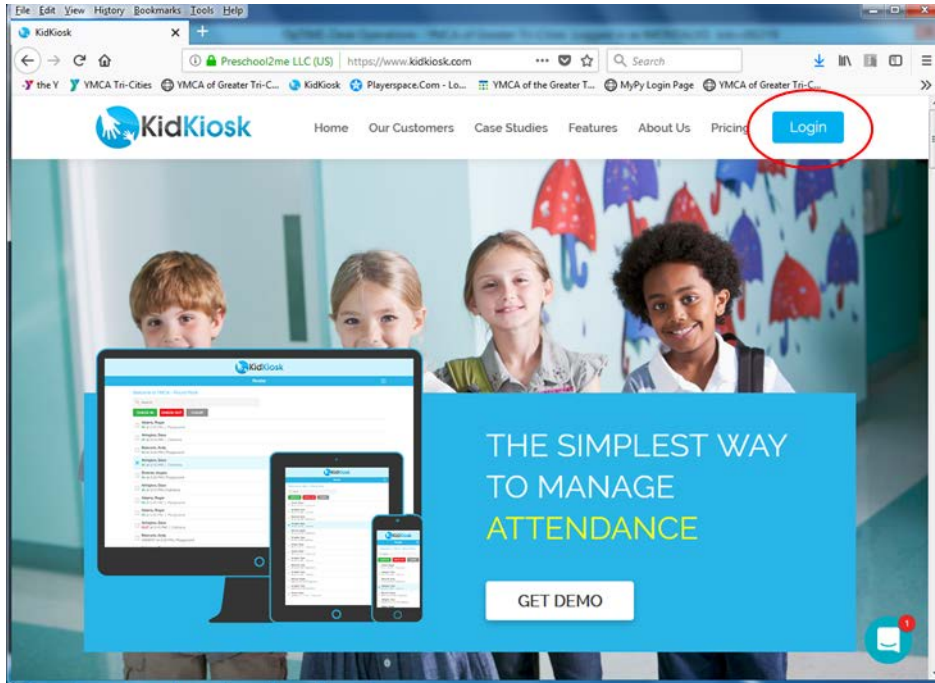
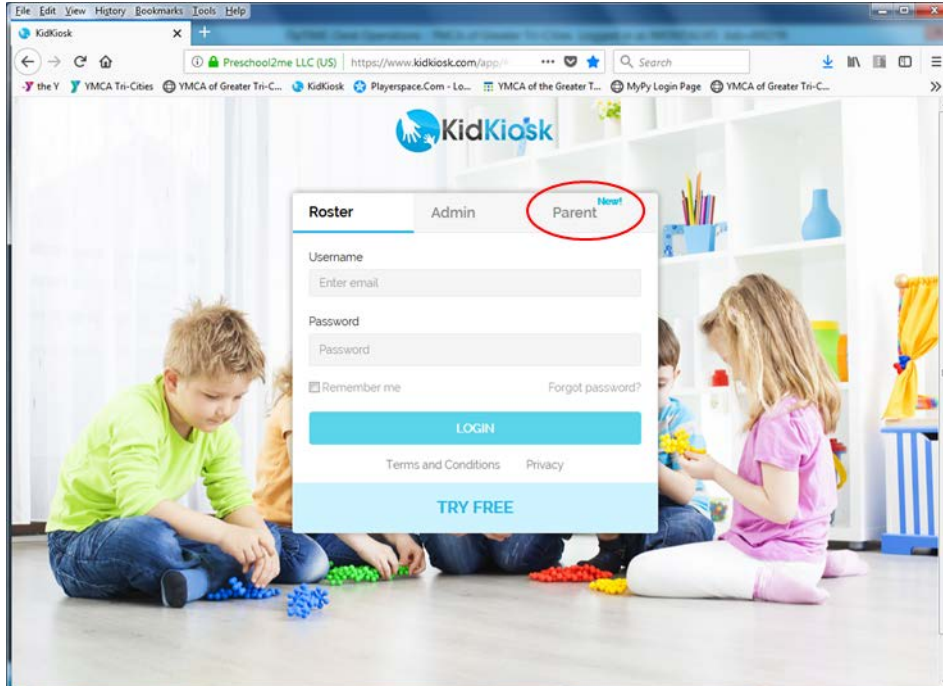


