

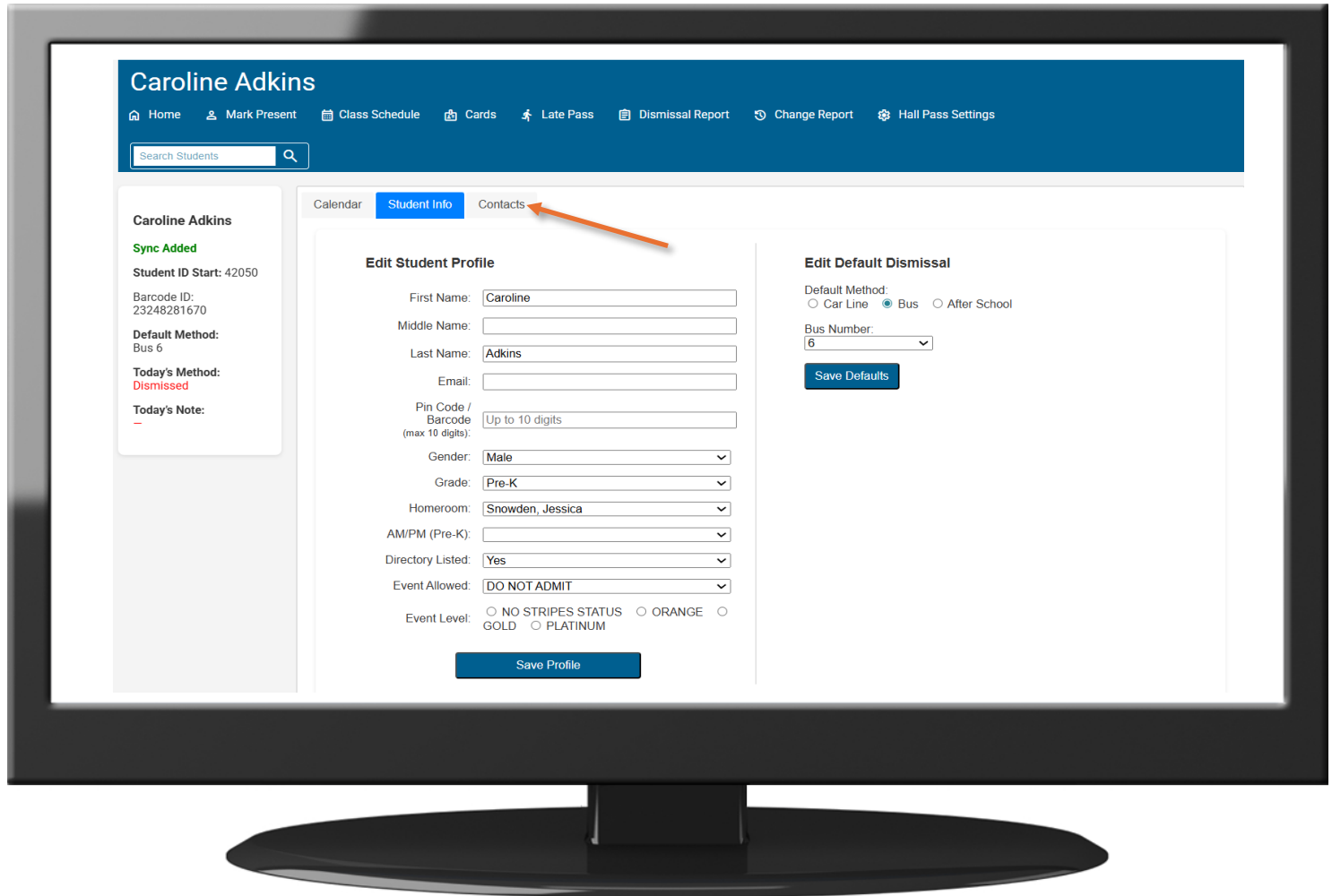


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## **Administrative Training: Managing Student Contacts**

# Managing Student Contacts

To manage student contacts, go to the Student Profile page and click on the “Contacts” tab.

