



# PARENT APP GUIDE

## 1 Download the App

The Pikmykid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.

Scan below to download!



iOS



Android

## 2 Registration

Select "Register a New Account" and follow the prompts to sign up. You will verify your email address and phone number to complete registration.

What's your name?  
Please enter full name here which is registered with the school as Parent or Delegate

First Name

Last Name

Need help?

NEXT

Cancel

What's your cell phone number?  
Please enter your cell phone number here. We'll send confirmation code to verify it.

USA +1

Phone number

Need help?

NEXT

Your email address  
Please enter your email address here.

Email address

Need help?

Set a strong password  
A strong password will have an uppercase, lowercase, character, a number, and special symbol

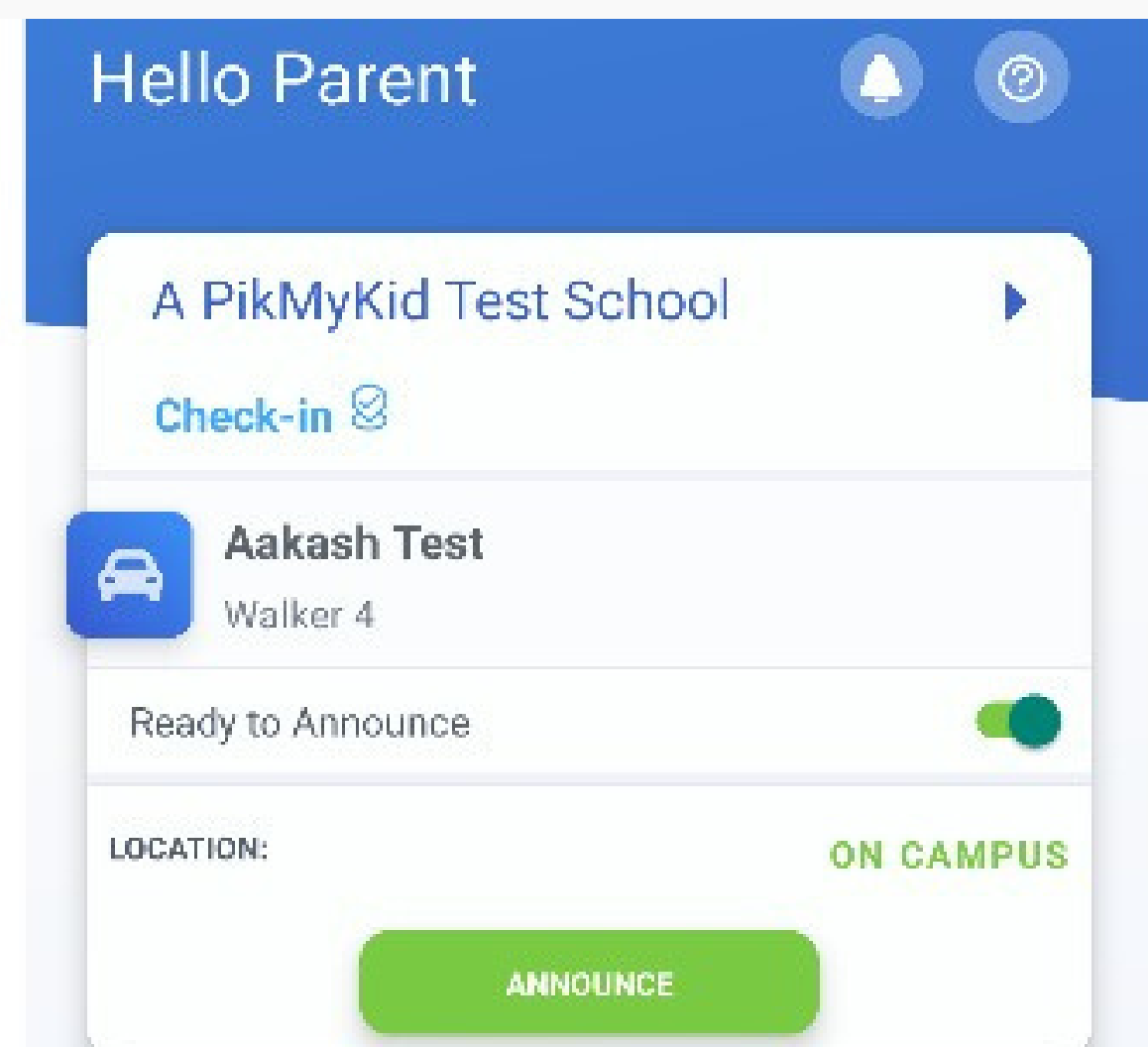
Enter Password

Confirm password

## 7 Announce Your Arrival

The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.

Please email [jpotter@giacademy.org](mailto:jpotter@giacademy.org) if you are unable to see your scholar's name.

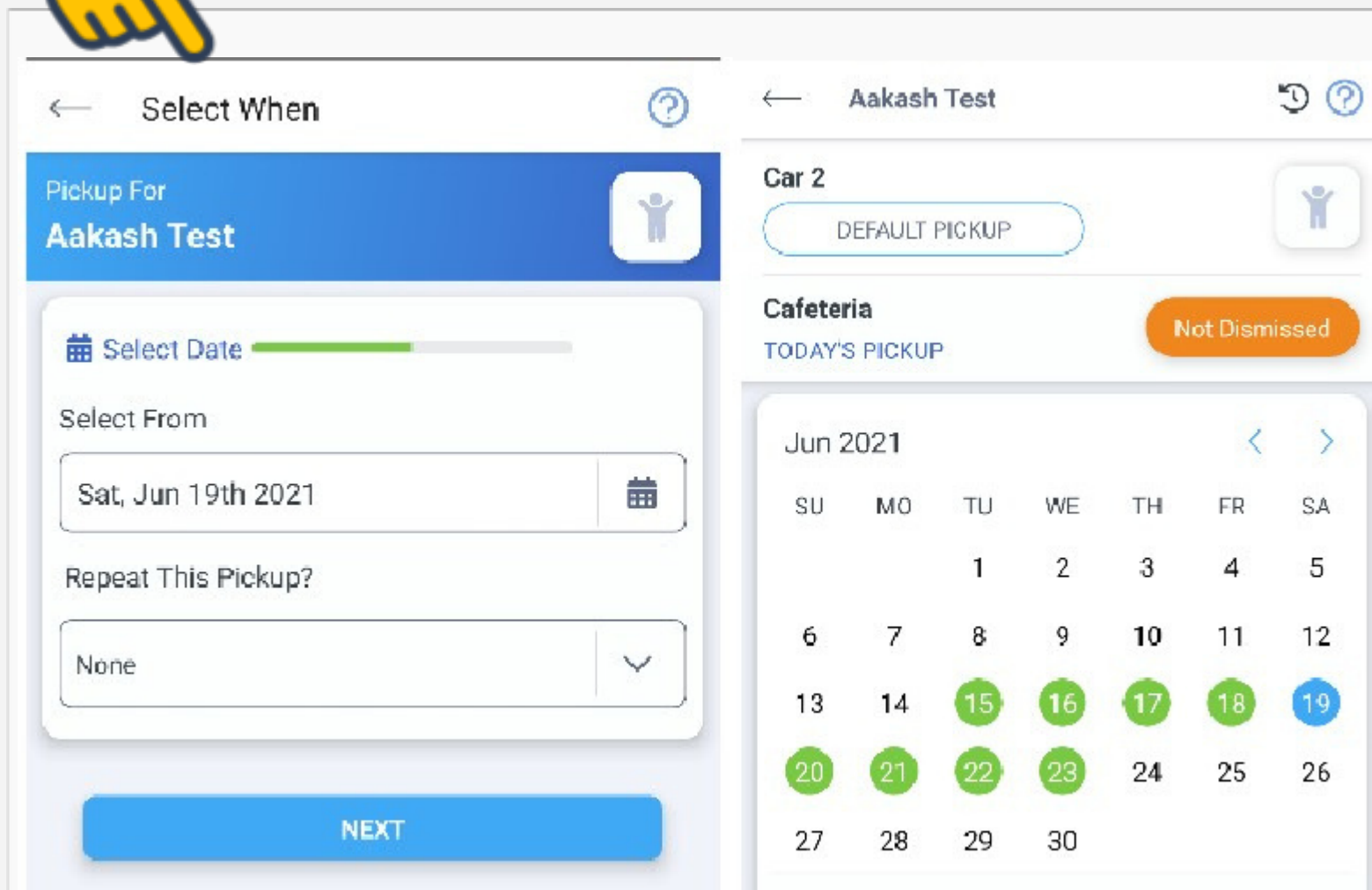


### App Support

Go to the Account page (at the bottom of your home screen), and then select "Contact Support". Fill out and submit the form to be connected with a friendly customer service human or email [support@pikmykid.com](mailto:support@pikmykid.com)

## 4 Schedule Pickup Changes

Choose the Child from the Children's tab, and choose the date to change the pickup. You will be able to make single or recurring changes