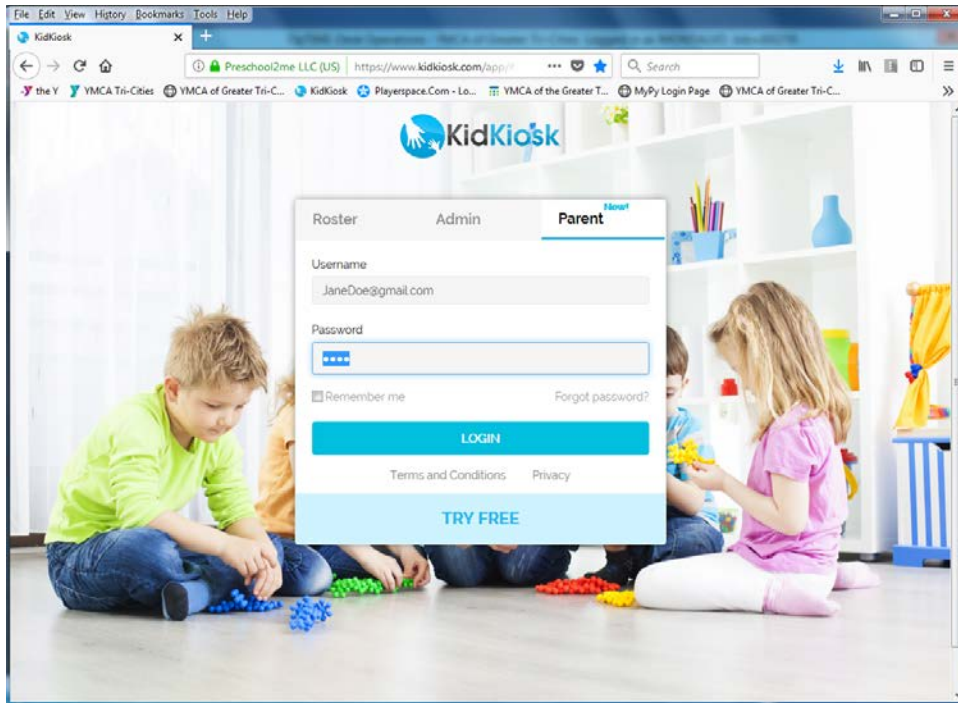
1. Type in KidKiosk.com into your browser. Once on the KidKiosk site, click on the blue Login button on the top right corner



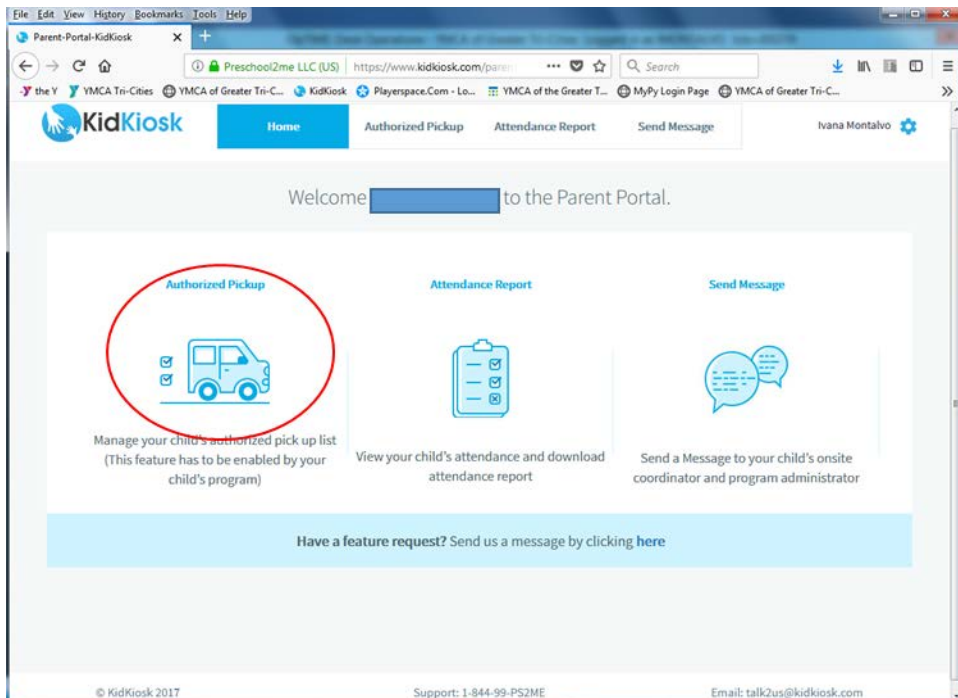
2. Click on the Parent tab on the right top corner of the box



