

## **Instructions for Opening or Editing an EzChildTrack Account**

New families who do not have an EzChildTrack account setup from prior enrollment (Summer Camp, BAC, Zone 58, TOTS or All Aboard) will need to follow instructions below.

Go to **www.wws.k12.in.us > Departments > Student Support Programs > EzChildTrack** and follow the instructions below:

1. Select **NEW Parents OPEN ACCOUNT**. Register: Open New Account. Enter your email address. An instruction page will pop up. Add primary account holder.
2. Complete all required fields. The program will prompt if not completed.
3. Primary account holder information is the parent/guardian who is responsible for the registration and billing. An email address is required and will be used for communication with the primary account holder. Check the box to receive emails and text messages as this is how we will send billing statements and communications.
4. **If you do not have a home phone or cell phone, please check the appropriate box.**
5. Secondary account holder information is usually the other parent. If the other parent is not involved with the account, please check the box **“Do Not Have a Secondary Account Holder”**.
6. Click **Add Child**. Complete new child information including the relationship information. Select the parent the child lives with in this section and the child’s address will auto-fill.
7. In the **School Information** field, select the school your child will attend during the **2021-22** school year and the child’s **2021-22** grade level.
8. Enter at least one emergency contact (required). Do not use primary and secondary account holder information in this area as these are additional contacts.
9. You may add up to 5 additional people authorized to pick up your child(ren).
10. Enter all medical information. Click **Save**.
11. Click **Save**. You may add any additional children to your account by clicking **Add Child**. If no additional children need to be added to your account, proceed to the next step.
12. Click **View Fee Page**. Submit application and exit program.
13. You will receive an email with your account number and a temporary password. Using the temporary password, return to EzChildTrack and sign in as a Returning Customer. The email associated with your account is your user name. You are now ready to complete online registration for any of the programs offered by Student Support Programs. Call our business office at 317-867-8017 if you do not receive a password.

## **Instructions to Edit an EzChildTrack Account**

**Existing Accounts:** Families with an EzChildTrack account from prior enrollment

1. Go to: [www.wws.k12.in.us](http://www.wws.k12.in.us) > Departments > Student Support Programs > EzChildTrack.
2. Sign in under Returning Customer using your email associated with the account and your password. If you have forgotten your username or password, do not set up a new account, but instead, call 317-867-8017 to have your password reset.
3. If you need to add additional child(ren) to an existing account this can be done during the program registration.
4. To ensure we have the most accurate contact information for your child(ren), please do the following:
  - a. Sign into your EzChildTrack account
  - b. Select the "My Account" Tab from the home page
  - c. Review all information and update as needed