

Parents: Adding Delegates

Introduction

To authorize another adult, called a Delegate, to drop off and pick up your children from the child care location, CCCAP families must fill out security paperwork with providers. Parents/adult caregivers must also create Delegates in ATS, create check-in/check-out records in the ATS. Each delegate must have their own unique ATS PIN (signature), which they will use to log in.

As a CCCAP parent, you add Delegates at the provider location from the provider's device in KIOSK mode. You can add as many delegates as needed.

Adding Delegates

1. From the provider's location and device, the provider needs to enter **KIOSK** mode. On the Welcome screen, enter your eight-digit PIN and select **Log In**.



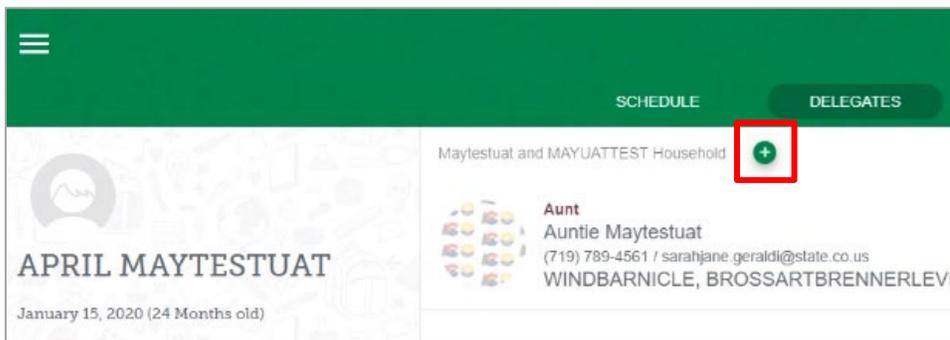
2. On the next screen, select **Household**.



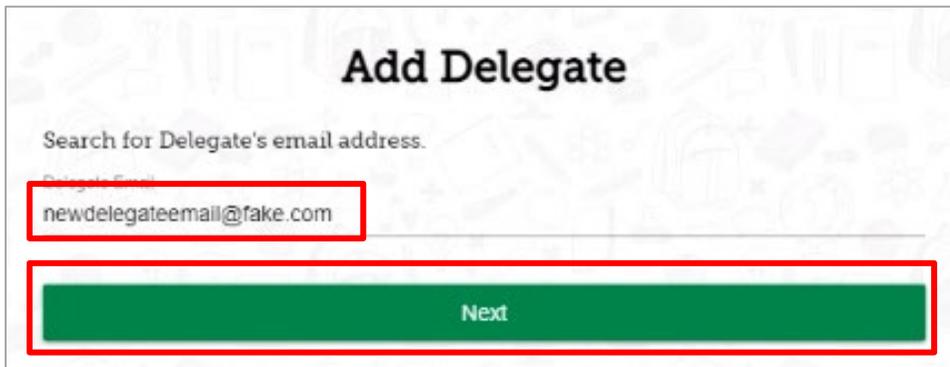
3. On the Parent Household screen, the green bar at the top shows the name of the primary parent and, below that, several tabs. Select the **Delegates** tab.



4. If you already have delegates, you will see them here. To add a delegate, select the **plus sign (+)**.



5. On the Add Delegate screen, enter the delegate's email address and select **Next**



6. If this delegate is already in the system, their information will appear. If this is a new delegate, enter their first name, last name and phone number. You can also upload a photo of the delegate if you have given one to the provider (the photo file needs to be on the provider's device). Then select **Add Delegate**.



Add Delegate

newdelegateemail@fake.com

First Name
TestUncle

Last Name
Test

Primary Phone
(970) 977-9797

 Upload Photo

Add Delegate

7. Select this delegate’s relationship to the child and, if you are registered with more than one provider, select the provider(s) where this delegate is approved. Click **Complete**.

Add Delegate



Ted Bestdelegate
Email: newuncle@fake.com
Phone: (970) 977-9797

Select relationship to child.

Uncle ▼

Provider Access:

Provider Name

All Providers

BROSSARTBRENNERLEVITTOFFERSILVESTRE

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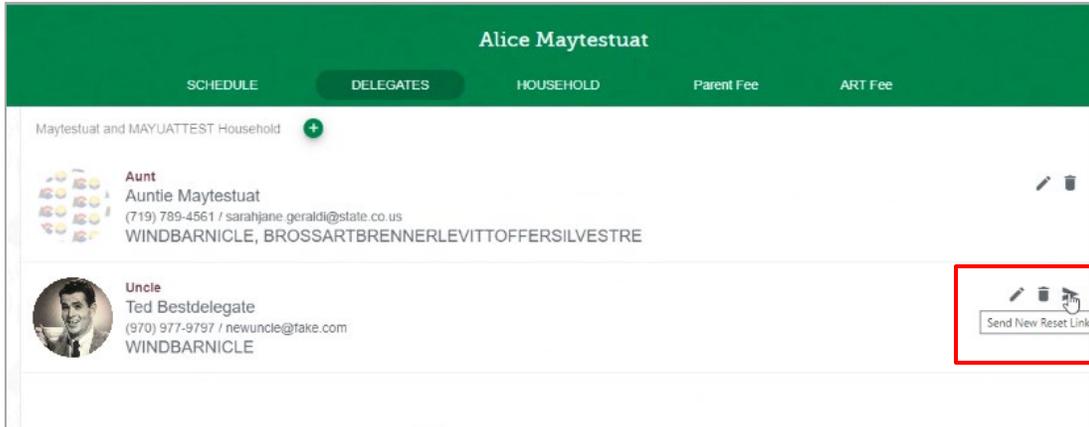


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Complete



- You will see the new delegate in your Delegates list. Now you need to tell ATS to send this delegate an email informing them that they have been entered as a delegate and instructing them to set their ATS PIN. Click the Send icon for this delegate. A confirmation that the email has been sent will appear briefly.



The delegate must now check their email and follow the instructions to set their PIN. They will then be able to log into ATS with their own PIN and check the child in and out of care at the provider(s) you indicated.