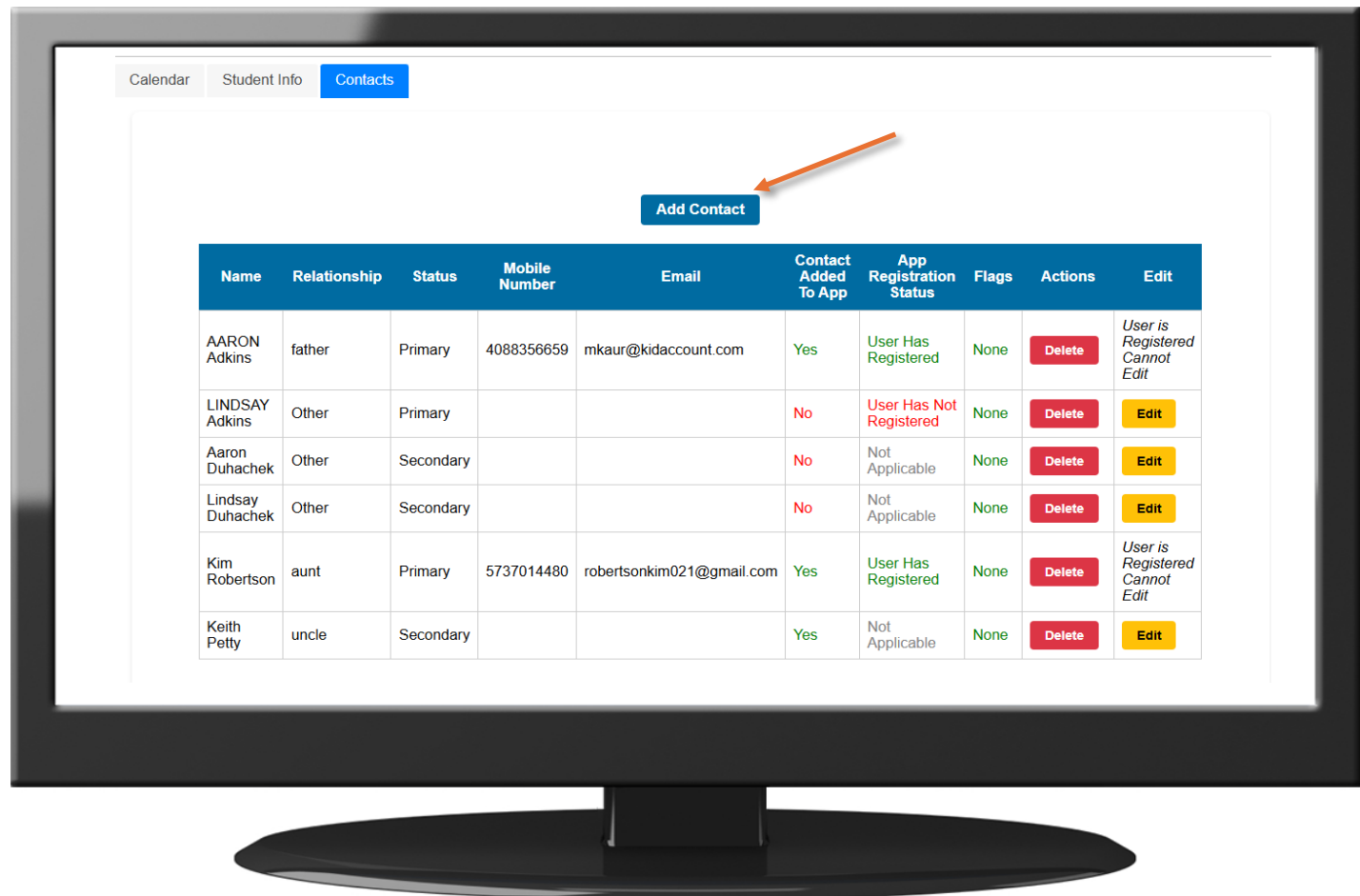


# Managing Student Contacts

You can view all contacts that are allowed to pick up a student in the carline, from the VMS Kiosk, from the after-school program, or from an Event Day activity on this page.

Add , edit or delete student contacts on this page.

