Parent User Manual

Registration!

The app is available for download from your smart phone's app store (Google-Play or iTunes). Once you have downloaded the PikMyKid phone app, you will press the orange "Register as new user" button. Please fill in your personal information, personal cell phone number, personal email address and create a password. Each parent & user will need to register on their own smart phone with their own information. After you press submit, you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process. If for any reason you do not receive the code please contact support@pikmykid.com with your full name and email address used to register & listing OTP code as the issue.

Once Registration is complete you will be able to log in and see the school's name listed (click the school name to see your child(ren) listed below). If you are a parent/guardian and see a blank screen it is likely that the school did not have your mobile number on file. Simply email support@pikmykid.com with your children's school, names, and grade -- listing blank home screen as the issue. If you are not a parent or guardian and see a blank screen, this is because no one has assigned you to pick up their child for the day.

If you have any questions about the app simply email support@pikmykid.com, and be sure to include the name of your child's school, and the child's name – as well as outlining any questions.

Parent User Manual cont'd

I want to….

Allow someone besides myself or the other parent to pick-up my child….
1. Press the arrow to the right of the child's name
2. Select the applicable calendar date
3. Select "Delegate" and continue
4. Choose the person's name from your contact list that pops up
5. Select the 10 digit mobile number (that they would have used to register with the PikMyKid App.)
6. Choose from the drop down menu how they will be picking up your child & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc).
7. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

Change the way myself or the other parent will pick-up my child….
1. Press the arrow to the right of the child's name
2. Select the applicable calendar date
3. Select "Change Pick-Up Mode" and continue
4. Choose from the drop down menu the way your child will be picked up & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc).
5. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

Send your child to an After School Program or Club….
1. Press the arrow to the right of the child's name
2. Select the applicable calendar date
3. Select "Institution" and continue
4. Choose from the drop down menu the correct After School Program & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc).
5. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule