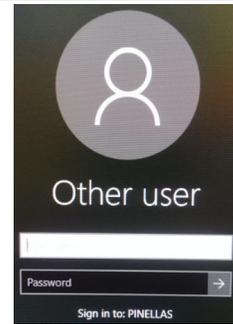


How to set up your Ident-A-Kid Station with the PCS Template

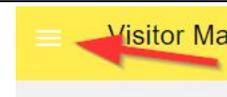
1. Make sure you are logged into the **computer** with the generic Badge#### username



2. **Log into** the Ident-A-Kid Client site with an "Admin" account.
 - The yellow shield shortcut saved on the desktop or client.ccssvm.com



3. **Click** on the "3 white lines" in the upper left-hand corner of the client home page



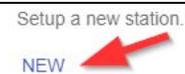
4. **Click** on "Settings"



5. **Scroll** to the bottom of the settings page and **click** "Station Reset"

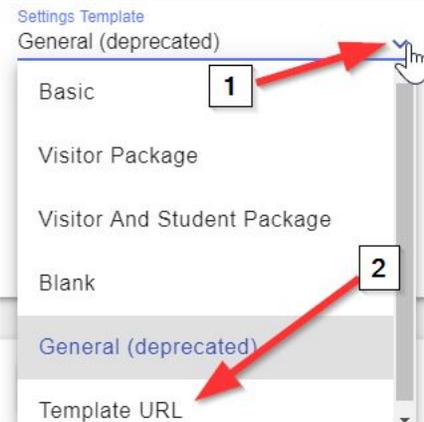


6. **Click** "Get Started"



7. **Click** "New"

8. **Click** the *drop-down carrot* for "Settings Template" and **Click** "Template URL"



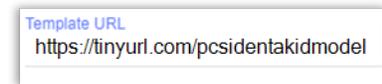
9. **Click** the *drop-down carrot* for “School” and **Click** on your school’s name



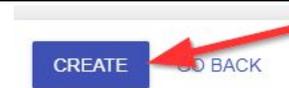
10. **Create** a name for your station
Example- Front Office



11. **Type** <https://tinyurl.com/PCsidentakidmodel> into the “Template URL” box.



12. **Click** “Create”



13. **Click** “Activate Offline”

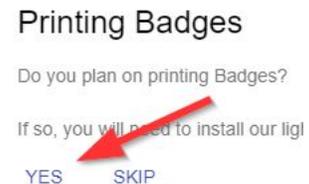
*The Offline sync process can take a while during peak business hours, but you can **click** “Skip Waiting” to continue with the install process.*



14. Once Offline Support is synced, you will get a message about completion. **Click** “Skip”



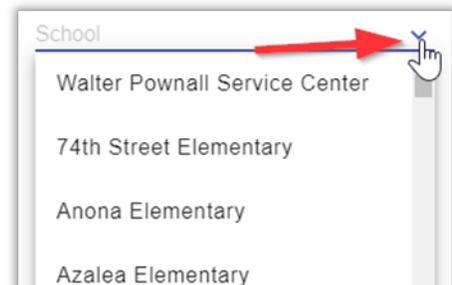
15. On the “Printing Badges” screen, **Click** “Yes”



16. **Click** “Existing”

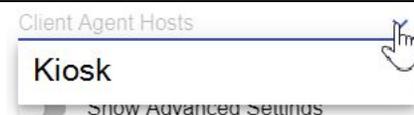


17. **Click** the *drop-down carrot* for “School” and **Click** on your school’s name



18. **Click** the drop-down carrot for “Client Agent Hosts” and **Click** “Kiosk”

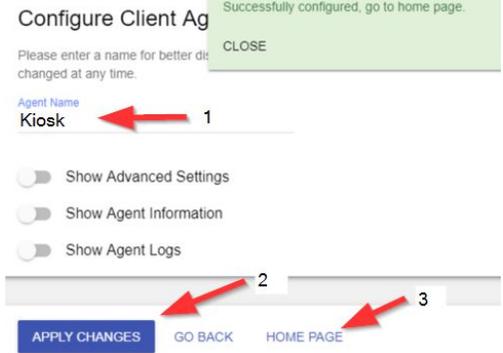
During peak business hours, it might take some time for the Kiosk option to appear



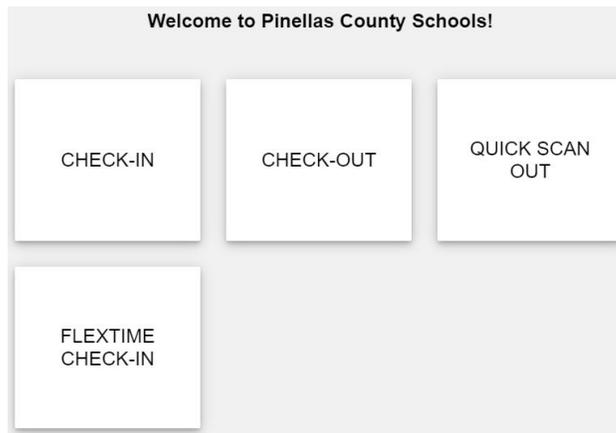
19. Click "configure"

CONFIGURE REMOVE

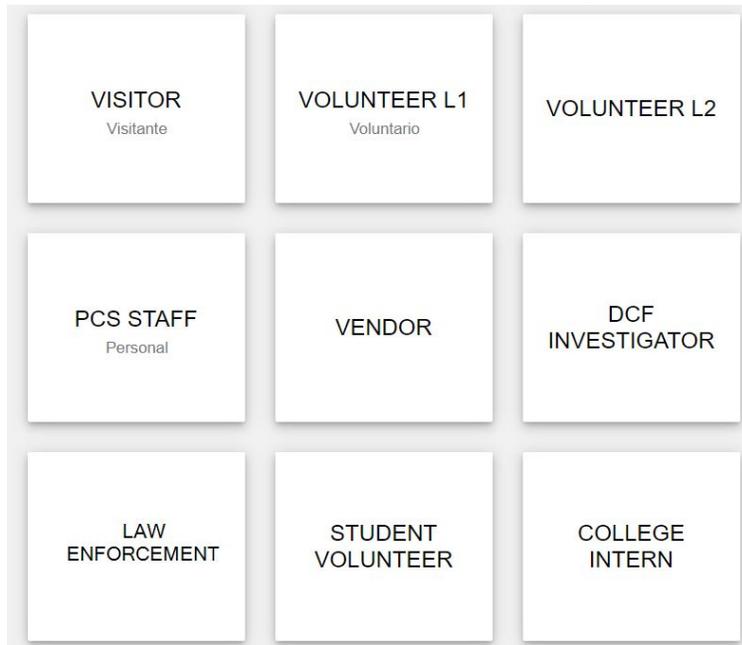
- 20. 1-Add "kiosk" as the name of your station
- 2-Click "Apply Changes" and you should get a green "Success" message
- 3-Click "Home Page"



Your "Home Screen" should now have 4 Buttons: (See Screen Shot Below)



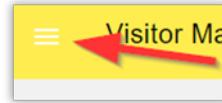
Your "Check in Screen" should now have the 9 default PCS Badges: (See Screen Shot Below)



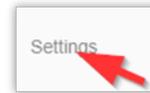
One last step: Adding the printer (Instructions on the next page)

Adding the label printer to your Ident-A-Kid Station

1. Click on the “3 white lines” in the upper left-hand corner of the client home page



2. Click on “Settings”



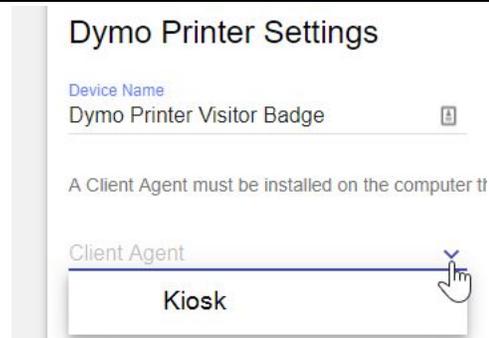
3. Click on “Devices”

Add and manage all devices &
DEVICES

4. Click the “Dymo Printer Button”



5. Click the drop-down carrot for “Client Agent”
There should only be one listed



6. Choose the type of printer at your station
There should only be one listed



7. Click the “Save” button



You should be fully complete with the Ident-A-Kid Installation of the PCS Template

Things to note after the upgrade:

- If you have tweaked your answers in your badges, you will need to go back in and add your other answers.
- If you added your own badges specific for your site or for student tracking, you will need to add them back
- If you had Override Initials, they are now PCS, you may change them back if you want to.