

# Managing Enrollments in the Provider Portal

## Overview

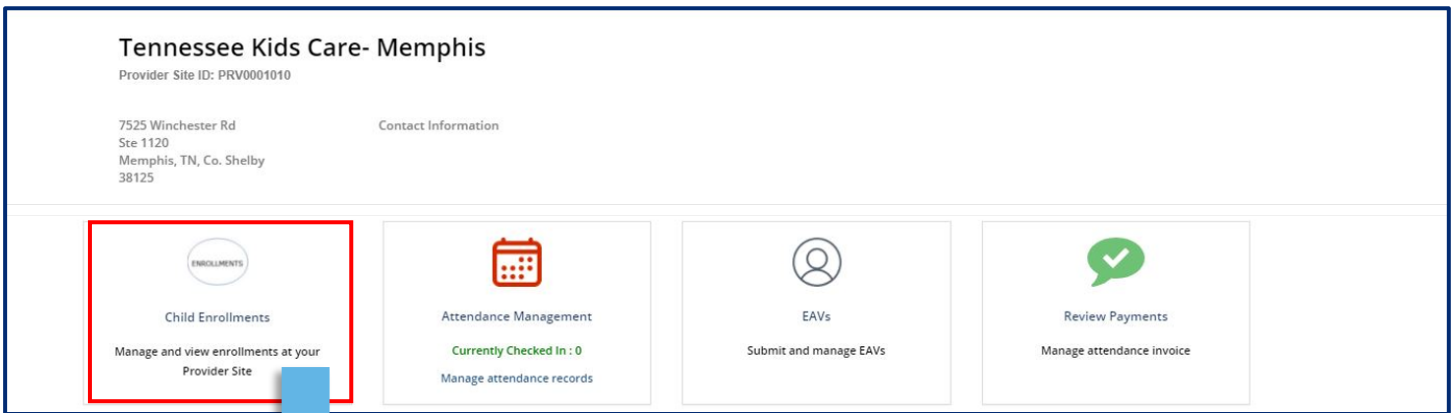
This Quick Reference Guide illustrates for Child Care Providers an overview on managing enrollments within the Provider's Portal.

## Audience

Child Care Providers participating in the Certificate Program and all other Child Care Providers using the Time and Attendance system.

## Accessing the Enrollment Summary Page

To access the **Enrollment Summary** screen from the dashboard click **Child Enrollments**.

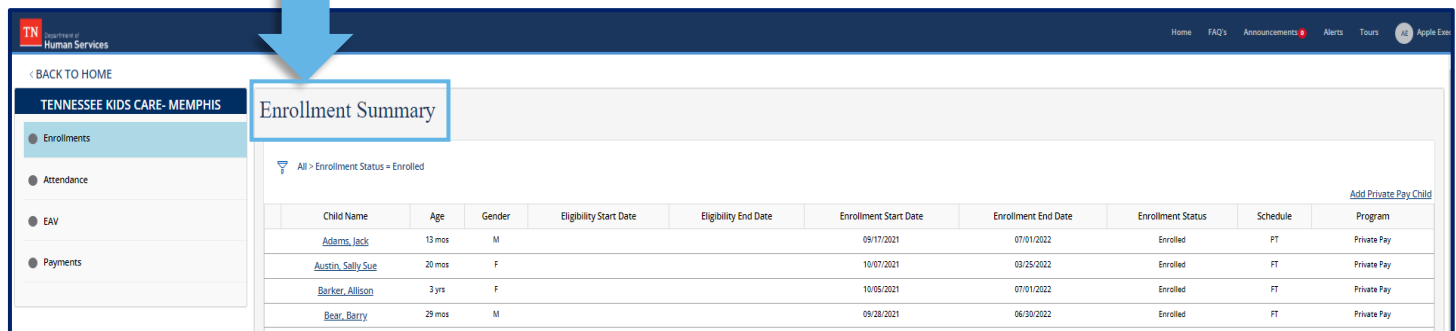


Tennessee Kids Care- Memphis  
Provider Site ID: PRV0001010

7525 Winchester Rd  
Ste 1120  
Memphis, TN, Co. Shelby  
38125

Contact Information

- Child Enrollments**  
Manage and view enrollments at your Provider Site
- Attendance Management  
Currently Checked In : 0  
Manage attendance records
- EAVs  
Submit and manage EAVs
- Review Payments  
Manage attendance invoice



