



PARENT TRAINING

PIKMYKID PHONE APPLICATION

Cut off times for the changes ends at 3:00pm

REGISTRATION

The app is available for download from your smartphone’s app store (Google-Play, Windows or iTunes). Once you have downloaded the PikMyKid phone app, you will press the “Sign Up” button. Please fill in your personal information, personal cell phone number, personal email address and create a password. Each parent & user will need to register on their own smartphone with their own information. After you press submit, you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process. If for any reason you do not receive the code please contact support@pikmykid.com with your full name and email address used to register & listing OTP code as the issue.

Sign Up

First Name
Your First Name

Last Name
Your Last Name

Email
Email

Country
USA or Canada (+1)

Mobile
Mobile Number

Password
Password

Confirm Password
Confirm Password

I accept [terms and conditions](#)

Sign Up

If you have any questions about the app, simply email support@pikmykid.com, and be sure to include the name of your child’s school, and the child’s name – as well as outlining any questions.

Once Registration is complete, you will be able to log in and see the school’s name listed (your child(ren) listed below). If you are a parent/guardian and see a blank screen it is likely that the school did not have your mobile number on file. Simply email support@pikmykid.com with your child(ren)’s school, name, and grade -- listing blank home screen as the issue. If you are not a parent or guardian and see a blank screen, this is because no one has assigned you to pick up their child for the day and is normal.

TO CHANGE YOUR CHILD'S AFTERNOON BUS TRANSPORTATION OR TO PICK UP FROM SCHOOL

1. Press the pencil icon to the right of the school's name.
2. Press edit next to the child's name you wish to change.
3. Verify this is the child you wish to change and click OK.
4. Select the applicable calendar date.
5. Press **"After-School Programs"** and continue.
6. Choose the transportation option you wish to assign.
7. If this is reoccurring, toggle "No" to "Yes" and follow the prompts.
8. Press Assign Institution!

Did I Make the Change? You will then see a Red Circled letter "D" next to the name of the child with the change and the school will have received the transportation change.

TO REPORT ABSENCE

1. Press the pencil icon to the right of the school's name.
2. Press edit next to the child's name you wish to mark absent.
3. Verify this is the child you wish to mark absent and click OK.
4. Select the applicable calendar date(s) of the absence.
5. Change child's status by pressing "Mark Absent."
6. Specify the length of the absence and press "Mark Absent"
7. Select from dropdown the reason for absence and re-enter your password.
8. Click save absence(s).

Did I Make the Change? You will then see a Red Circled date on this child's calendar indicating a successfully reported absence.

ADDITIONAL INFORMATION

We have set up the permanent transportation schedules for your child(ren). Please look in the app and make sure that it is correct. If there are changes please contact support@pikmykid.com to update that information.

Clarification for the "Change Child Status" screen - "Change Pickup Mode" and "Delegate to Another Person" is Not Applicable for Springwater.

Cut off times for the changes end promptly at 3:00pm. This gives you ample time to go into the app and change the transportation destination for the day.

We hope that all families are signed up and using the App by January 22, 2018. This will take the place of all transportation changes that are called into the office.

(If your child is going to be late or needs to leave early, you will still need to contact the office.)