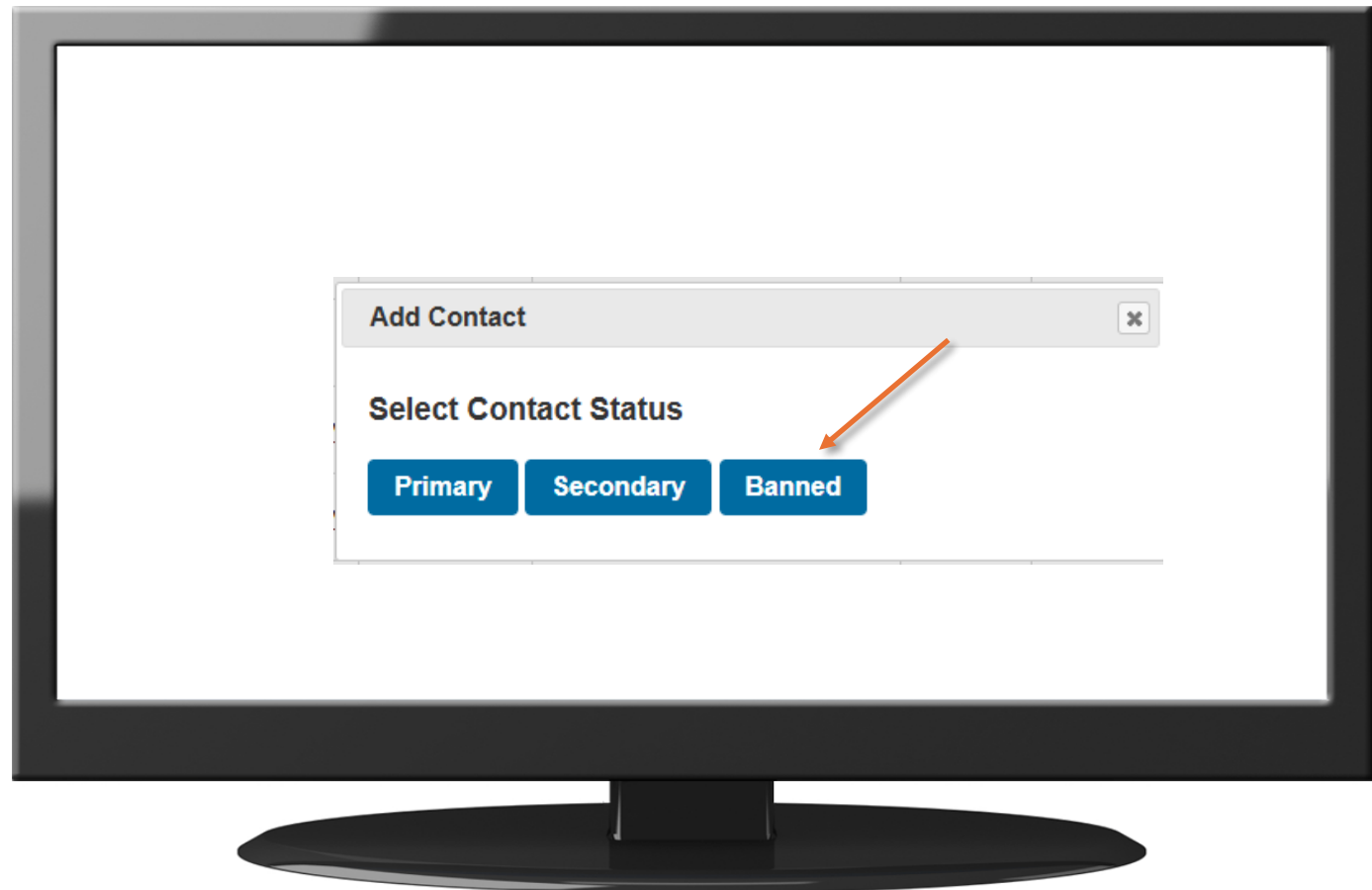
To add a new contact, click the “Add Contact” button



# Banned Contacts

Choose if the contact is Primary, Secondary or Banned

Banned contacts must be manually added into KIDaccount. There are exceptions for some student information systems. Please check with your IT department to see if Banned contacts are being sent to KIDaccount.

