



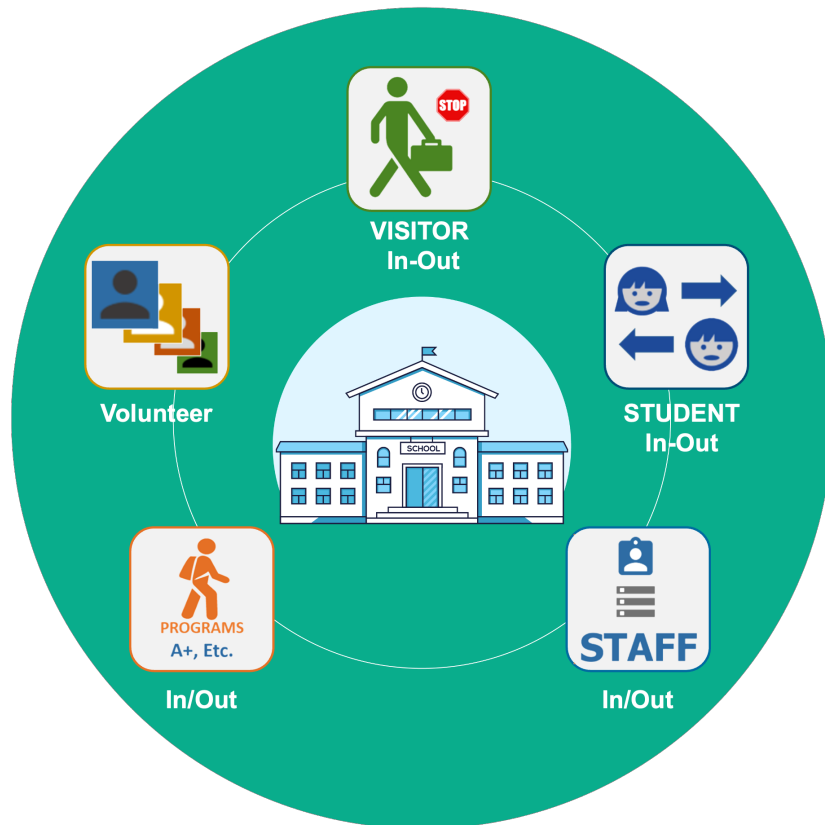
Visitor Management System Training

Student Sign-In/Out

Visitor Management Instructions

Visitor management is critical to the safety and security of your school, students, and staff. KIDaccount provides a simple interface that allows you to securely manage visitors entering the school and provide badges for immediate identification of each visitor. KIDaccount's comprehensive system also includes the ability to sign-in and sign-out for staff and students to ensure accountabilities for all souls on campus.

The visitor management system offers two points of access – one is the kiosk mode which will be used on the computer/tablet for the visitor, staff, or students to sign in and sign out while the other is the administrator display where the secretary will approve or deny a visitor and print badges.



These instructions include:

1. Kiosk Mode Set-Up
2. Student Sign-In/Out – With Kiosk
3. Student Sign-In/Out – Administrator Manual Student Entry

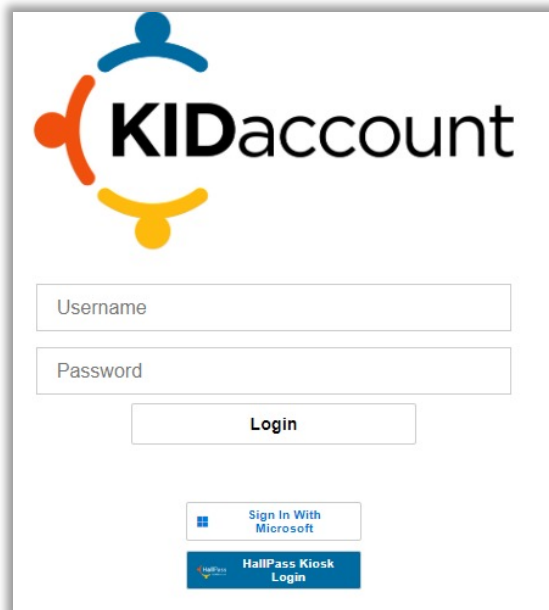
Kiosk Mode Set-Up

General Kiosk Set-Up – The Sign-In and Sign-Out process may be completed by two different methods

- a. Kiosk Entry – The school may utilize an iPad or external tablet/Chromebook and allow the visitor to input their information.
- b. Manual Entry – The office staff may manually enter the data for the visitor.

