# SETTING UP YOUR NEW ACCOUNT

Thank you for signing up for Hinton Kids for Success! If you have *any* issues as you sign up, please give us a call at 780-865-6036 and we will be happy to help you through the process.
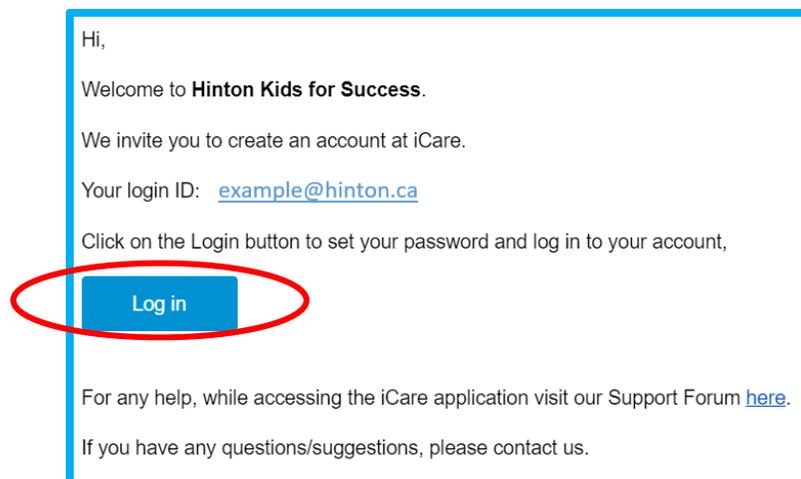
1. Visit https://www.hinton.ca/624/Hinton-Kids-For-Success
2. Scroll to the bottom of the page and click the "Parents REGISTER here" button
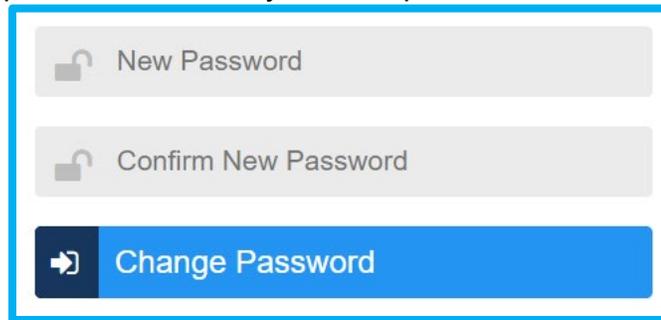