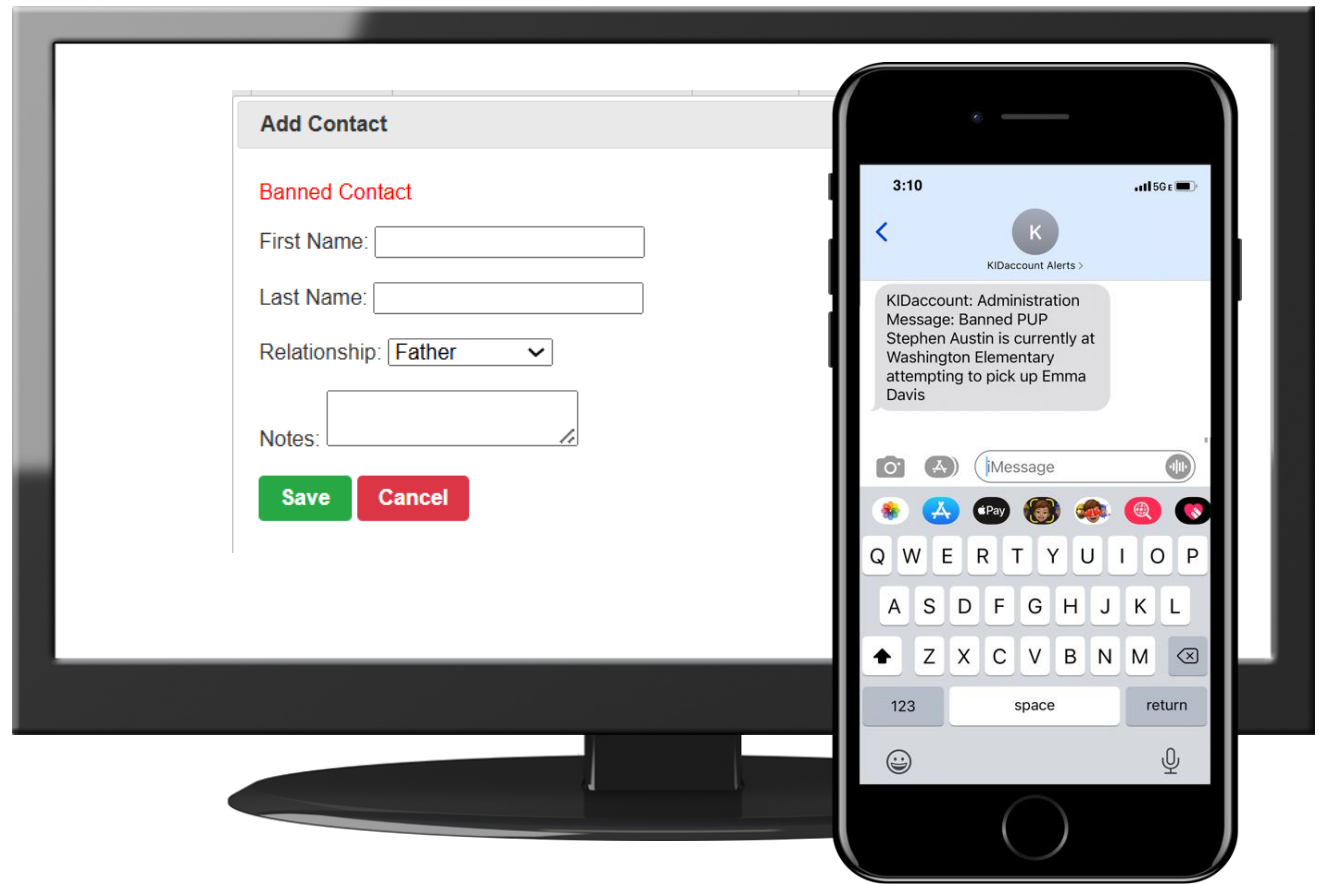


# Banned Contacts

When Manually adding a Banned Contact, please complete each field. The notes typed in are only accessible to admin users.

Banned contacts will be noted in the carline scan, in the admin dashboard for student sign in/out, and in the Event Day registration list.

If a banned contact is selected from any of these areas, a text alert will automatically be sent to the administration listed in the KIDaccount system to receive this notification.



# Adding Primary Contacts

Primary Contacts have additional data in KIDaccount if you are using the Parent App for your dismissal.

Primary Contacts will need a valid email address and cell phone number on file in KIDaccount to use the Parent App to scan in the carline dismissal.

