



# Parents: Creating an ATS PIN

## Introduction

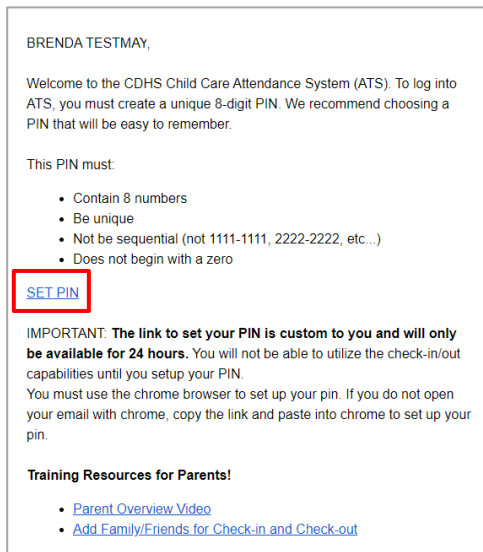
To check children in and out of care in ATS, you will need to create a unique eight-digit PIN. Each CCCAP parent/caregiver must have their own PIN.

Parents in the same household will receive automated PIN set emails. Other adults need to be set up in ATS as delegates and select their own PINs. See the “Adding a Delegate” QRG for information for parents on how to add delegates.

You shall not share your PIN with anyone including the child care provider. The PIN is your electronic signature.

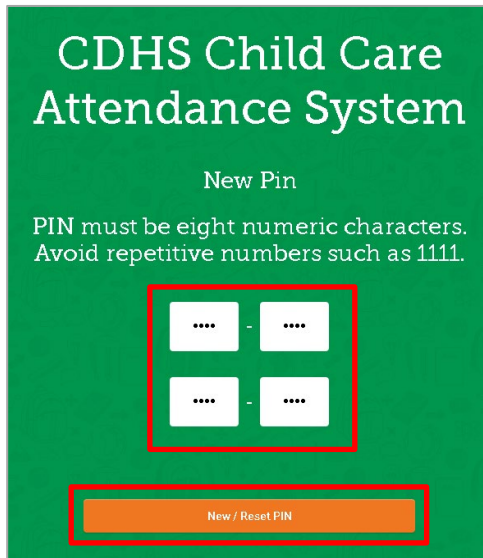
### To create your PIN:

1. Check the email account that is on record with your CCCAP county for the ATS “Welcome” email from CDHS Attendance Tracking ([cdhs\\_ats\\_helpdesk@state.co.us](mailto:cdhs_ats_helpdesk@state.co.us)). If you do not see this email in your Inbox, check your spam/junk folders.



The SET PIN link will expire after 24 hours. If you have not set your PIN within 24 hours, you will receive a reminder email with a new link.

2. Select **SET PIN**. You will see the New PIN screen.
3. On the New PIN screen, enter an eight-digit number, four digits in each box, in the first row. Enter it again in the second row. The PIN should not be sequential numbers (such as 1111-1111) and should not begin with 0. (An error message will appear if the PIN you selected is not valid or is already in use.)



4. Click **New/Reset PIN** to save the PIN. You will receive a message that your PIN was successfully changed.



Once you have set the PIN, you can use it to access ATS at any of your CCCAP provider facilities (the same parent PIN is used at each location that the parent has a CCCAP child care authorization). Go to the device that your provider makes available to use for ATS, enter your new PIN and select Log In to check your children in and out of care.

Your PIN will remain the same until you change it, even if you move counties or your CCCAP case closed and reopens.