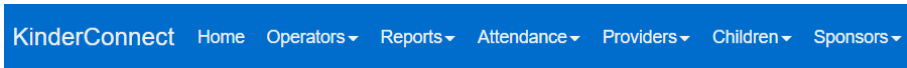


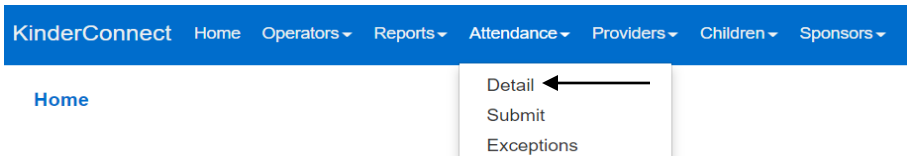
Changes to CCTA

CCTA will soon have a new look. The Quick links found on the left side of the page will be found in drop down menus across the top of the page.



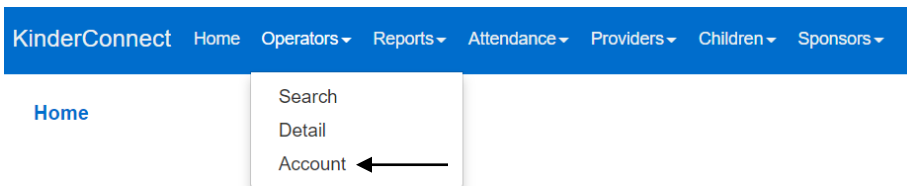
Enter Attendance

In the new version, instead of clicking the word Enter under Attendance to navigate to the Enter Attendance page, click Detail under Attendance to navigate to the Enter Attendance page.



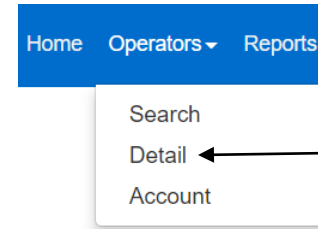
Operators

Usernames, passwords, secret questions and answers will be found in the Account page under Operators.



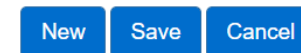
To add a new operator:

- A** Click Detail under Operators.



- B** Enter the required information denoted by a red star

Operator Detail



★ denotes a required field

First Name:	★	<input type="text"/>
Middle Name:		<input type="text"/>
Last Name:	★	<input type="text"/>
Email:		<input type="text"/>
Phone Number:		<input type="text"/>
Operator Type:	★	Provider Administrator ▼
Region:	★	New York ▼
Foreign Key:		<input type="text"/>
Inactive:		<input type="checkbox"/>
Re-enroll:		<input type="checkbox"/>
Delete Templates:		<input type="checkbox"/>
Allow Check-In of Children:		<input type="checkbox"/>
Employee Check-In:		<input type="checkbox"/>
Providers:		Add Provider

- C** Click Add Provider then click Search and select the provider by clicking the checkbox next to the provider name and click OK.

Select Provider

Provider Name:

Provider Code:

Provider Type:

Region: New York

S	Provider Name	Provider Code	Region	Provider Type	Address
<input checked="" type="checkbox"/>	ABC Daycare		New York		

OK Cancel

- F** Click Save and the added operator will now be able to login with the username and password created in the Operator>Account page.

- D** Click Save on the Operator>Detail page.

- E** Under Operators click Account, enter the required information and click the Reset Password checkbox to force the operator to change the password upon first login.

Operator Account

Operator Name Moran, B

Save Cancel

★ denotes a required field

User Name: ★

Password: ★

Secret Question: ★

Secret Answer: ★

PIN:

Reset Password:

Force PIN Change:

Locked: