<br><input type="checkbox"/> 10/21 Non-School Day<br>6a-6p<br><input type="checkbox"/> 10/21 Non-School Day<br>9a-3p | 22       |
| 23<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care<br><a href="#">Copy Schedule</a> | 24<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 25<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 26<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 27<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care   | 28<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care   | 29       |
| 30<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care<br><a href="#">Copy Schedule</a> | 31<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care | 1<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 2<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 3<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 4<br><input type="checkbox"/> AM Care<br><input type="checkbox"/> PM Care  | 5        |

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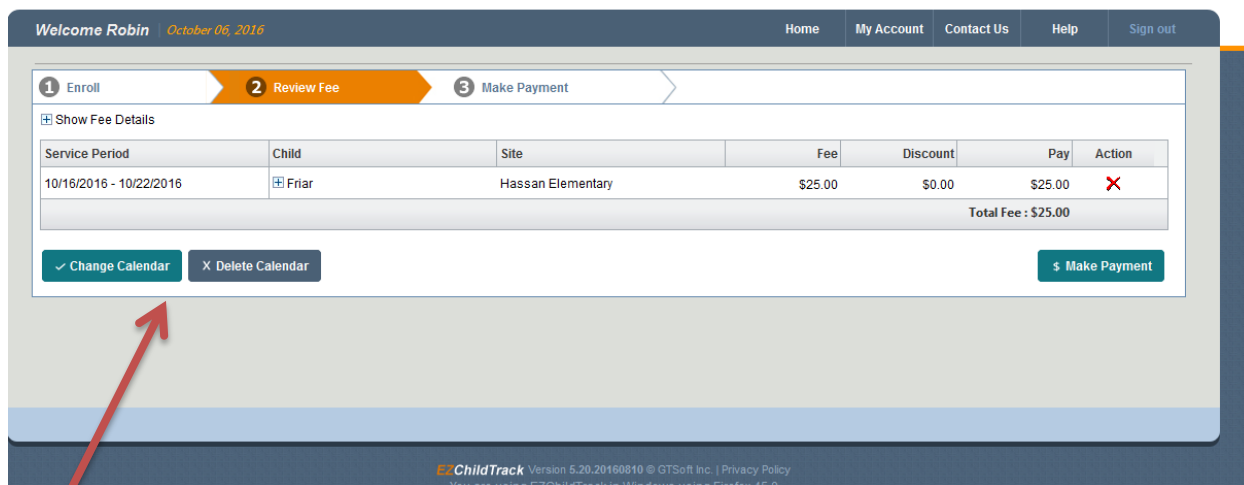
[X Cancel](#) [Review Fee](#)

Click on **[Review Fee]**

Click on [Make Payment]



**Complete your payment information.** Once payment has been made, your child is scheduled to attend EdVenture Club on the dates indicated on the calendar. You will not be able to make changes to a schedule that has been finalized with payment. In order to have your schedule saved and payment applied these steps must be followed. If you have questions, contact the Extended Day Office at 763-241-3544.



If you find that you entered your calendar in error or need to delete the calendar you can also do this as long as you have not completed the "Make Payment" step. Change calendar then follow the previous steps to enter schedule, review fee, and make payment.