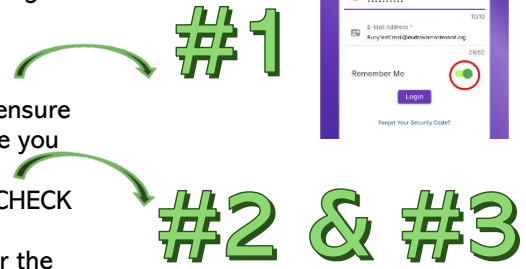




START HERE

1. **ELV Core Access:** Use the ELV Core system to check your child in by entering your unique PIN or scanning the QR code provided by the program.
 1. From the mobile application, please use your individual login credentials to access the application. You will want to hit the “Remember Me” button, as shown in the photo to the right, to ensure you do not have to continue to enter your information each time you sign in to the platform.
 2. Once you’ve accessed the home screen, please click CHECK IN/CHECK OUT button. This will require access to your phone’s camera.
 3. Once the camera has activated, ask the MMA faculty member for the check-in QR code for you to scan. This will allow you to select all the children you wish to drop off.
 4. Follow the check-in prompts and wait for the confirmation message on the screen to ensure your child has been successfully checked in.



2. Important Details, Secondary Parent Registration, and Authorized Pick-Ups:

1. **Definitions:**
 1. The *Primary Account Holder* is the individual who created your ELV account.
 2. Meanwhile, the *Secondary Account Holder* is a second Parent/Guardian. This individual was likely listed on the account during the account creation process.
 3. All other contacts authorized to drop-off or pick-up your child will be considered an “*Authorized Pickup*.” An Authorized Pickup can be a grandmother, a close family friend, a nanny, or any other person, 16 years or older, that has permission from the Primary and/or Secondary Account Holders to sign the child in and out from MMA programs.
2. **Correct Mobile Applications for Users:**
 1. *Primary and Secondary Account Holders* will use the “ELV Parent” application.
 2. All other individuals listed as approved adults will use the “ELV Authorized Pick-Up” application.
 3. NOTE: Failure to use the wrong application will result in an error at the time of log-in.
3. **Accessing These Applications:**
 1. The Primary Account Holder must first access their application and will navigate to the “CONTACTS | AUTHORIZED PICKUPS” button from the main menu.
 2. They will then be able to identify a specific contact to provide them with their TEMPORARY PIN that can be given to that individual contact. This PIN will allow the contact to access their profile temporarily as it provides them an opportunity to create a permanent PIN unique to that individual. It’s important that the new user remembers the permanent PIN they created, as they will use this login information as outlined in the first section of these instructions.