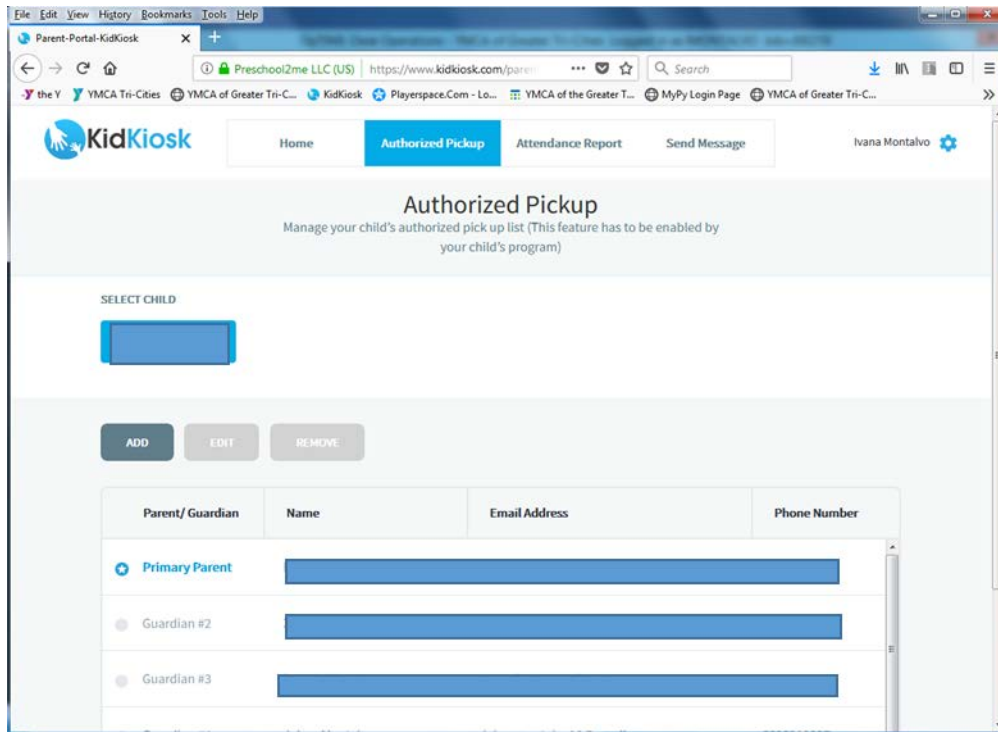
3. Once in the Parent tab, enter Primary Parent's email and pin number and click on the Login Button



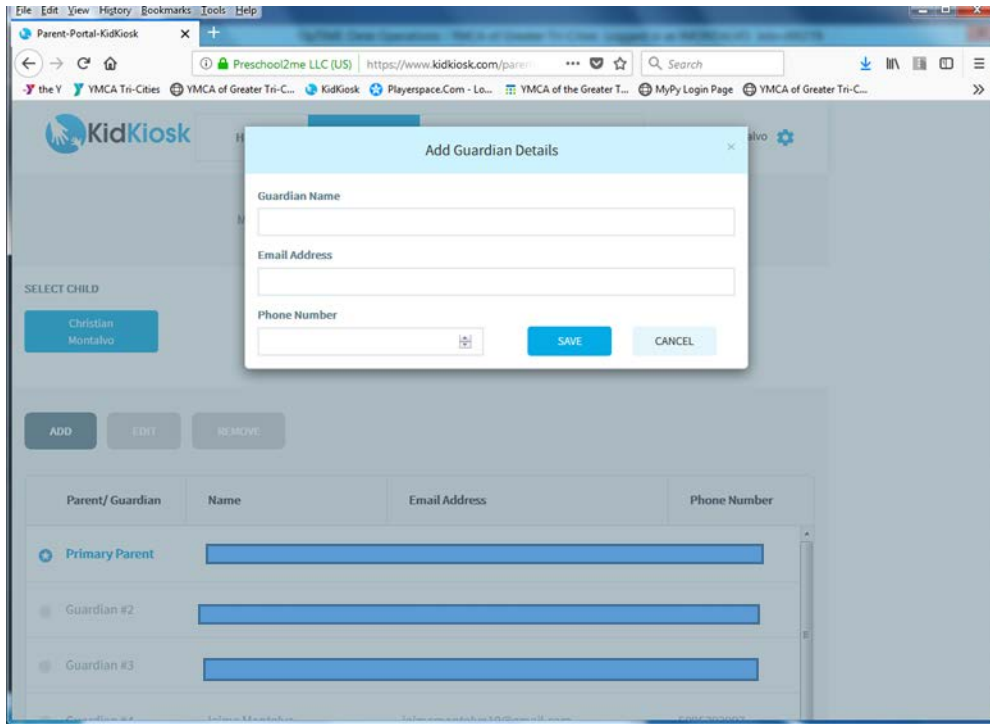
4. You will then have access to add or remove to your authorized pick up list or send the site a message.



5. To access your authorized drop off and pickup list simply click on Authorized Pick and your list will come up.



6. To add to your authorized pick up list click on the Add button. Type in the person's full legal name, email address and phone number. That person will receive their PIN via email.
 - a. If you authorize person DOES NOT have an email address you will use their FirstNameLastName@nomail.com as their email address. The email is nonexistent, they will not receive their PIN via email. Primary Parent can contact our office to get that person's PIN or the site staff can look it up for them when they show ID at time of pick up



7. You will also have access to edit an authorized pick up by clicking on the person's name, once highlighted click on the Edit button. Make sure to save any changes by clicking on the Save button.

