



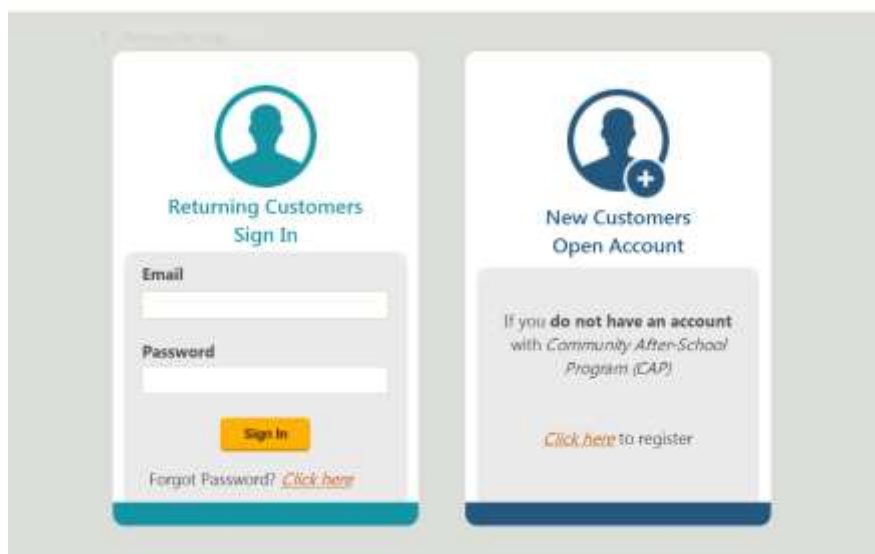
# Registering Online Through EZChildTrack

To register online with the Community Before & After School Program Child Care Program for the first time:

## Accessing the Parent Portal:

You can access the Parent Portal using the web address given below:

<https://www.ezchildtrack.com/parent6/ParentLogin.aspx?c=CAP>



A new parent portal user will receive an email in their registered email ID containing a link to their childcare program's EZChildTrack site along with a temporary password.

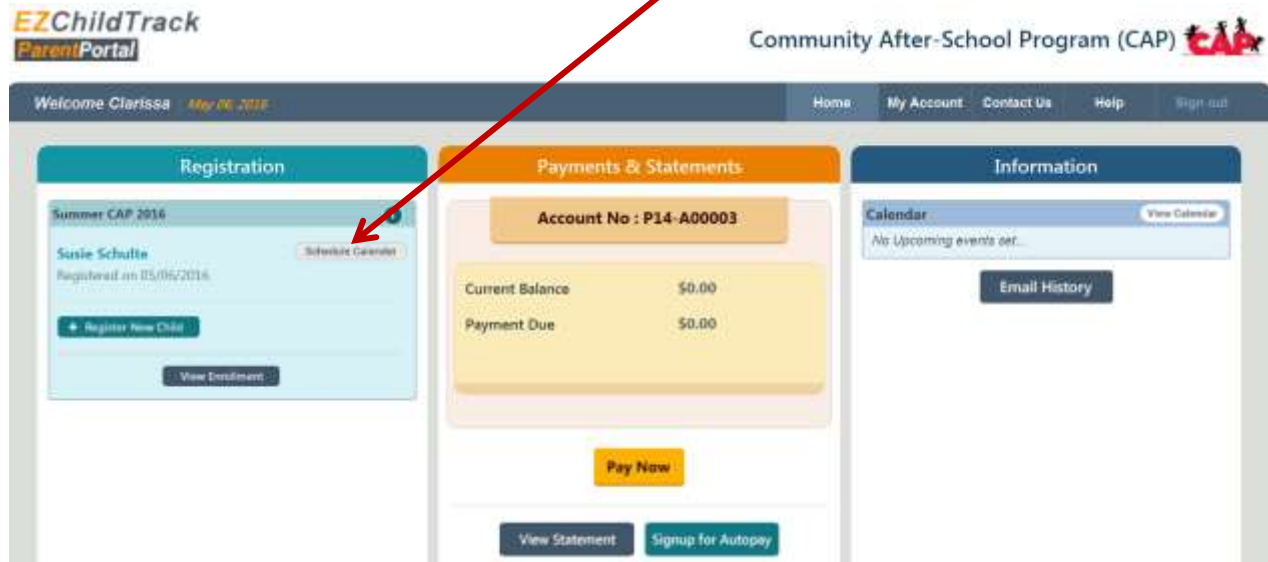
Here's how a new parent portal user can log in for the first time:

1. Check the registered email ID for login information.
2. Click the link provided in the email.
3. Log in using the temporary password provided to you.
4. Change the password to a new one of your choice.

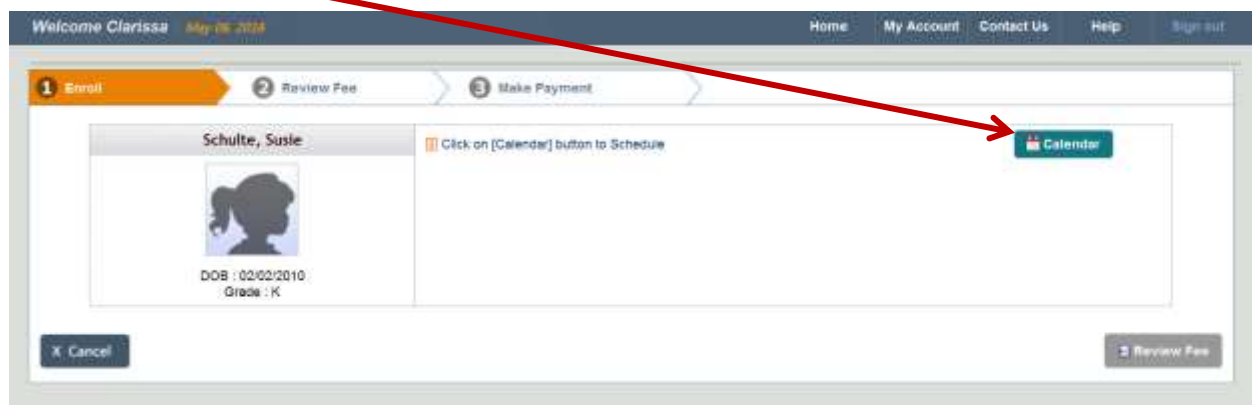


## How to Select Desired Child Care Dates:

Once you're at the screen below, click "Schedule Calendar."



Now click "Calendar" to enroll.





## How to Select Desired Child Care Dates (continued):

Select care dates and click “Review Fee”

Previous Month June 2016 Next Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Cancel Review Fee

Review selected care dates and click “Make Payment.”

1 Enroll 2 Review Fee 3 Make Payment

Date	Child	Activity	Site	Fee	Discount	Pay	Action
06/28/2016	Susie	Full Day	Lafayette CAP	\$45.00	\$0.00	\$45.00	✗
06/29/2016	Susie	Full Day	Lafayette CAP	\$45.00	\$0.00	\$45.00	✗

Total Fee: \$90.00

Change Calendar Delete Calendar Make Payment

If you have ANY questions, please call the CAP office at 541-967-9322.