Kiosk Entry Method

To set up the Kiosk - Go to your KIDaccount website (<https://kidaccount.net/districtname>) and enter the Sigpad username and password that was provided by KIDaccount. (Please reach out to us if you are unsure of these credentials). The system will automatically open the appropriate display for all VMS modules.

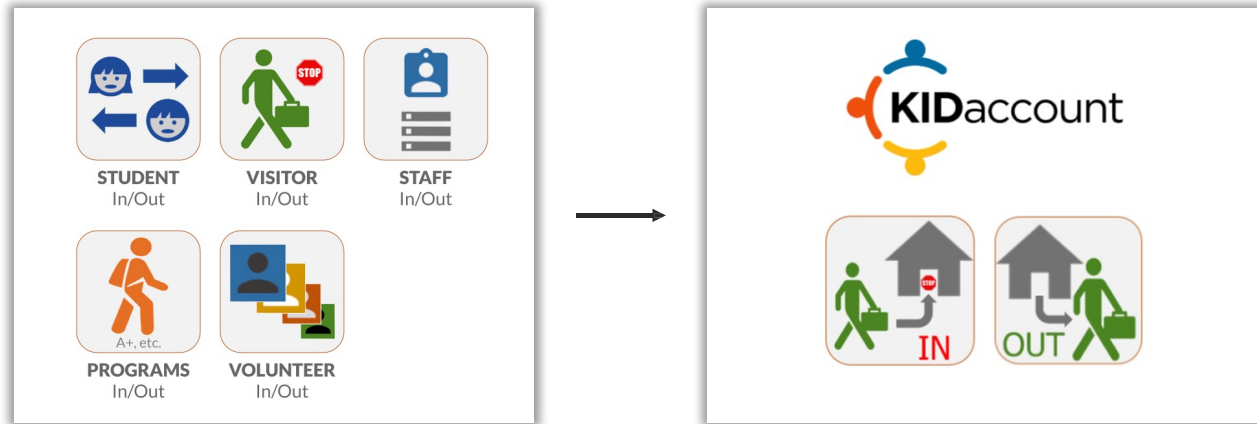


Student Sign-In/Out – Kiosk

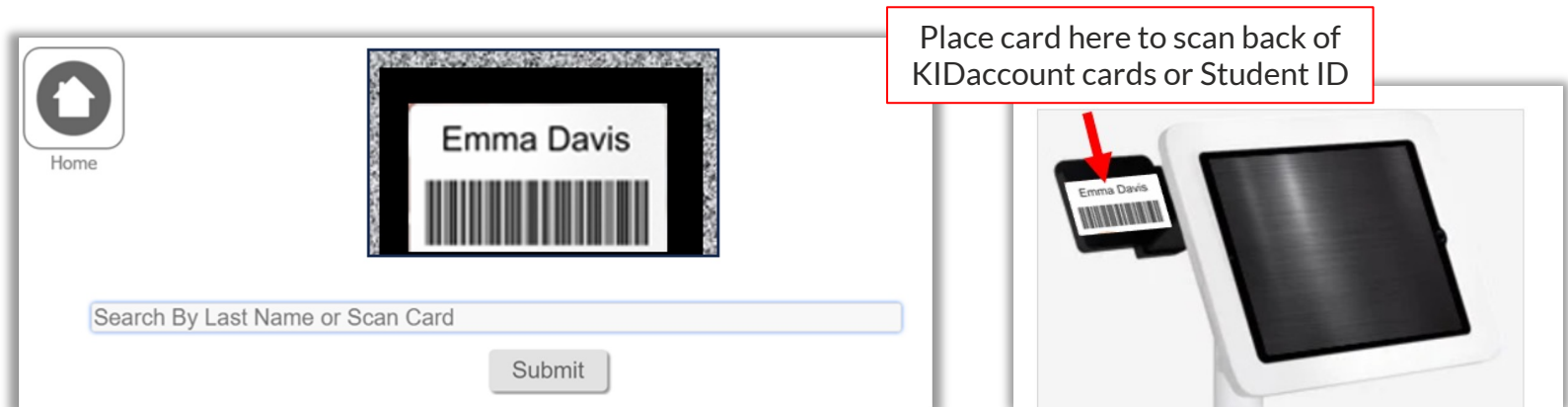
Student Sign-In Process – with Kiosk

Please Note: the same process is used for both Sign-In and Sign-Out.