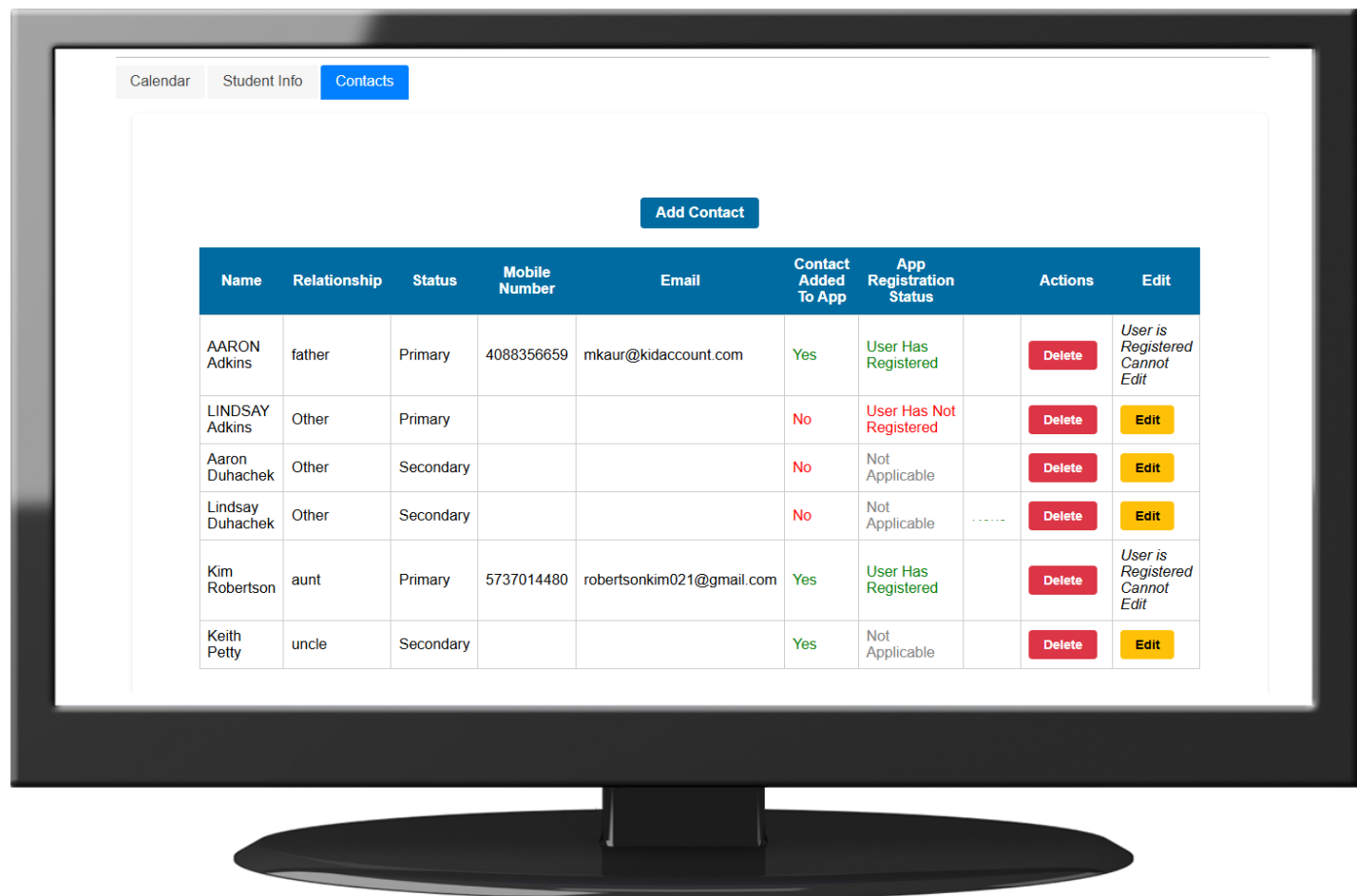
If you are using card scan only for dismissal, this data is optional.

The image shows a computer monitor displaying the KIDaccount 'Add Contact' interface. The interface is split into two main sections. The left section, titled 'Add Contact', contains a 'Select Contact Status' area with three buttons: 'Primary', 'Secondary', and 'Banned'. An orange arrow points to the 'Primary' button. The right section, also titled 'Add Contact', is for adding a 'Primary Contact' and features a blue question mark icon. It includes input fields for 'First Name', 'Last Name', a 'Relationship' dropdown menu (currently set to 'Father'), and optional fields for 'Email' and 'Phone'. At the bottom of the right section are 'Save' and 'Cancel' buttons.

# Managing Contacts for Parent App

On the Contact page you can view the relationship, status, contact information, and if the parent has registered for the App or not.

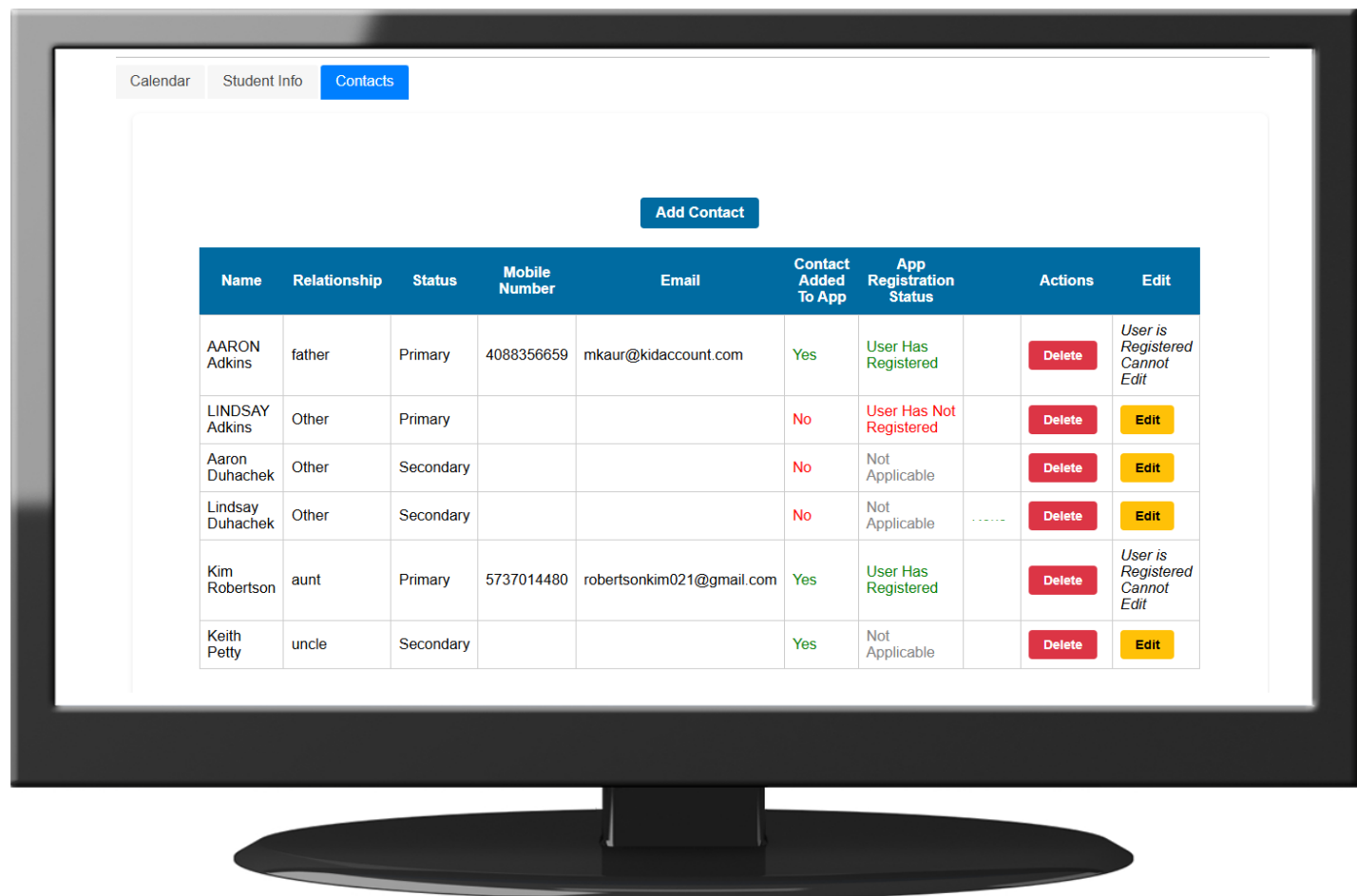
\*Note: ONLY Primary parents can register for the app. Primary Contacts can then share the digital ID card with secondary contacts to use in carline dismissal.