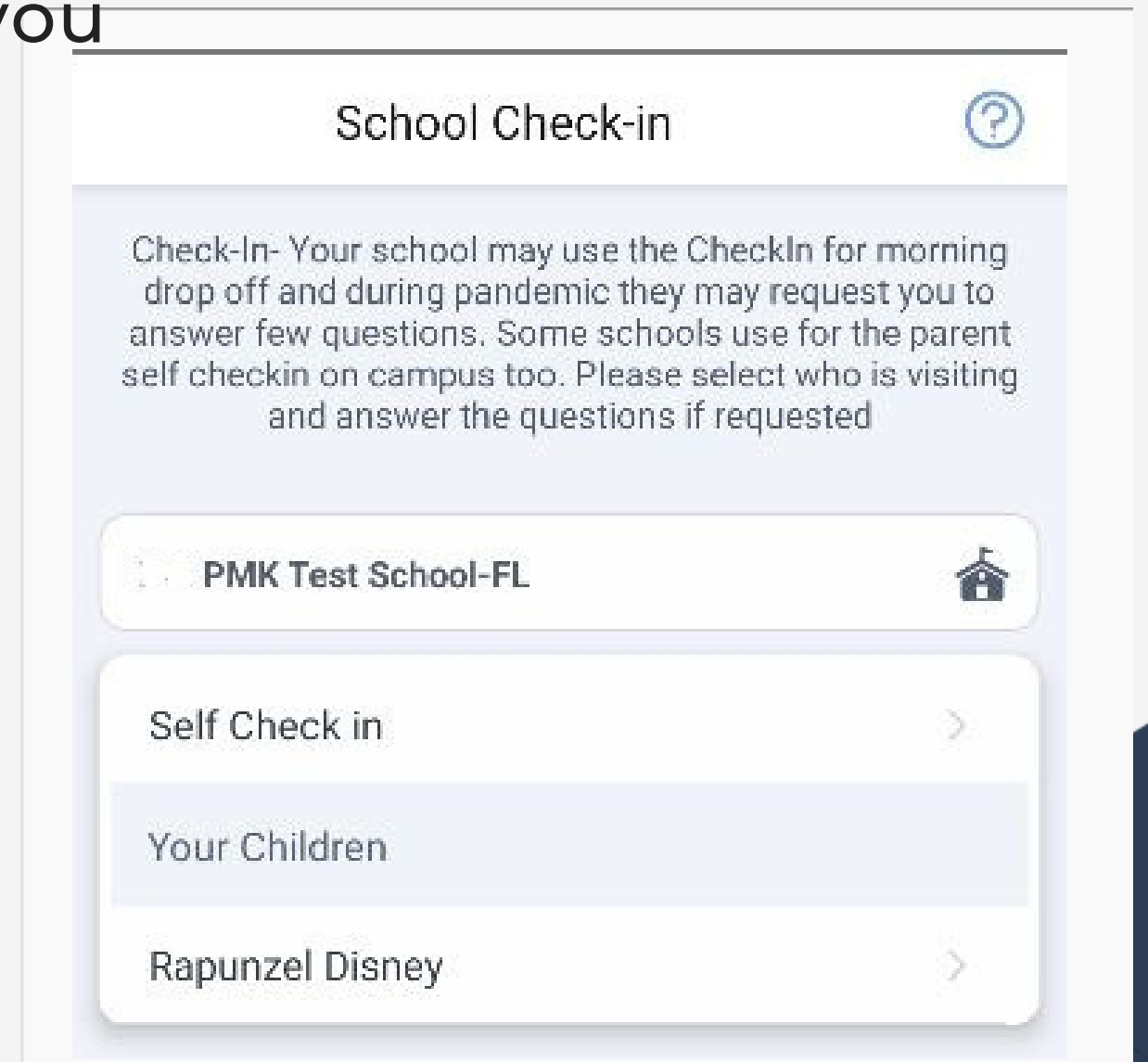
## 5 Change Default Pick-up

Select Default PickUp from this screen to change your child's default pick-up mode. If the button is grayed out, the schools may have restricted this.