3. Enter your email address in the popup window and click "Submit"
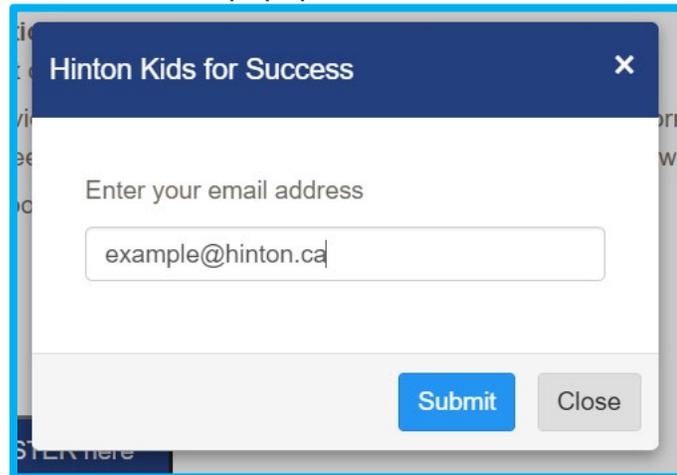
4. Go to your email account and log in
5. Open the email titled "Registration Invitation" from iCare Software
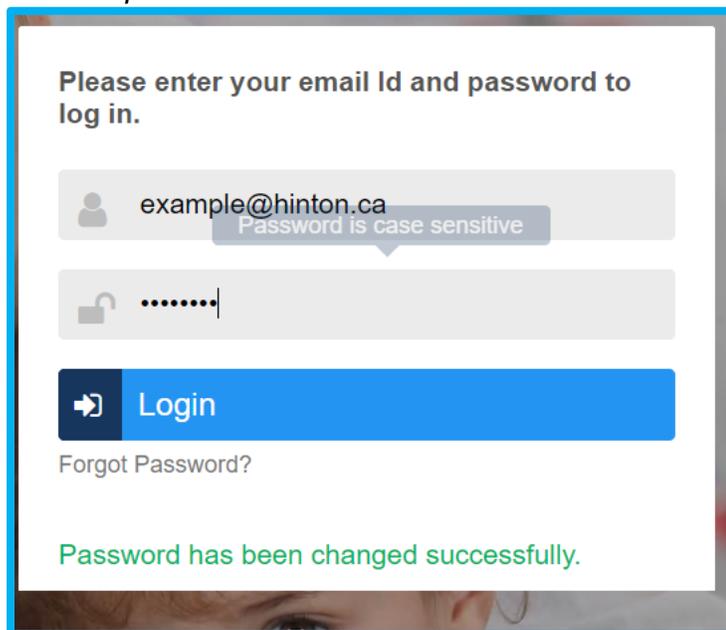6. Click the "Log in" button in the email
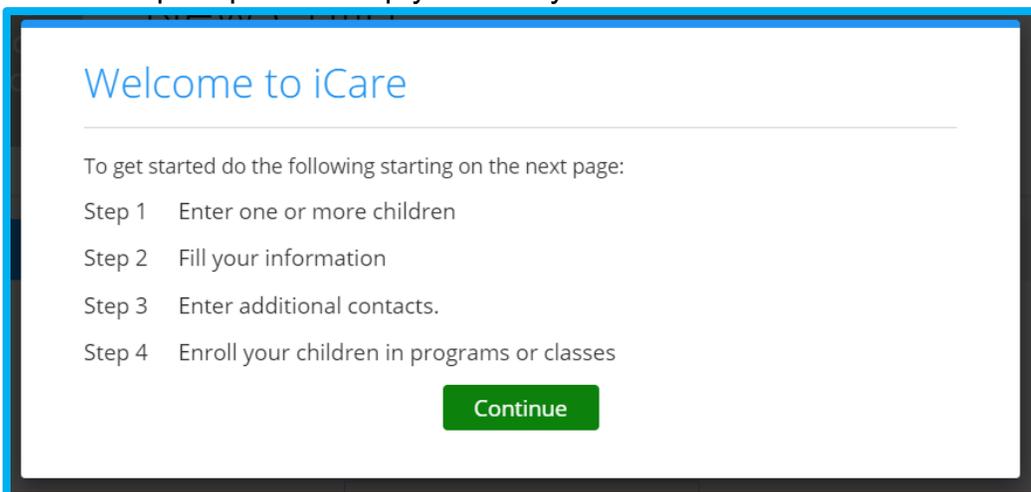
7. iCare will open up; set and confirm your new password

8. iCare will bring you to the sign in page; enter your email address and new password.
   NOTE: Remember the password is case sensitive

9. Follow the prompts to set up your family information

10. After filling in each section, click "save" in the top right corner. You will enter your child's information, and then your parent information.
NOTE: For Age-Based Room, select HKFS

11. Once you complete your child and parent information, it will bring you to your new profile. Scroll down and complete the "Allergies" and "Other" sections by clicking the grey + sign beside the text

12. If you have Adobe PDF on your computer, scroll down to electronic documents.

a. Click "Download Blank Form" and open the PDF through your computer's file explorer.
b. Fill out the required information and "Save" the document onto your computer.
c. In iCare, click "Upload Filled Forms" and select the completed form from your computer's file explorer.
d. Complete these steps for each form

NOTE: This step can be completed in-office; if you are struggling with these forms, just skip this step.

REGISTERING YOUR CHILD FOR CARE

1. Click on the "Monthly Scheduler" button in the top right corner

2. Go to the month of care you want to register for using the arrows on the right

3. Select the days you would like to register for by clicking the required days.

4. Once you select your days for that month, scroll to the bottom and click "Calculate Charges and Confirm"

5. A popup will come up summarizing your total. If you agree, click "Confirm"

6. Your child has been registered! Complete this same process for each month of care.
7. For now, payment is required in-office by cheque or cash.. Please contact the FSCS office at 780-865-6036 for more information on payment.