



Administration Training: Card Orders and Printing

Card Orders and Printing

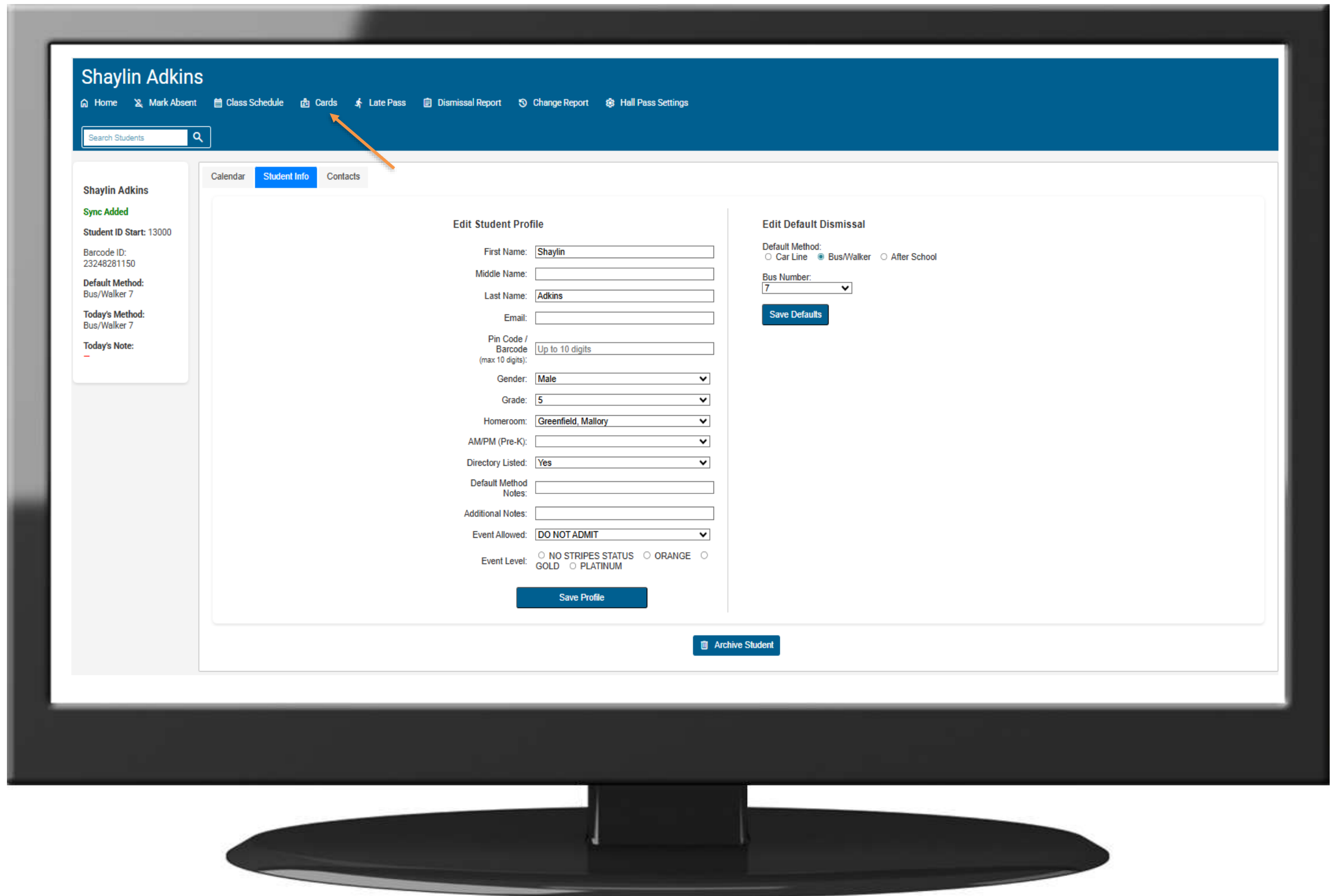
Ordering or printing new or replacement cards for your students can be done on the Student Profile page.

To get started, select the “Student” icon.



Card Orders and Printing

Select “Cards” from the top menu.