# Managing Contacts for Parent App

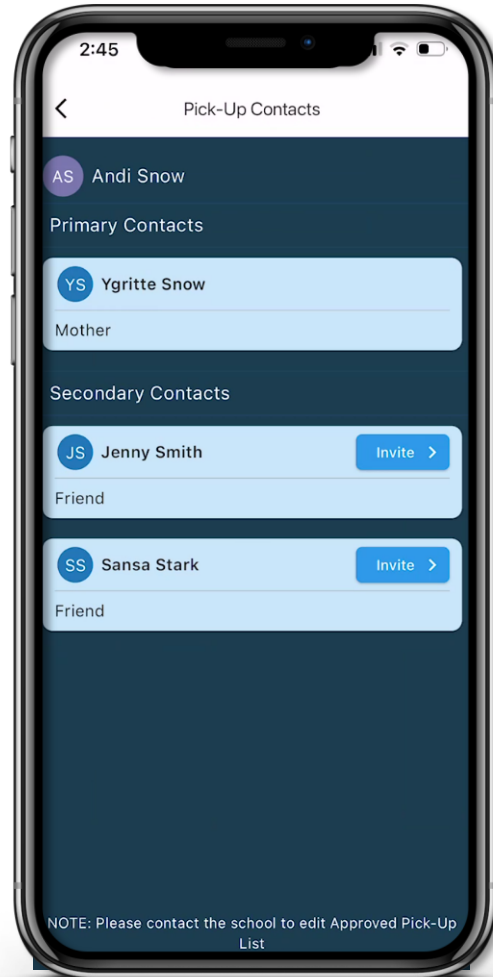
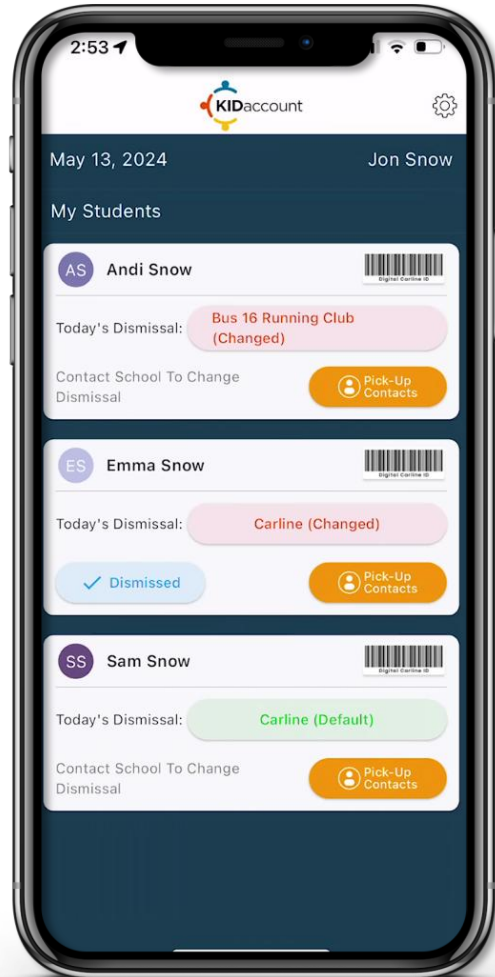
Once a Primary contact has registered for the app, if they need to make a change to their email or phone number, their account must be deleted and re-added as a new contact.

They will then need to sign back into the app using the updated information.

