

The page features several decorative brush strokes: a large light green wavy stroke in the top left, three horizontal orange strokes on the right side, a light purple wavy stroke in the bottom right, and a blue spiral in the bottom left.

# Quick Reference Guide

**Audience:** Teachers.

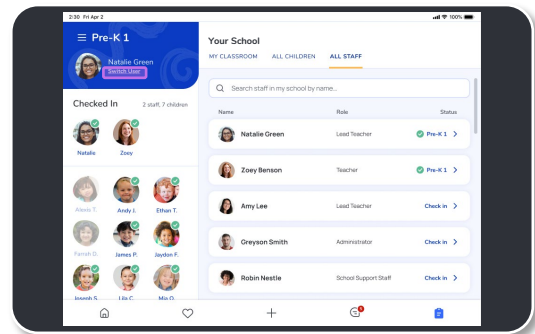
**Purpose:** Learn how to access **school and child profiles**.

## Switch Users.

- 1 Tap the **Switch User** button at the top left to switch to your user account if another teacher is the current user.

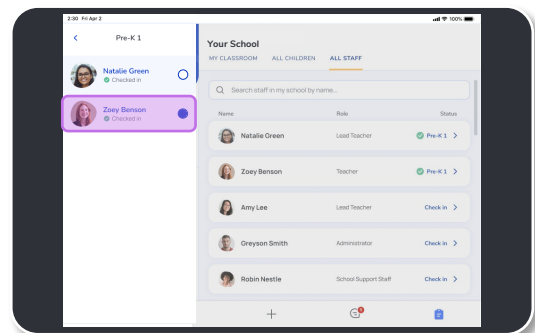
**Quick Note:** You need to be logged in to your own account when using the following features:

- a) Messaging
- b) Activity Updates
- c) Check in, Check Out & Transfer



- 2 Select **your name** to switch to your user account.

**Quick Note:** Make sure you are checked in to the app. If your name does not appear, it means you are not checked in.



## View Children Profiles.

1 Tap the **Hamburger Menu (A)** button in the top left corner.

Tap the **Children (B)** button to access child profiles in read-only view. Child profiles include helpful information such as allergies, legal guardians, languages spoken at home, and more.

**Quick Note:** You need to be checked into the classroom to view child profiles.

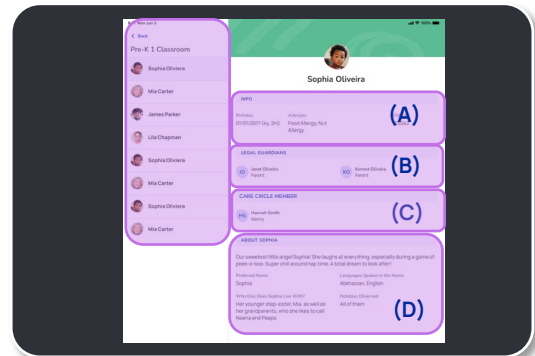


2 View profiles for all the children assigned to your classroom by tapping the name of the child on the left side of the screen.

Reference children in your classroom's profiles for:

- A) Information
  - a. Birthday
  - b. Allergies
  - c. Child ID
- B) Legal Guardians
- C) Care Circle Member
- D) About Sophia

**Quick Note:** You can only view profiles of children assigned to your classroom.



## View School's Profile.

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Tap the **Hamburger Menu (A)** button in the top left corner. Tap the **School Information (B)** button to access the school's profile.



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Reference your school's profile for information such as:

### A) Contact Information

- a) School Name
- b) Email & Phone Number

### B) School Information

- a) School Address
- b) School ID
- c) Tax ID

### C) School Leadership