Enrollment Summary

All > Enrollment Status = Enrolled

Child Name	Age	Gender	Eligibility Start Date	Eligibility End Date	Enrollment Start Date	Enrollment End Date	Enrollment Status	Schedule	Program
<a href="#">Adams, Jack</a>	13 mos	M			09/17/2021	07/01/2022	Enrolled	PT	Private Pay
<a href="#">Austin, Sally Sue</a>	20 mos	F			10/07/2021	03/25/2022	Enrolled	FT	Private Pay
<a href="#">Barker, Allison</a>	3 yrs	F			10/05/2021	07/01/2022	Enrolled	FT	Private Pay
<a href="#">Bear, Barry</a>	29 mos	M			09/28/2021	06/30/2022	Enrolled	FT	Private Pay

The **Enrollment Summary** screen displays key enrollment details of all the children at a Provider facility:

- Child Name
- Age
- Gender
- Eligibility Start Date
- Eligibility End Date
- Enrollment Start Date
- Enrollment End Date
- Enrollment Status
- Schedule (Full-Time or Part-Time)
- Program (Certificate Program or Private Pay)

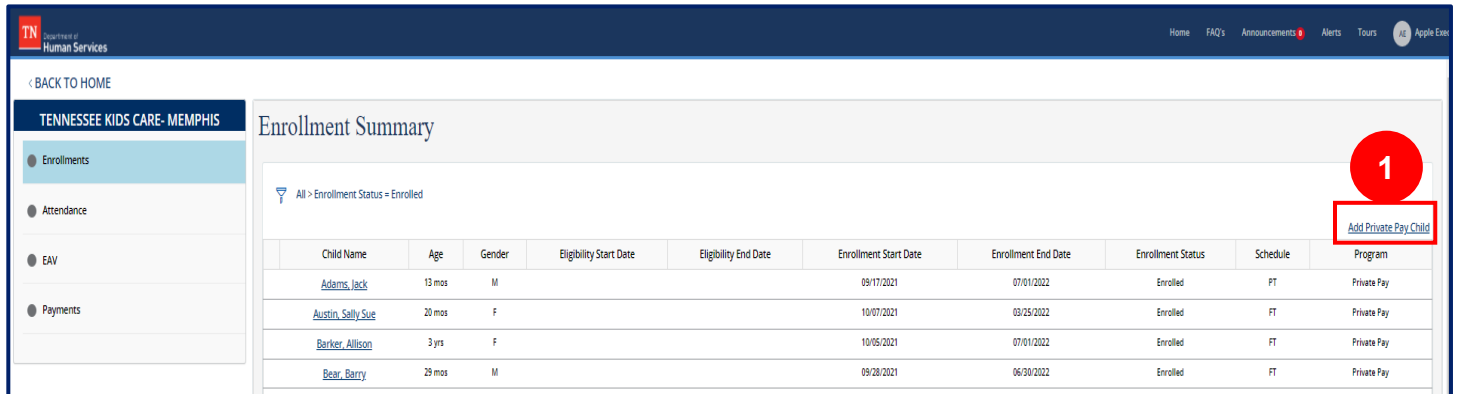
If your facility participates in the Certificate Program, the first time you log into your Provider Portal, you will see a list of children in your care that are a part of the Certificate Program.

## Add a Private Pay Child

Children who are not part of the Certificate Program will need to be added to the facility’s enrollments manually through the system using the **Add Private Pay Child** function.

To add a Private Pay Child to the system:

