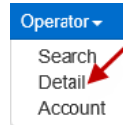# KinderConnect – Add New Operator

Operators are all system users able to access the Provider's KinderConnect account. A Provider can add more than one Operator. You should always **Search** for the Operator before adding a new one to avoid duplication.
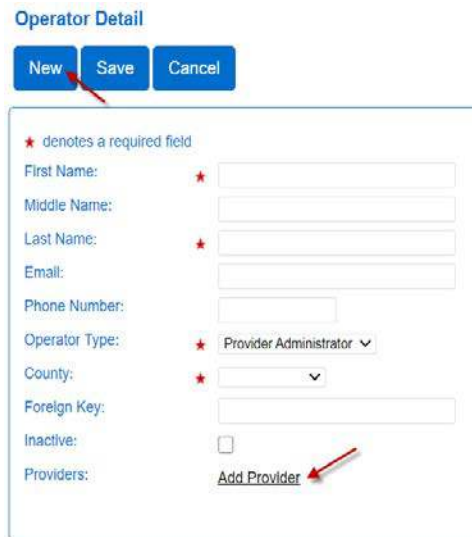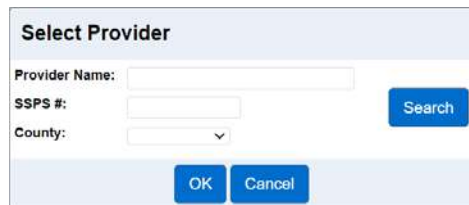
A Click **Detail** under Operator.

B Press **New**, then enter the required information of the Operator indicated by a red asterisk (*) and click **Add Provider** to add the Provider name.

Note: Every Provider must have at least one Operator with the role *Provider Administrator*. Ensure that your Provider has at least one Operator with this role.

Note: Checking the *Inactive* check box will inactivate the Operator. This Operator will not be able to logon if this is checked.

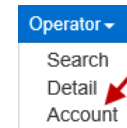**C** Enter the *Provider Name* and press **Search** to locate.

D In the search results, click to select the Provider and press **OK** to return to the Operator **Detail** page.

E Press **Save**. The system displays a message indicating that the record was saved successfully. Follow the steps below to configure the Operator's **Account**.
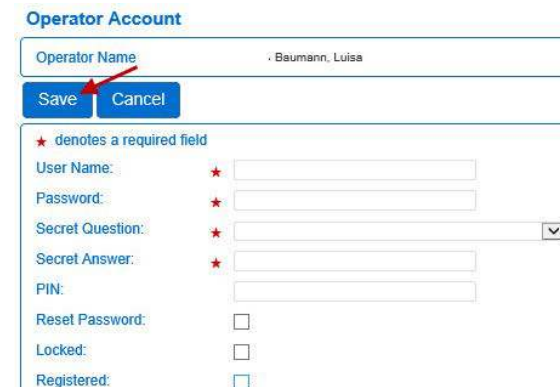
KinderConnect – Add Account

Once the Operator details have been added, it is necessary to add the login related information.

A Click **Account** under Operator.

B Enter the required information of the Operator indicated by a red asterisk (*).

C Be sure to check the *Registered* checkbox so the Operator can successfully log in.

D Check the *Reset Password* checkbox to require the Operator to change their password upon log in.

E Press **Save**. The system displays a message indicating that the record was saved successfully.

For more information, visit www.electronicattendance.com, email us at support@controltec.com or call us at 1-833-866-1706.

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