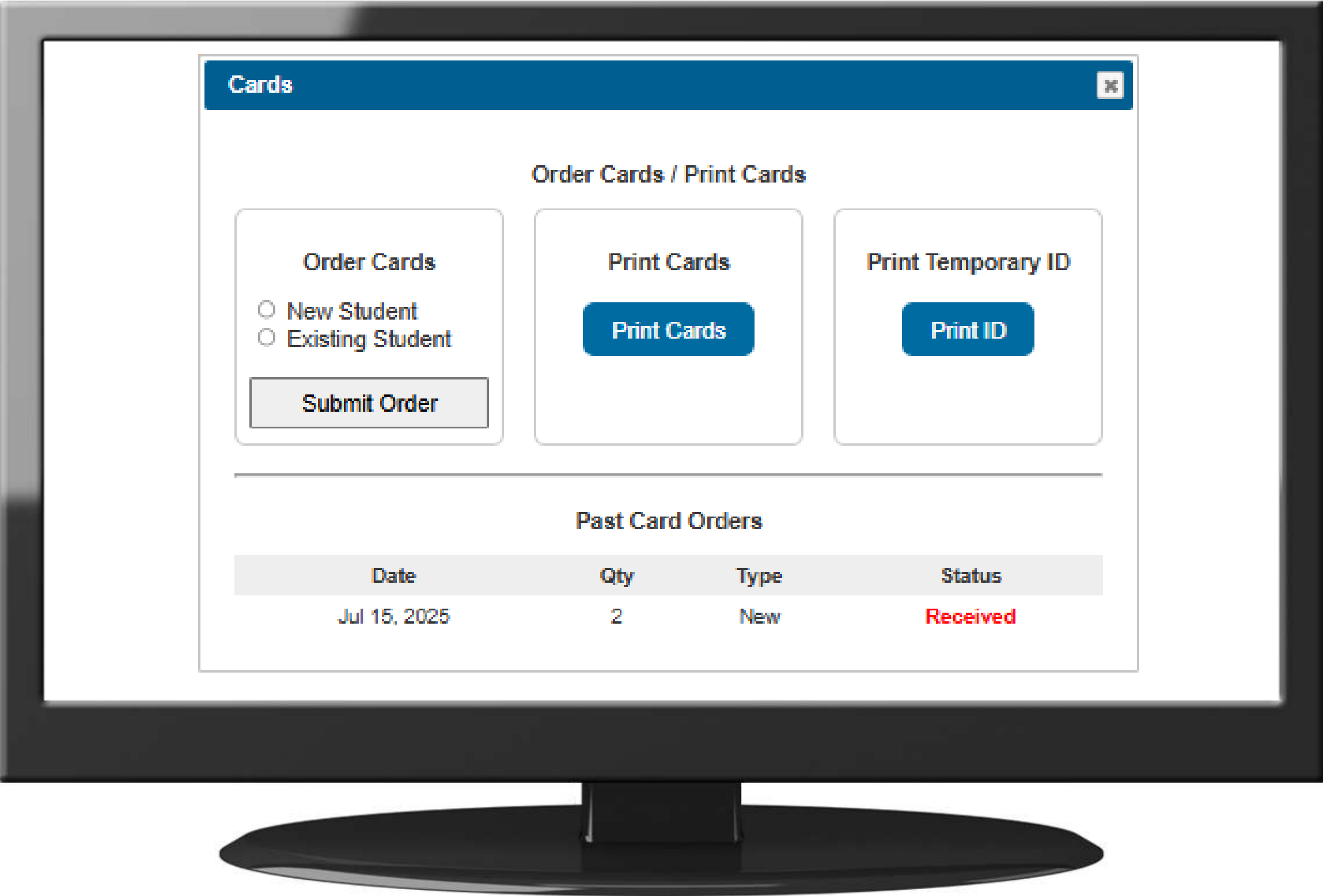


Card Orders and Printing

Choose if you are placing an order for a new student or an existing student. New student card orders are no additional charge. Replacement cards for existing students. Contact Customer Service for current card printing fees.

If you need to print a new card or temporary ID from your card printer or Dymo printer, select the “Print” button.