1. On the **Enrollment Summary** screen, select **Add Private Pay Child**.

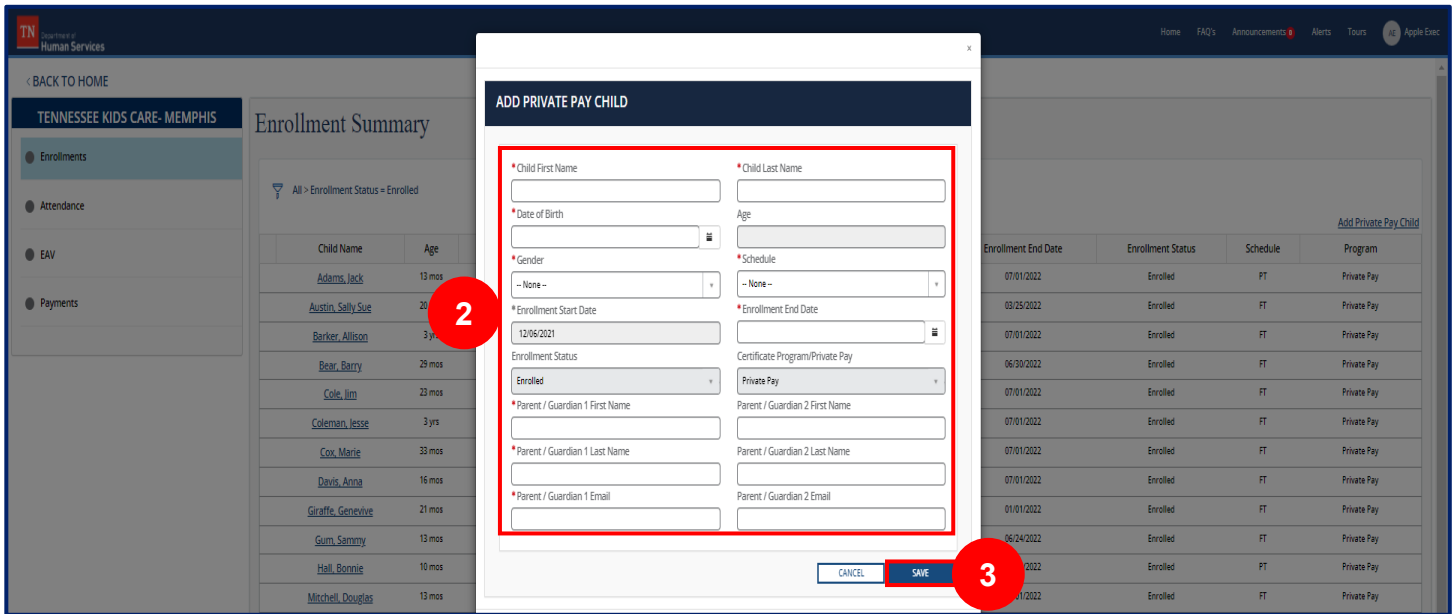


Enrollment Summary

All > Enrollment Status = Enrolled

Child Name	Age	Gender	Eligibility Start Date	Eligibility End Date	Enrollment Start Date	Enrollment End Date	Enrollment Status	Schedule	Program
<a href="#">Adams, Jack</a>	13 mos	M			09/17/2021	07/01/2022	Enrolled	FT	Private Pay
<a href="#">Austin, Sally Sue</a>	20 mos	F			10/07/2021	03/25/2022	Enrolled	FT	Private Pay
<a href="#">Barker, Allison</a>	3 yrs	F			10/05/2021	07/01/2022	Enrolled	FT	Private Pay
<a href="#">Bear, Barry</a>	29 mos	M			09/28/2021	06/30/2022	Enrolled	FT	Private Pay

