

Existing EDEP Parents
(Who have not logged into the parent portal yet)

EXTENDED DAY
ENRICHMENT PROGRAM
Florida State University Schools

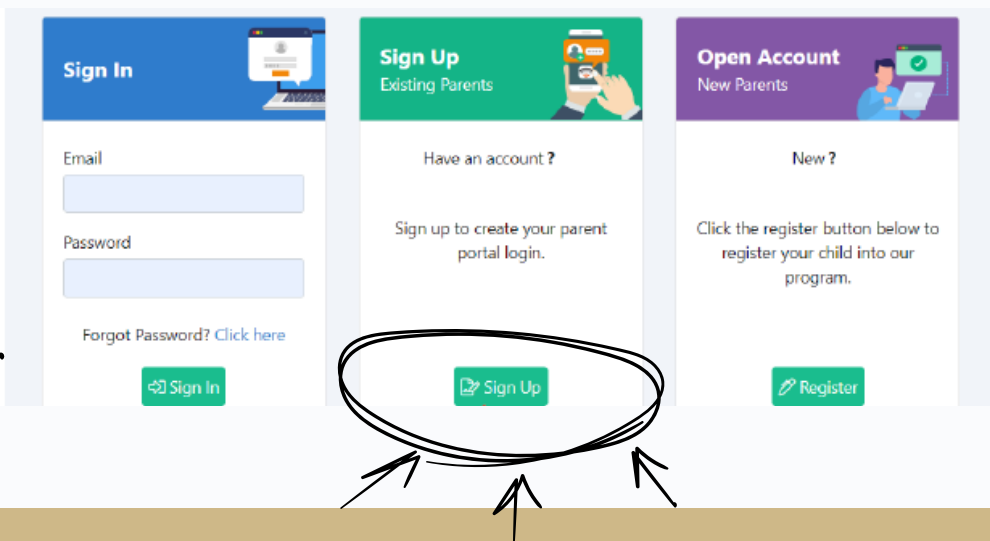
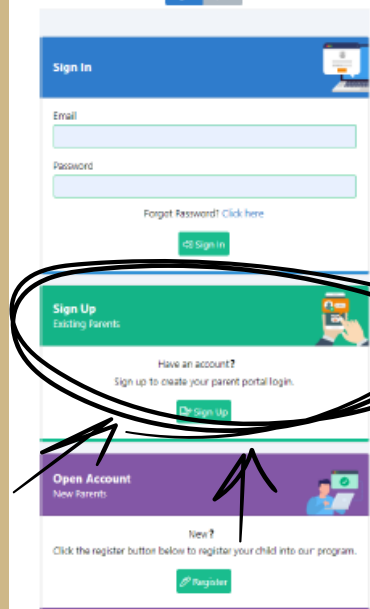
EZCHILDTRACK

Cell Phone View:

1) GO TO THE LOGIN PAGE

www.ezchildtrack.com/fsusedep/parent

Select the GREEN option, "Sign Up"




2) CONFIRM YOUR EMAIL ADDRESS & SET UP PASSWORD

- Type in the email address you would've used when signing up for EDEP.
- Check your email! You should receive an email asking you to set up a password.
- Follow the steps and then login to the account by clicking the BLUE "Sign In" area.

3) UPDATE INFORMATION

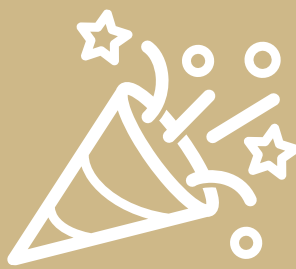
On the left side panel (on computer) or the 3 lines menu option (on a phone), select "My Account".

Select  next to your name and your child(ren)'s names to confirm information is up to date. Please check phone number, address, email address, etc.

Select  next to your child(ren)'s picture to update any medical information.

If any information is incorrect and you do not have the ability to change it, please email us at edep@fsus.school ASAP

Then add any individuals that are authorized to pick up or contact by selecting the "+Add Contact" button. Adding a picture is optional.



4) YOU'RE ALL SET!

Thank you for setting up your parent portal! Below is a quick summary of what you can see in the EZChildTrack Parent Portal

What can you do in the portal?