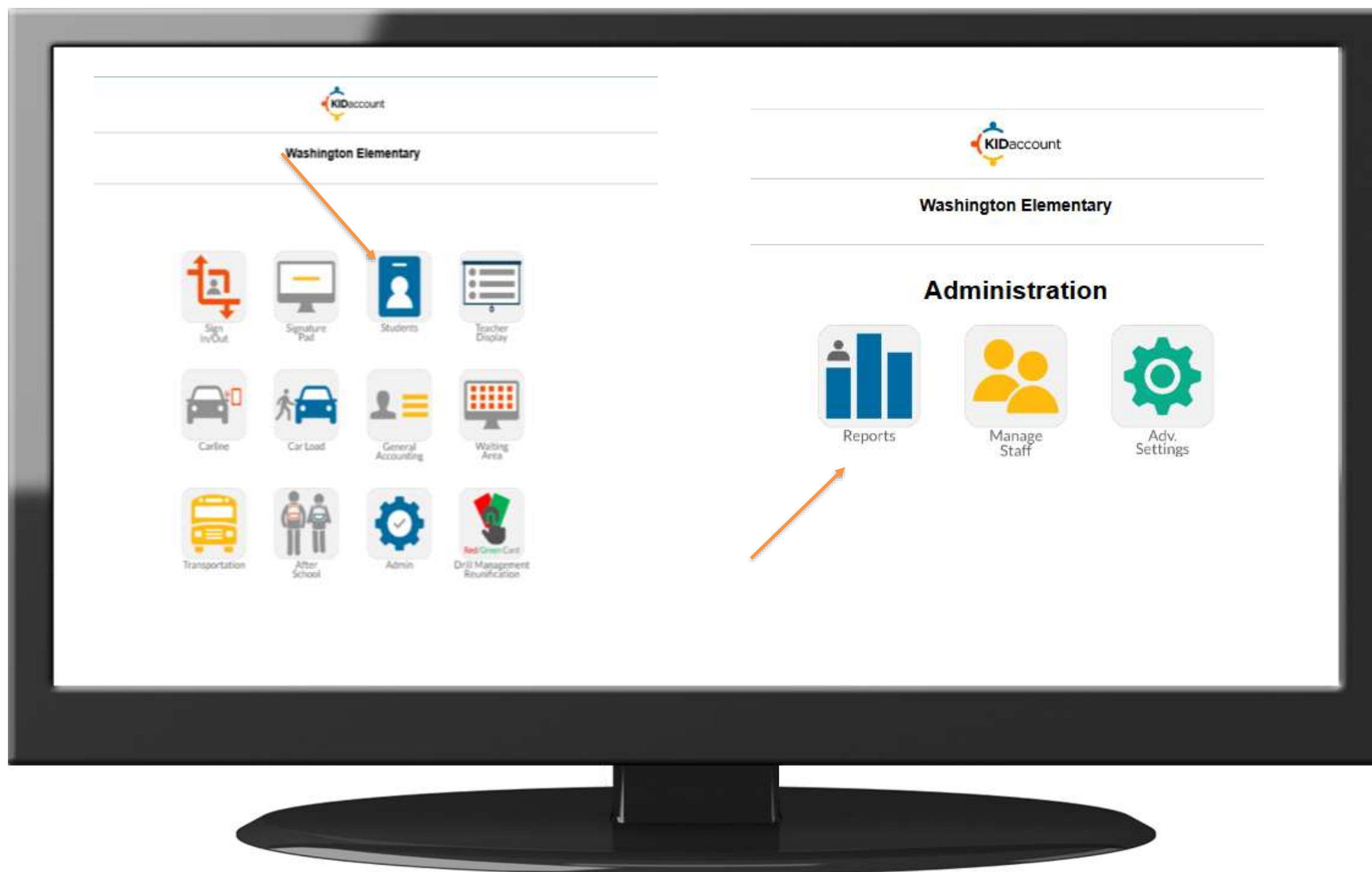
You can view the card orders that are placed at the bottom of this screen. You can also view the entire card order report in Administrative Reports.



Card Order Reports

To access your full card order report, Select the “Admin” icon from the home screen.

Then select “Reports”.



Card Order Reports

Select "Reports" and then select the "Card Orders" icon.

