

## Parents: Adding Delegates

## Introduction

To authorize another adult, called a Delegate, to drop off and pick up your children from the child care location, CCCAP families must fill out security paperwork with providers. Parents/adult caregivers must also create Delegates in ATS, create checkin/check-out records in the ATS. Each delegate must have their own unique ATS PIN (signature), which they will use to log in.

As a CCCAP parent, you add Delegates at the provider location from the provider's device in KIOSK mode. You can add as many delegates as needed.

## Adding Delegates

1. From the provider's location and device, the provider needs to enter **KIOSK** mode. On the Welcome screen, enter your eight-digit PIN and select **Log In**.



2. On the next screen, select Household.



3. On the Parent Household screen, the green bar at the top shows the name of the primary parent and, below that, several tabs. Select the **Delegates** tab.



	동사동생·전		
		SCHEDULE	DELEGATES
	Maytestuat and MA	YUATTEST Household	
APRIL MAYTESTUAT	Prin Alia Pin	nary ce E Maytestuat Status: Active	
January 15, 2020 (24 Months old)	Sec	ondary	

4. If you already have delegates, you will see them here. To add a delegate, select the **plus sign (+)**.

	SCHEDULE	DELEGATES
APRIL MAYTESTUAT	Aunt Aunte Maytestuat (719) 789-4561 / sarahjane.gera WINDBARNICLE, BROS	Idi@state.co.us SARTBRENNERLEVI1

5. On the Add Delegate screen, enter the delegate's email address and select Next

A	dd Delegate
Search for Delegate's email ad	dress.
newdelegateemail@fake.com	
	Next

6. If this delegate is already in the system, their information will appear. If this is a new delegate, enter their first name, last name and phone number. You can also upload a photo of the delegate if you have given one to the provider (the photo file needs to be on the provider's device). Then select **Add Delegate**.



newdelegatee	mail@fake.com	
First Name TestUncle	Service	28 2 O
Last Name Test		
Primary Phone (970) 977-979	17	0.43%
•	Upload Photo	

7. Select this delegate's relationship to the child and, if you are registered with more than one provider, select the provider(s) where this delegate is approved. Click **Complete**.

Actor to Inter Tores 1 facts and Third	Ted Bestdelegate	
20 00	Phone: (970) 977-9797	
	Select relationship to child.	
Provider Acce	\$3	
Provider N	lame	
Provider N All Provide BROSSAR	lame ers fBRENNERLEVITTOFFERSILVESTRE	
Provider N All Provide BROSSAR FLORENC VWINDBAR	lame ers TBRENNERLEVITTOFFERSILVESTRE E CRITTENTON ECE CENTER INICLE	
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8. You will see the new delegate in your Delegates list. Now you need to tell ATS to send this delegate an email informing them that they have been entered as a delegate and instructing them to set their ATS PIN. Click the Send icon for this delegate. A confirmation that the email has been sent will appear briefly.

	Alice Maytestuat					
	SCHEDULE	DELEGATES	HOUSEHOLD	Parent Fee	ART Fee	
Maytestuat an	Id MAYUATTEST Household	>				
1000 000 000 000 000 000 000 000 000 00	Aunt Auntie Maytestuat (719) 789-4561 / sarahjane.gera WINDBARNICLE, BROS	Idi@state.co.us SARTBRENNERLE	VITTOFFERSILVESTRE	E		/ 1
(F)	Uncle Ted Bestdelegate (970) 977-9797 / newuncle@tak WINDBARNICLE	e.com				Send New Reset Link

The delegate must now check their email and follow the instructions to set their PIN. They will then be able to log into ATS with their own PIN and check the child in and out of care at the provider(s) you indicated.