

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/BGCCVI/parent>

The following screen will be displayed:

Returning Customers Sign In

Email

Password

[Sign In](#)

Forgot Password? [Click here](#)

Existing Customers Sign Up

If you **have an account** with Anderson School District but **do not have a Password:**

[Click here](#) to sign up

New Customers Open Account

If you **do not have an account** with Anderson School District

[Click here](#) to register

EZChildTrack Version 4.17.20140224 © GTSOFT Inc. | [Privacy Policy](#)
You are using [Internet Explorer](#)

EZChildTrack uses a 128 bit SSL encryption for secure transfer of all confidential and financial data.

Secured by thawte
2014-06-16

This screen has 3 boxes:

<p>Sign-In:</p> <p>This box is for signing-in by the returning customers who already have a password.</p>	<p>Sign-Up:</p> <p>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 have password you will use the Sign-In box (to the left) to login.</p>	<p>Open an Account:</p> <p>This box is for families who are new to the program. They have to click on this link to register and open a new account. <i>Note: Families with an account number should not click on this link as it may create a duplicate account.</i></p>
--	--	---

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 (the registered email address in which you received this email). A confirmation screen will appear 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.



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

An email message will be sent to this email ID along with a temporary password.

3. Signing In to Parent Portal

Once you have received your email, 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.

Welcome Test!
June 16, 2014

Change Password

[Change Password](#)

Password Details

<p>New Password</p> <input type="password" value="••••••••"/>	<p>Password Rules</p> <ul style="list-style-type: none">- Minimum of 8 characters (no spaces).- Must include both letters and numbers.- Must include both lower and uppercase letters.- Cannot be the same as Email.- Cannot be the same as current password.
<p>Confirm New Password</p> <input type="password"/>	

Click on [Change Password] when you have finished entering your old password and new password. This will take you to the main Parent Portal screen.

4. Understanding the Parent Portal Home Screen

The screenshot shows the Parent Portal Home Screen for user P1-A00915. The page is divided into three main sections: Registration, Payments & Statements, and Information. The Registration section lists children July Adams and Tom Adams for both the School Year 2012-2013 and Holiday Program 2012-2013, with buttons for 'View Enrollment' and 'Register'. The Payments & Statements section shows account details for P1-A00915, including a current balance of \$1,500.00, a payment due of \$1,500.00, and a due date of 6/1/2013. It also includes buttons for 'Pay Now' and 'View Statement'. The Information section contains a 'Calendar' with a 'View Calendar' link, 'Bulletins' with a 'View Bulletins' link, and 'Forms' with links to download 'Photography Consent' and 'Scouting activity consent form' forms, along with an 'Email History >>' button. A toolbar at the top right contains links for 'Home', 'My Account', 'Help', 'Contact Us', and 'Sign out'. Red arrows point from the Registration, Payments & Statements, and Information sections to their respective explanatory text boxes below.

Registration	Payments & Statement	Information	Toolbar Options
<p>Click on 'Register' button to register your child in the program</p> <p>You can view enrollment details for in a program by clicking on the 'View Enrollment' button.</p> <p>To change enrollment, please send us an email by using "Contact Us" link.</p>	<p>You can view the current billing status for your account</p> <p>Click on Pay Now to pay using credit card / electronic checks.</p> <p>Click on View Statement to view previous invoices, statements, payment history and tax statement.</p>	<p>You can view Site Calendar and Bulletins</p> <p>You can also download Forms uploaded by your child care provider.</p> <p>To view all previous email communication click on the Email History button</p>	<p>The toolbar has follow options:</p> <p>My Account – View demographic information and change you email preference</p> <p>Help – Download Parent Portal User guide</p> <p>Contact Us – Send us an email</p> <p>Sign Out – Sign out form parent portal</p>