Students or parents checking a student in/out will click on the **Student In/Out** button and click the **In** or **Out** buttons on the next page.




Next, Students/Parents can either scan their KIDaccount cards with the back camera of the iPad or do a manual search by typing their last name in the “Search by Last Name or Scan Card” field and select Submit.



Student Sign-In/Out – Kiosk

If the last name is searched, select the correct name in the student directory on the next page.

STUDENT SEARCH:	
	BACK
SMITH, EMERSON	
SMITH, KAK	
SMITH, KAM	
SMITH, LIAM	

On the next page, there will be two choices. If you are a parent signing in as a student, you will click on Parent. If you are a student signing in, you will click on the student. If a card is scanned, the user will be taken directly to this page.

Student Name:
Emerson Smith

I AM A.....

 STUDENT	 PARENT
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Student Sign-In/Out – Kiosk

Signing in or out as a student – If you are a student signing in, populate the reason field on the next page and press Next. Upon selecting Next, the display will return to the main Kiosk page. The sign in process is complete.

STUDENT SIGN IN

Student Name: **Emerson Smith**

Signed Out By

Signing a student in or out as a parent – After selecting Parent, the system will take you to an information page. Please confirm the student you are signing in is correct, and then fill out your First and Last name, along with the Reason Field. On the next page, parents will be prompted to provide a signature. We ask for a signature as an extra step in security. The display will return to the main Kiosk page and acknowledge the sign in process is complete.

Emerson Smith

Your Name:

Sibling Groups: Sibling groups can be created in Admin Settings. If a sibling group is created, parents will have the option to sign in or out siblings together during the process.

Emerson Smith

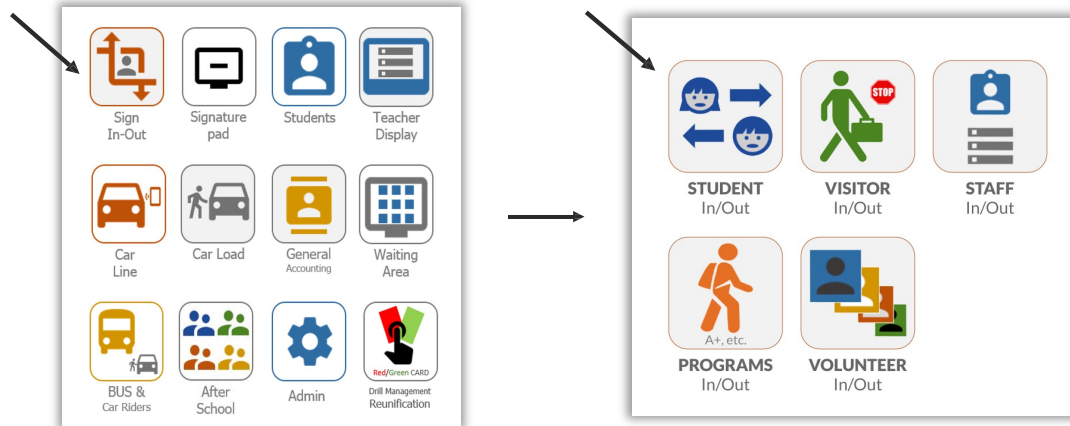
Select others in group to pick up:

Nicholai Smith

Liam Smith

Administrator – Manual Student Sign-In/Out Entry

From the home page, choose the **Sign in-Out** button and click on **Student Sign In/Out**. This will take you to the Log Report Page.



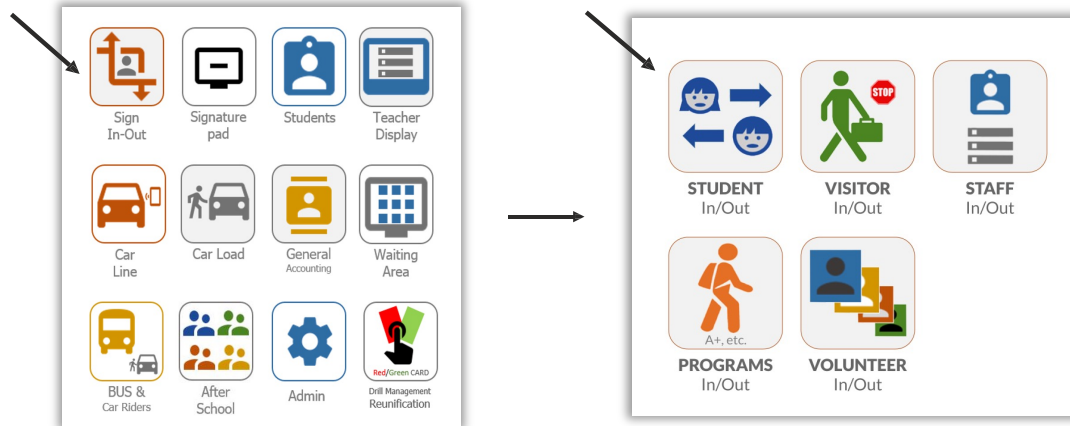
On the log report page, click on the **Manual Sign In/Out** button on the upper left corner of the Log Report.