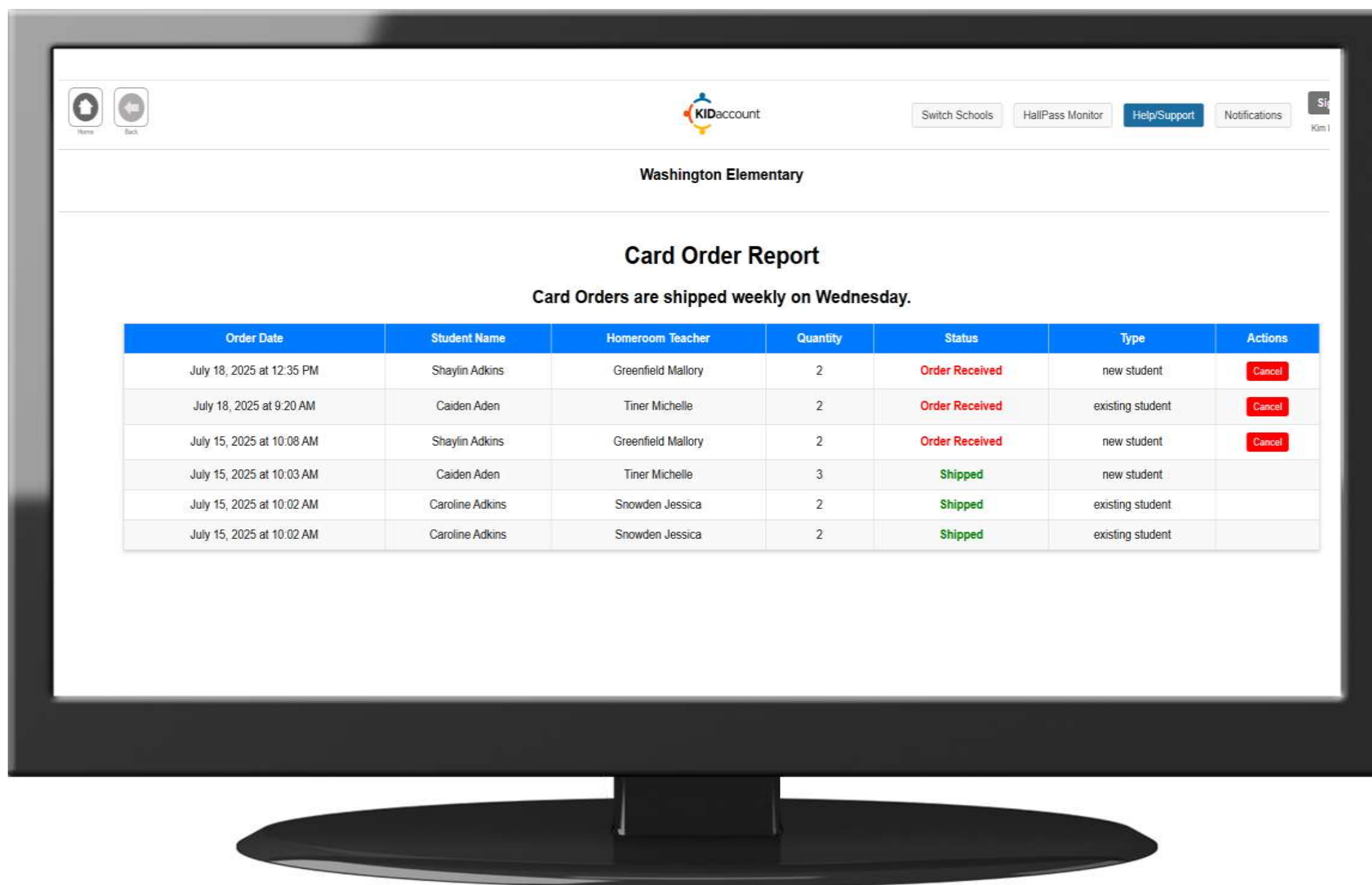


Card Order Reports

The Card Order Report will show you each card order you have placed, and the status of your order.

If you need to cancel a card order, you may do so by selecting the “Cancel” button if the status has not changed to “Shipped”. Once card orders have shipped, the order can no longer be cancelled.

****Note:** Card orders ship each week on Wednesday. Orders must be placed by 12 pm Central Time on Tuesday to be included in the Wednesday shipments.



The screenshot shows a web application interface for 'KIDaccount' on a monitor. The interface includes a navigation bar with 'Home' and 'Back' buttons, the 'KIDaccount' logo, and links for 'Switch Schools', 'HallPass Monitor', 'Help/Support', and 'Notifications'. The user is logged in as 'Kim I'. The main heading is 'Washington Elementary'. Below this is the 'Card Order Report' section, which includes a note: 'Card Orders are shipped weekly on Wednesday.' The report is presented as a table with the following data:

Order Date	Student Name	Homeroom Teacher	Quantity	Status	Type	Actions
July 18, 2025 at 12:35 PM	Shaylin Adkins	Greenfield Mallory	2	Order Received	new student	Cancel
July 18, 2025 at 9:20 AM	Caiden Aden	Tiner Michelle	2	Order Received	existing student	Cancel
July 15, 2025 at 10:08 AM	Shaylin Adkins	Greenfield Mallory	2	Order Received	new student	Cancel
July 15, 2025 at 10:03 AM	Caiden Aden	Tiner Michelle	3	Shipped	new student	
July 15, 2025 at 10:02 AM	Caroline Adkins	Snowden Jessica	2	Shipped	existing student	
July 15, 2025 at 10:02 AM	Caroline Adkins	Snowden Jessica	2	Shipped	existing student	

Thank You

Questions?

Please contact us at:

CustomerService@kidaccount.com