Home Page

- Register-** From here you can register for programs such as Summer Camp, Parent's Night Out, Soccer, & Dance.
- Payments & Statements-** You can see if a payment is due, the last payment, current balance. You can select also "View Statement" which takes you to a screen to view a PDF of invoices, transaction history, payment history, receipts, and when its time, your tax statement.
- Bulletins, Events, & Forms-** See what your child is doing in EDEP this week! Also view the calendar to see what is coming up (events, payment due dates, etc.)

Menu

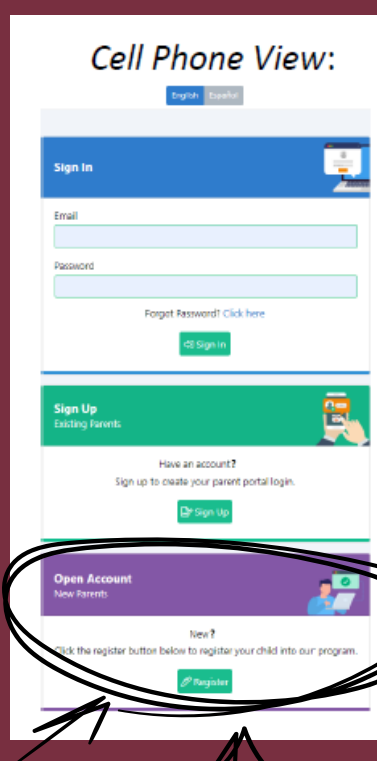
- Your Account-** Update items such as addresses and phone numbers, as well as who is authorized to pick up.
- View Pin-** See the pickup pin that is used when you pick up. It is the same as your school issued car tag number.
- Calendar-** See what is coming up!
- Bulletins-** See what your child(ren) will be doing this week.
- Forms-** This is not a section we currently use but maybe in the future.
- Email-** A record of any emails or texts that have been sent out from EDEP through EZChildTrack. Also see any updates to the account.





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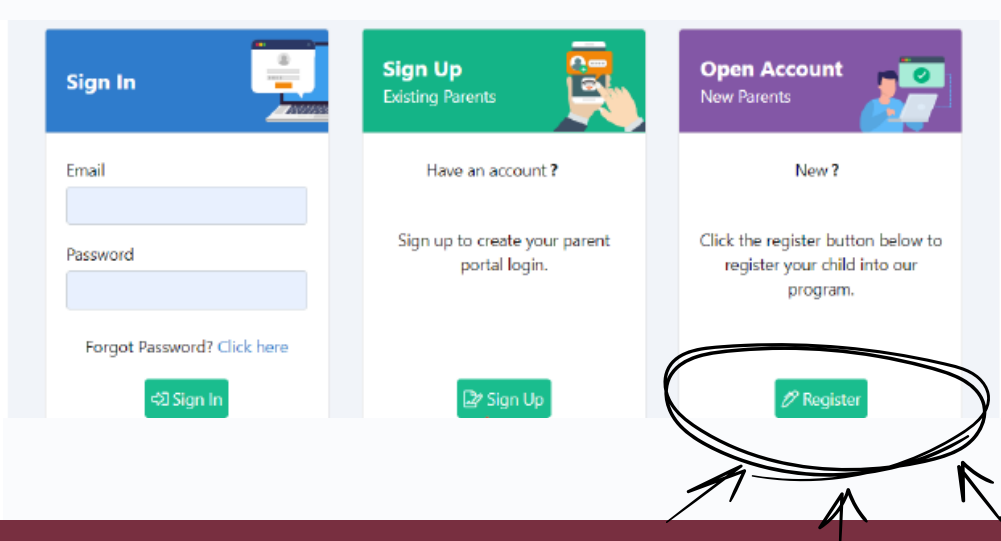
EZCHILDTRACK



1) GO TO THE LOGIN PAGE

www.ezchildtrack.com/fsusedep/parent

Select the PURPLE option, "Register"




2) REGISTER FOR A PROGRAM + PARENT PORTAL ACCESS

- Select a program to register your child(ren).
- Enter your email address and click continue to move on in the registration process.
- Once your application is approved you will receive a Parent Portal Sign Up email with a temporary password.
- Follow the steps to change your password to login to the account.

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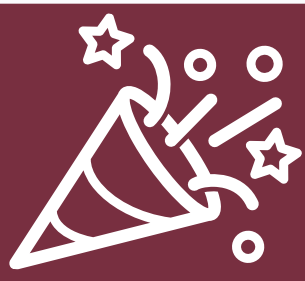
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