The screenshot shows the KIDaccount web interface. At the top left, there are 'Home' and 'Back' buttons. The main header features the KIDaccount logo. Below the header, there is a navigation bar with a 'Manual Sign In/Out' button highlighted by a red arrow. To the right of this button, there is a 'Student Sign In/Out List | PRINT REPORT' link and a 'LATE PASSES' button. Below the navigation bar, there is a 'Select A Date:' field with a 'View' button. The main content area is a table with the following columns: Student Name, Teacher, Parent, Registered PUP, Signature, Reason, In/Out, Time, and SIS Added. The table contains four rows of data, with a dropdown menu open for the 'Registered PUP' column of the second row.

Student Name	Teacher	Parent	Registered PUP	Signature	Reason	In/Out	Time	SIS Added
Elijah Seager Grade: K Print Late Pass Edit Record	Alexandria Williams	ALEX SEAGER	Select One		DR	In	03/29/21 - 8:00 PM	<input type="checkbox"/>
Sakura Vaughn Grade: 4 Print Late Pass Edit Record	Emilee Trump	JACK SMITH	Select One William Dooling Stacey Dooling Margaret Lynch Amanda Smith David Smith		LUNCH	Out	03/29/21 - 7:59 PM	<input type="checkbox"/>
Madisyn HUNTER Grade: Print Late Pass Edit Record	Corey Tusca	Madisyn HUNTER (Self)	Chantelle Erdman		LATE	In	03/29/21 - 7:58 PM	<input type="checkbox"/>
Annalise Akins Grade: 1 Print Late Pass Edit Record	Marita Trump	ASHTON MCILLEN	HEDGECOCK, ANGELICA		DENTIST	Out	03/29/21 - 7:57 PM	<input checked="" type="checkbox"/>

Administrator – Manual Student Sign-In/Out Entry

From the home page, choose the **Sign in-Out** button and click on **Student Sign In/Out**. This will take you to the Log Report Page.



On the log report page, click on the **Manual Sign In/Out** button on the upper left corner of the Log Report.

The screenshot shows the KIDaccount web interface. At the top left, there are 'Home' and 'Back' buttons. The KIDaccount logo is centered at the top. Below the logo, there is a 'Manual Sign In/Out' button highlighted with a red border and an arrow pointing to it. To the right of this button, there is a 'Student Sign In/Out List | PRINT REPORT' link and a 'LATE MODE' dropdown menu set to 'Disabled' with a 'save' button. Below these elements, there is a 'Select A Date:' field with a 'View' button. The main content is a table with the following columns: Student Name, Teacher, Parent, Registered PUP, Signature, Reason, In/Out, Time, and SIS Added.

Student Name	Teacher	Parent	Registered PUP	Signature	Reason	In/Out	Time	SIS Added
Elijah Seager Grade: K Print Late Pass Edit Record	Alexandria Williams	ALEX SEAGER	Select One Select One William Dooling Stacey Dooling Margaret Lynch Amanda Smith David Smith		DR	In	03/29/21 - 8:00 PM	<input type="checkbox"/>
Sakura Vaughn Grade: 4 Print Late Pass Edit Record	Emilee Trump	JACK SMITH			LUNCH	Out	03/29/21 - 7:59 PM	<input type="checkbox"/>
Madisyn HUNTER Grade: Print Late Pass Edit Record	Corey Tusca	Madisyn HUNTER (Self)	Chantelle Erdman		LATE	In	03/29/21 - 7:58 PM	<input type="checkbox"/>
Annalise Akins Grade: 1 Print Late Pass Edit Record	Marita Trump	ASHTON MCILLEN	HEDGECOCK, ANGELICA		DENTIST	Out	03/29/21 - 7:57 PM	<input checked="" type="checkbox"/>

Administrator – Manual Student Sign-In/Out Entry

On the next page, find the name of the student you are signing in by typing their name in the search bar in the upper right corner or scroll down the list.