2. Enter all the necessary information on the **Add Private-Pay Child** pop-up window.
3. Click **SAVE**.



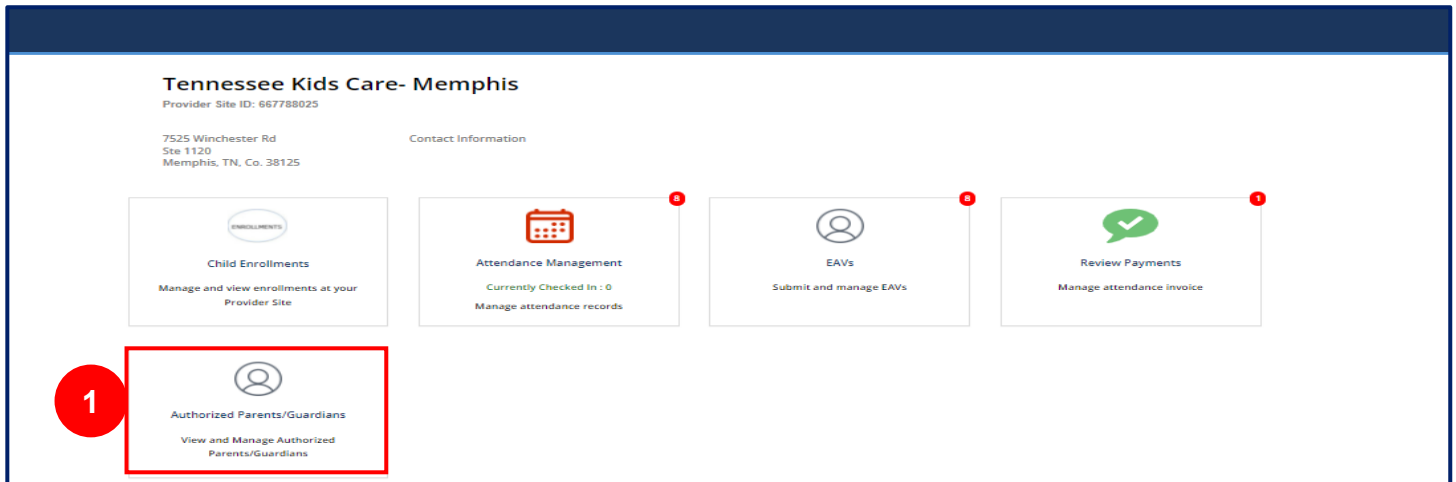
**Note:** Questions with an \* are mandatory.

## Add/Remove an Authorized Parent/Guardian/Individual

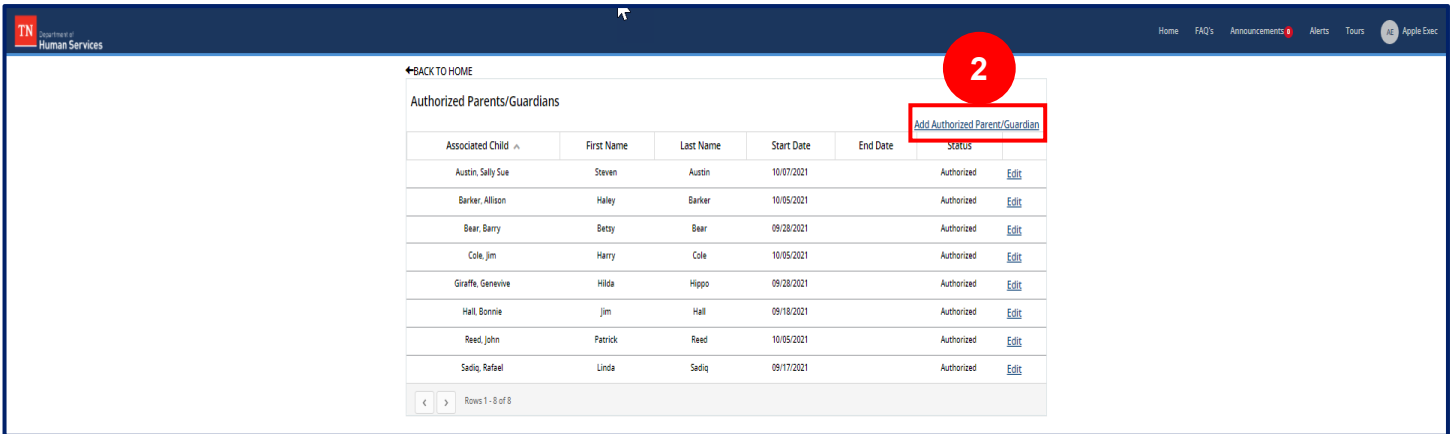
For an additional parent, guardian, or authorized individual to access and use the Customer Mobile Application, they will first need to be listed as an authorized parent, guardian, or individual within the Provider Portal.

To add an authorized parent, guardian, or individual:

