

Instructions for Opening or Editing an EzChildTrack Account:

New Families: All families who do not have an EzChildTrack account already setup from a prior enrollment (Summer Camps, BAC, Zone 58, TOTS or All Aboard) will need to set up their online account in EzChildTrack.

To set up the online account, go to www.wws.k12.in.us > **Departments > Student Support Programs > EzChildTrack** then follow the instructions below:

1. Select **OPEN ACCOUNT NEW PARENTS**. Register: Open New Account. Enter Email Address. An instruction page will pop up. Add Primary Account holder.
2. Complete all required fields. The program will prompt if not completed.
3. Primary Account Holder information is the parent/guardian who is responsible for the registration and billing. An email address is required and will be used for communication with the Primary Account Holder. Check box to receive emails and text messages.
If you do not have a home phone or a cell phone, please check appropriate box.
4. Secondary Account holder information is usually the other parent. If the other parent is not involved with the account, please check the box **“Do Not Have a Secondary Account Holder”**.
5. Click **Add Child**. Complete new child information including the relationship information. Select the parent the child lives with in this section. This will auto-fill the child’s address
6. In the drop-down area of the School Information field, select the school your child will attend during the **2023-24** school year and the child’s **2023-24** grade level.
7. Enter at least one emergency contact (required). These are additional contacts other than the Primary and Secondary Account Holders. Do not use Primary and Secondary Account Holder information in this area.
8. You have the option of adding up to 5 additional people who are authorized to pick up your child(ren).
9. Enter all medical information. Click **Save**
10. You may add any additional children to your account by clicking **Add Child**. If no additional children need to be added to your account, you may proceed to next step.
11. Click Terms and Conditions. View Fee Page. Submit Application. Exit program.
12. You will receive an email with your account number and a temporary password. Using this temporary password, return to EzChildTrack and sign in as a Returning Customer Sign In. The email associated with your account is your user name. You are now ready to complete online registration for any of the programs offered by Student Support Programs. Call our business office at 317-896-4803 if you do not receive a password.

Families with Existing Accounts: Families with an EzChildTrack account from prior enrollment go to: www.wws.k12.in.us > **Departments > Student Support Programs > EzChildTrack**. Sign in.

1. Forgotten User Name or Password: Do not set up a new account. Call the business office at 317-896-4803 to have your password reset.
2. Adding Additional Child(ren) to an existing account: If you already have an EzChildTrack account but need to add a child(ren), this is done during program registration.
3. Updating Account Information: To ensure we have the most accurate contact information for your child(ren), we are asking our parents to please do the following:
 1. Sign into your EzChildTrack account and select the “My Account” Tab from the home page. Update as needed. Choose “Change Pin” to add or change your pick up PIN. Call the business office to make any additional changes to your account.