



Quick Reference: ATS Client PIN Registration

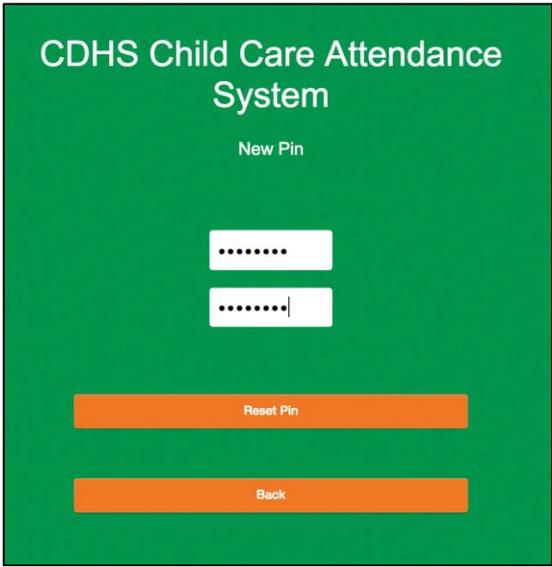
This Quick Reference Guide outlines the process for CCCAP Clients to create the unique 8-digit PIN required to check children in and out of care through the Attendance Tracking System (ATS).

Register as a User

1. Access ATS "Welcome" Email
2. Click Hyperlink
3. Enter Unique 8-Digit PIN
4. Login to ATS Kiosk Mode

CLIENT PIN REGISTRATION STEPS	NOTES
<div style="border: 1px solid gray; padding: 10px;">    <p>Hi Joey Mason,</p> <p>Welcome to the CDHS Child Care Attendance System. To check-in/out a child you must utilize your Phone number and PIN combination.</p> <p>Set your PIN by clicking HERE</p> <p>IMPORTANT: The link to set your PIN is custom to you and will be available for 24 hours. You will not be able to utilize the check-in/out capabilities until you setup your PIN.</p> <p>Thanks, Colorado Department of Human Services (CDHS)</p> <p><small>Disclaimer: This email and any attachments thereto, is intended only for use by the addressees named herein and may contain legally privileged and/or confidential information. If you are not the intended recipient of this email, you are hereby notified that any dissemination, distribution or copying of this email and any attachments thereto, is strictly prohibited. If you have received this email in error, please immediately notify me by reply and permanently delete the original and any copy or printout thereof.</small></p> </div>	<h3 style="text-align: center;">ACCESS ATS "WELCOME" EMAIL</h3> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Access your email account on record with county CCCAP <input checked="" type="checkbox"/> Check your Inbox, Spam & Junk folders for this email sent from cdhs.do-not-reply@state.co.us <input checked="" type="checkbox"/> Click the hyperlink to set your PIN



CLIENT PIN REGISTRATION STEPS	NOTES
	<p>ENTER UNIQUE 8-DIGIT PIN</p> <ul style="list-style-type: none">✓ Enter 8 numbers that will become your unique code to check children in/out of care in ATS; this code must be entered twice✓ If an error message displays, the 8-digit PIN is already in use and an alternate 8 numbers must be selected✓ Click “Reset PIN” to Save
	<p>LOGIN TO ATS KIOSK MODE</p> <ul style="list-style-type: none">✓ Access ATS Kiosk mode at provider facility✓ Enter unique 8-digit PIN✓ Click “Log In” to check children in and out of care