The screenshot shows a web interface titled "Student Sign IN/OUT". In the top right corner, there is a search bar with the text "Search By Last Name" and a "Submit" button. Below the search bar is a list of student names in blue text: Abett, Eli; Abi- Rached Jr, Rodney; Abt, Evelyn; Abta, Ezekiel; Aden, Kendra; Adkins, Elijah; and Aguado, Aiden.

Once a student is clicked, the next page will prompt you to select if the student is signing in or out. Select the appropriate box and populate the reason field.



The screenshot shows a form titled "Check In/Out Student" with a red header. The student's name "Eli Abett" is displayed in bold. Below the name are two radio buttons: "In" (which is selected) and "Out". Underneath is the label "Reason:" followed by a text input field containing "Doctor Appt". A "Next" button is located in the bottom right corner of the form.

Administrator – Manual Student Sign-In/Out Entry

After clicking on Next, you will be taken to a page where a correct Pick-Up Person (PUP) will need to be selected. If a name is not clickable, that means it is a Banned Pick-Up Person. Once you select a PUP, you will be taken back to the Log Report Page.

Select A Pup:

Eli Abbett

Linda Abbett (Grandparent (BANNED)

Darrin Abbett (Father)

Julie Abbett (Mother)

Teanna Cravens (Other)

Joyce Weider (Grandparent)

Kenneth Weider (Grandparent (BANNED)

Office Confirmation

The log report page displays a record of all Sign-In and Sign-Out events that have taken place throughout the day or previous days. Late passes can be printed and edits to the Sign-in record can be made on this page as well

Student Name	Teacher	Parent	Registered PUP	Signature	Reason	In/Out	Time	SIS Added
Seraphim Smith Grade: 5 Print Late Pass Edit Record	Naaman Hannity	Jeffrey Smith	SANCHEZ, CORINNE		Daoc appt	In	10/29/21 - 8:40 AM	<input type="checkbox"/>
Annabel Smith Grade: 5 Print Late Pass Edit Record	Kimberly Oscarson	Annabel Smith (Self)	LIETZ, BRITTANY		Late	In	10/29/21 - 8:40 AM	<input type="checkbox"/>
Kendra Aden Print Late Pass Edit Record	Tina Wailer	FRANKS, TONIA	FRANKS, TONIA		late	In	10/29/21 - 12:51 AM	<input type="checkbox"/>

Edit Record

Edit Record: Annabel Smith (Delete Record)

Change Reason:
Late

Time On Record: 8:40 AM

Change Time: --:--:--

Temperature:

Change In/Out: In

LATE PASS


Kendra Aden

Reason: Doctor Appointment

Monday March 18, 2019 9:21 AM




Administrator – Manual Student Sign-In/Out Entry

If a student has a banned contact in KIDaccount, a red exclamation point will be displayed under the Registered PUPS category. You can view the list by clicking on the dropdown. In a scenario where a banned contact is attempting to pick up a student, you can click on the name highlighted in red, and a text alert will be sent to the individual phone numbers listed in KIDaccount.


Late Mode: Disabled save

Student Sign In/Out List | [PRINT REPORT](#)

Select A Date:

Student Name	Teacher	Parent	Registered PUP	Signature	Reason	In/Out	Time	SIS Added
Eli Abbett Grade: 4 Print Late Pass Edit Record			<div style="border: 1px solid black; padding: 2px;"> Julie Abbett Select One Linda Abbett (Banned) Darrin Abbett Julie Abbett Teanna Cravens Joyce Weider Kenneth Weider (Banned) </div>			In	05/27/24 - 1:28 PM	<input type="checkbox"/>
Kendall Jones Grade: 4 Print Late Pass Edit Record		Kendall Jones (Self)	<div style="border: 1px solid black; padding: 2px;"> Julie Abbett Teanna Cravens Joyce Weider Kenneth Weider (Banned) </div>		Late	In	05/27/24 - 1:20 PM	<input type="checkbox"/>
Harper Jones Grade: 03 Print Late Pass Edit Record		Harper Jones (Self)	<div style="border: 1px solid black; padding: 2px;"> Select One </div>		Appointment	In	05/27/24 - 1:19 PM	<input type="checkbox"/>

THANK YOU

This concludes the Visitor Management – Student Sign-In/Out user guide.

Please contact us with any questions.

CustomerService@kidaccount.com

Thank you for choosing KIDaccount.