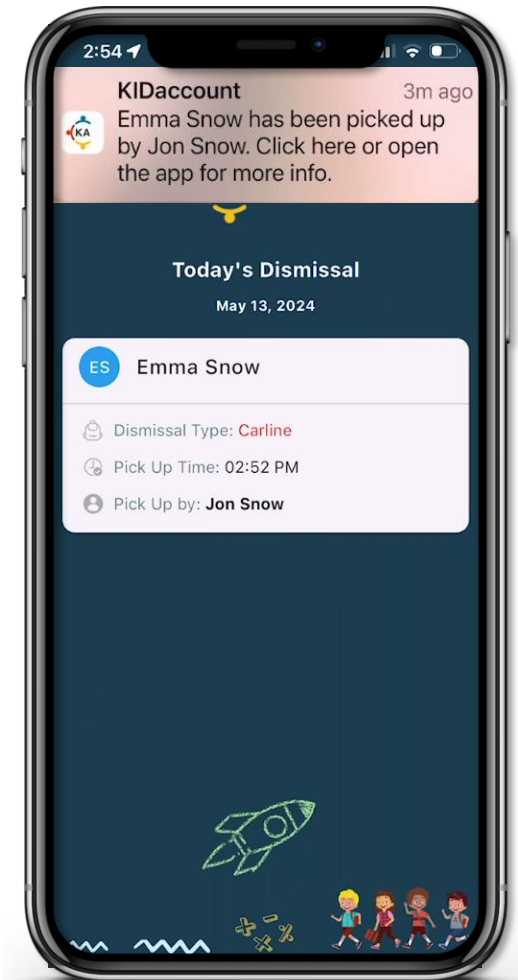
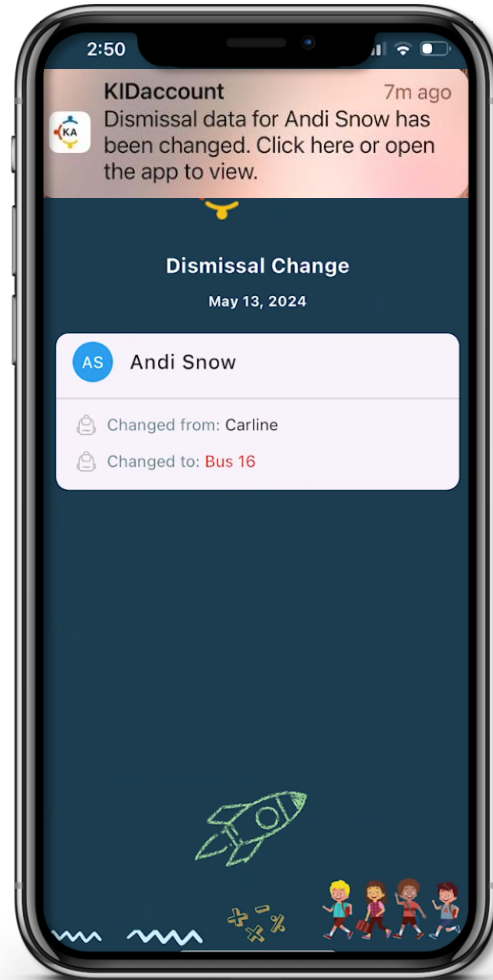
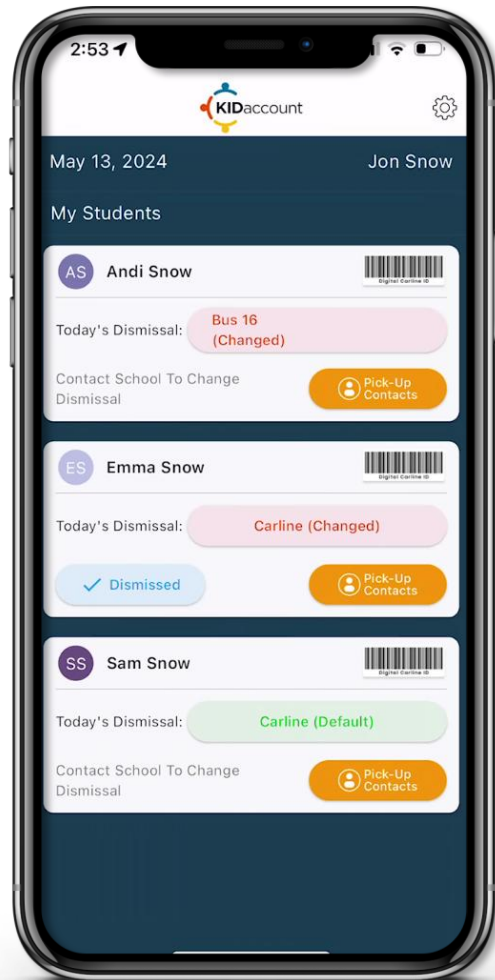




# Digital ID for Parents and Contacts



# Dismissal Change and Pick Up Notifications



# Thank You

Questions?

Please contact us at:

[CustomerService@kidaccount.com](mailto:CustomerService@kidaccount.com)