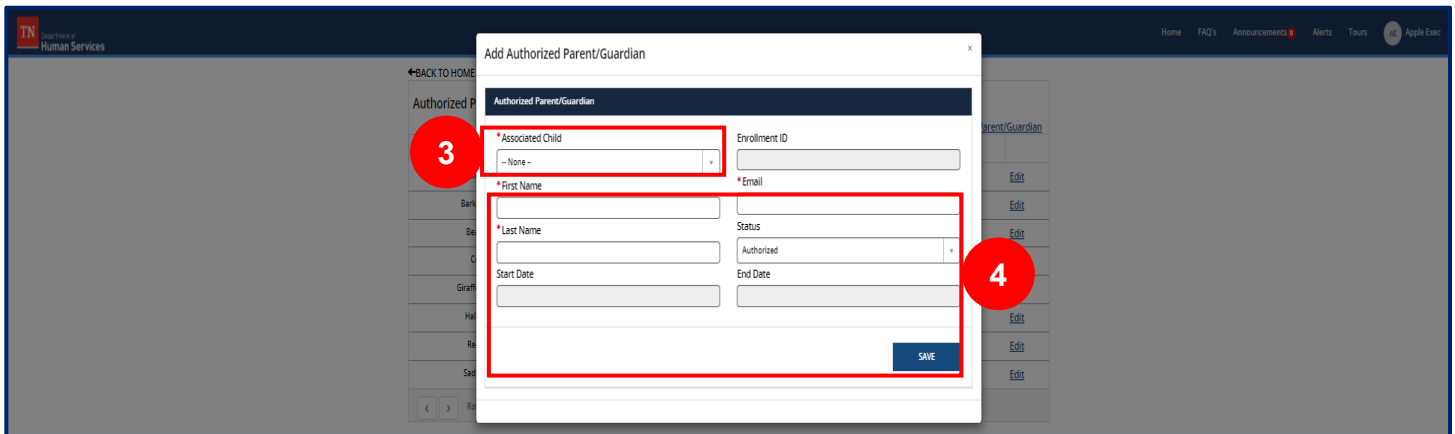
1. To access the **Authorized Parents/Guardians** screen from the dashboard click **Authorized Parents/Guardians**.



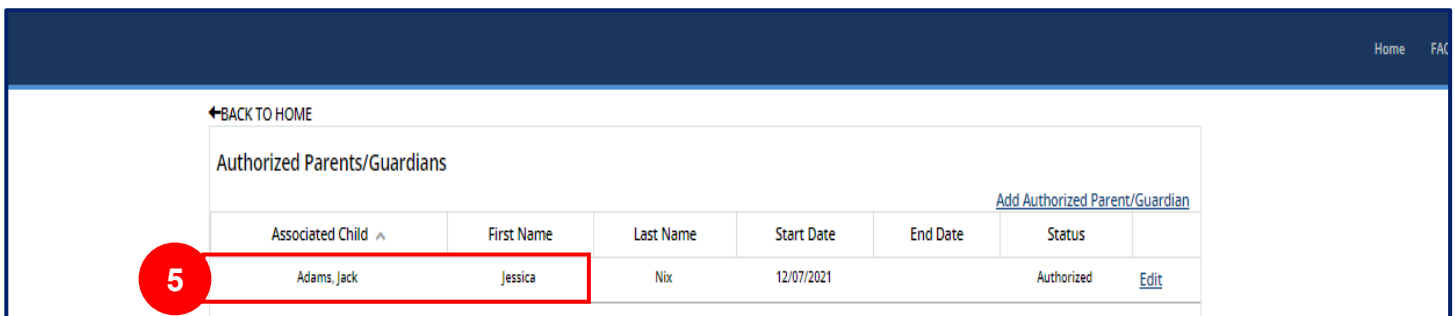
2. Select the **Add Authorized Parent/Guardian** hyperlink.



3. Click the dropdown arrow in the **Associated Child** field and select the child whom you wish to add an authorized parent, guardian, or individual. The child's **Enrollment ID** will automatically be filled into the table by the system. The **Start Date** and **End Date** fields will be edited once the information is saved.
4. Add the authorized parent, guardian, or individual's first name, last name, and email in their respective fields. Then, click **Save**.