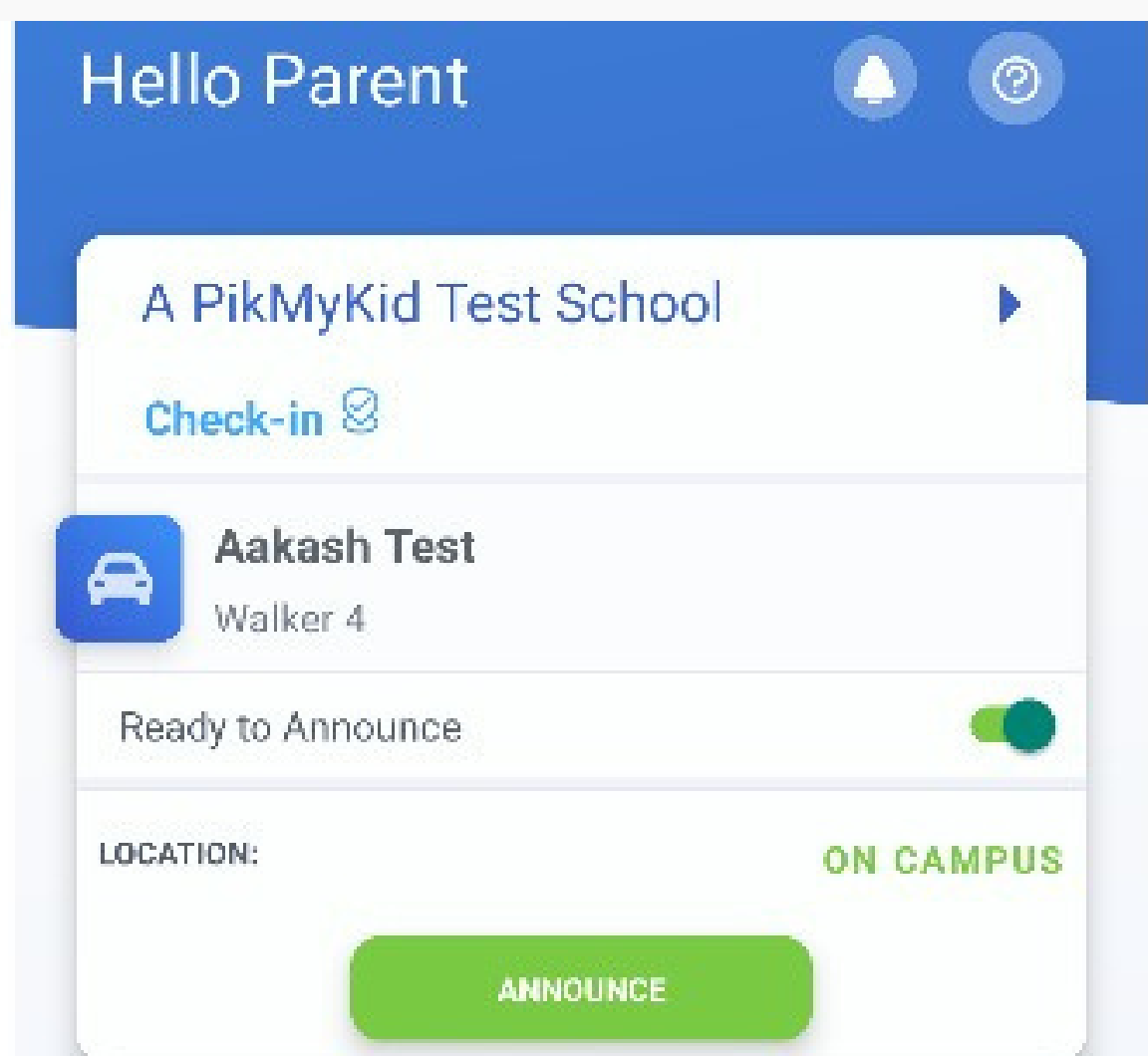
## 6 Check-in

On Checkin tab, you will be able to complete the check-in for you or your children. Contact App Support if the Check-in tab is not available for you



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### Q How do I add a change to my child's dismissal schedule?

- 1) Select your child's name from the "Children" tab
- 2) Choose the applicable calendar date when you want the change to start OR Select More Actions on your bottom right corner
- 3) Select Change Pickup on the box below the calendar OR Create Pickup if using More actions
  - a. Select "Next" if the change is for one day only OR
  - b. Select one of the options to repeat the change, choose the last day and days included in the change, then "Next"
- 4) Select the desired pickup option from the drop-down. Then select who is picking up.
- 5) Confirm Change to save your selection-You will see a green notification on the top of the screen with the confirmation of the changes.

### Q How do I announce my arrival to the school?

- 1) Parents can only announce at school, during the set dismissal hours, if the school has the Announce feature enabled on the school portal.
- 2) Make sure your phone's location services are enabled on both your phone and your Pikmykid parent app.
- 3) Stop at the stop sign and select the GREEN ANNOUNCE button on your Pick Up tab.

### Q How do I manage my delegates?

- 1) Select Account at the bottom of your screen, then select Manage Approved Contacts
  - 2) Select the Create Contact icon (person with a plus sign) to create a new contact. You can also Edit, Delete, or Deactivate delegates as needed by selecting their names. \*Inactive delegates will be grayed out and they won't be visible on your list when adding a Delegation to your child's calendar.
  - 3) When editing a contact, you can add photos to delegates, mark them as emergency contacts and select their relationship to each child in your app.
- Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.