

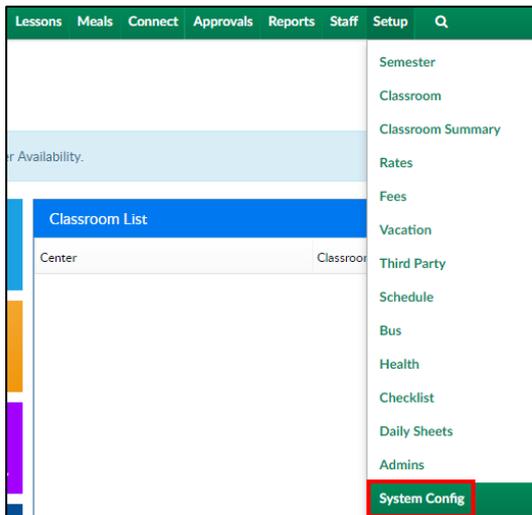
System Config > Connect Portal

Last Modified on 07/25/2023 11:44 am EDT

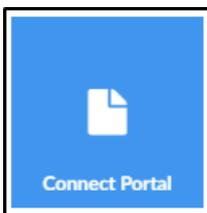
The System Config > Connect Portal screen allows options to display or be removed from the Parent Portal (family.daycareworks.com or connect.schoolcareworks.com).

Actions Menu - click to view the Create Connect Portal User Names

1. Click Setup from the menu, then select System Config



2. Click the Connect Portal tile



3. Complete the following options as necessary

- o Allow Connect Portal Login
 - Yes - allow families to have the ability to access the Connect Portal. **Please Note:** This can be changed at a center level if this should be rolled out to individual centers
 - No - families should not have access to the Connect Portal
- o Remove Doctor from Contacts list on Summary Page
 - Yes - remove the student's primary care physician from appearing as a contact for a family
 - No - the student's primary care physician will display as a contact in the Summary tab for the child
- o Validate Student Info On Registration Menu
 - Yes - validate the student's information in the Connect Portal before registration. This will compare the student's personal information to the requirements for the classroom during the registration process
 - No - do not validate the student's information

- Allow Connect Portal Payment
 - Yes - allow families the ability to make payments via the Connect Portal. **Please Note:** This can be changed at the center level
 - No - families are not able to make payments via the Connect Portal
 - Required Times for Schedule Change Request
 - Yes
 - No
 - Allow Editing Schedule Change Requests via Calendar
 - Yes - parents are able to submit a Change Request on the [Schedule > Calendar](#) screen
 - No - the Calendar tab is a read-only version of the student's current schedule schedule
 - Allow Vacation Requests
 - Default uses Business Level - used at the center level to follow the same settings as the business level
 - Yes - Exclude Third Party Subsidy - allows all families EXCEPT third party subsidy families to submit vacation requests via the Connect Portal
 - No - Include Third Party Subsidy - allows all families INCLUDING third party subsidy families to submit vacation requests via the Connect Portal
 - No - does not allow any families to submit vacation requests via the Connect Portal
 - Bottom Custom Text on Family Portal Auto-Pay page - This message only displays when adding a new auto-pay method. This message displays with a checkbox. **Example:** I authorize my payment method to be regularly processed for reoccurring payments
 - Family Portal Auto-Pay Agreement Popup Text - enter custom text that should be displayed on the Auto-pay screen when saving an auto-pay method. **Example:** By Agreeing you accept the terms of service. You agree to allow your center to charge your auto-pay account for balances due for current and past due amounts
 - Top Custom Text on Family Portal One-Time Page - enter text that should be displayed at the top of the [Make Payment > Pay Now](#) screen
 - Bottom Custom Text on Family Portal One-Time page - enter text that should be displayed at the bottom of the [Make Payment > Pay Now](#) screen
 - Custom Text on Family Portal Account page - enter text that should display on the Account tab under the [Link Accounts](#) section
 - Custom Text on Family Portal save/change contact - enter text that should display on the contact page when a contact is saved or changed
4. Click Save to save the settings or Apply To All Centers to apply the settings to all centers
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