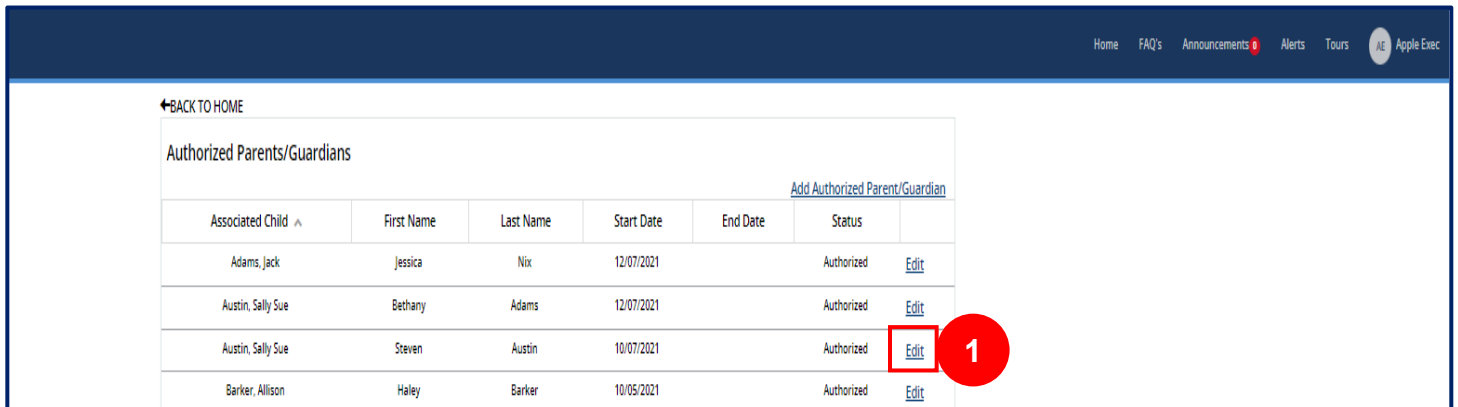


5. The authorized parent, guardian, or individual will now be displayed in the **Authorized Parents/Guardians** table.

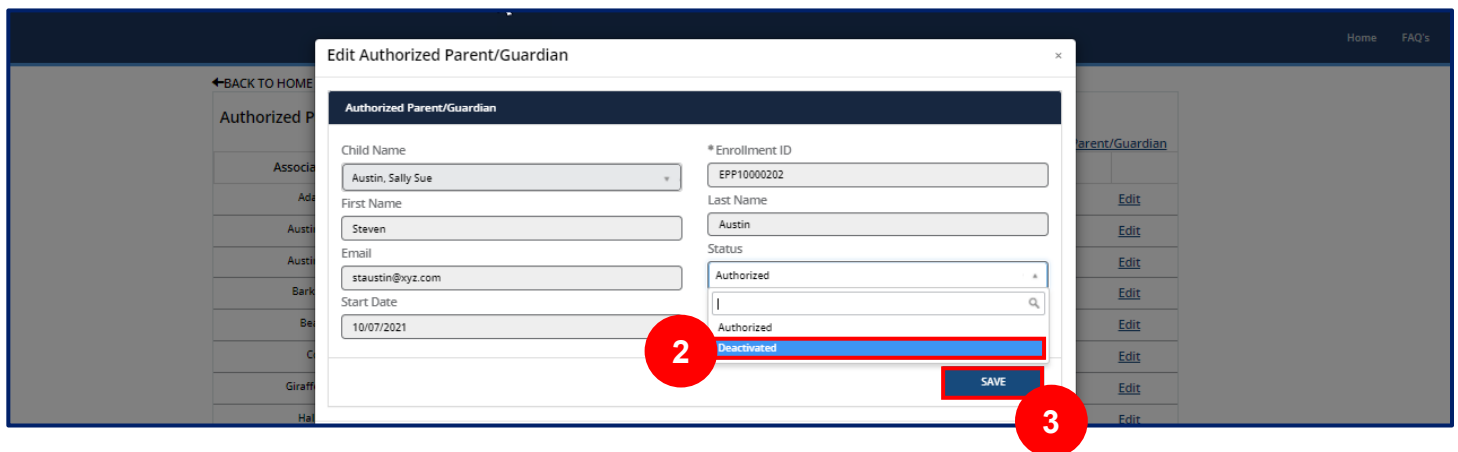


To remove an authorized parent, guardian, or individual:

1. In the **Authorized Parents/Guardians** screen, select the **Edit** icon of the authorized parent, guardian, or individual you wish to remove.



2. In the **Edit Authorized Parent/Guardian** window that appears, select the dropdown listed under **Status** and change the status from **Authorized** to **Deactivated**. This individual will no longer be able to use their Mobile App to check in or check out the child listed.
3. Then, click **Save**.



**Note: Remember to review policy rules/requirements pertaining to Authorized Parents/Guardians/Individuals on the TDHS website.**