



Pikmykid

***ACA will begin using
PikmyKid September 1st!***

***In anticipation of our implementation please
follow the steps in our guide to create your
parent account!***

For assistance email

lama.zaino@azacademy.org or call

(602)454-1222 X 110

***Please note our implementation will be in phases. You will
see some overlap in dismissal systems in the beginning!***

We thank you in advance for your patience



PARENT APP USER GUIDE

Get Started

The PikMyKid app is available for download on your smartphone's app store (Google-Play, App Store or Windows).

Scan below to download!



iOS



Android

Each parent & user will need to register on their own smartphone with their own information.

What's your name?
Please enter full name here which is registered with the school as Parent or Delegate

[Need help?](#)

What's your cell phone number?
Please enter your cell phone number here. We'll send confirmation code to verify it.

[Need help?](#)

Your email address
Please enter your email address here.

[Need help?](#)

Set a strong password
A strong password will have an uppercase, lowercase, character, a number, and special symbol

Registration

Once you have downloaded the PikMyKid phone app, select "Register a New Account" and follow the prompts to sign up. You will verify your email address and phone number before completing your registration.

How to add a child?

Select "Add Child" on your home screen, or select the QR code icon on the "Children" tab to add more kids. Scan the one-time use code provided by the school. Once completed, your child should populate on the screen.

*Parents can use our website parentapp.pikmykid.com to register and make dismissal changes.

Note: Announcement is only available through the parent phone app.

Need Help?

Email support@pikmykid.com

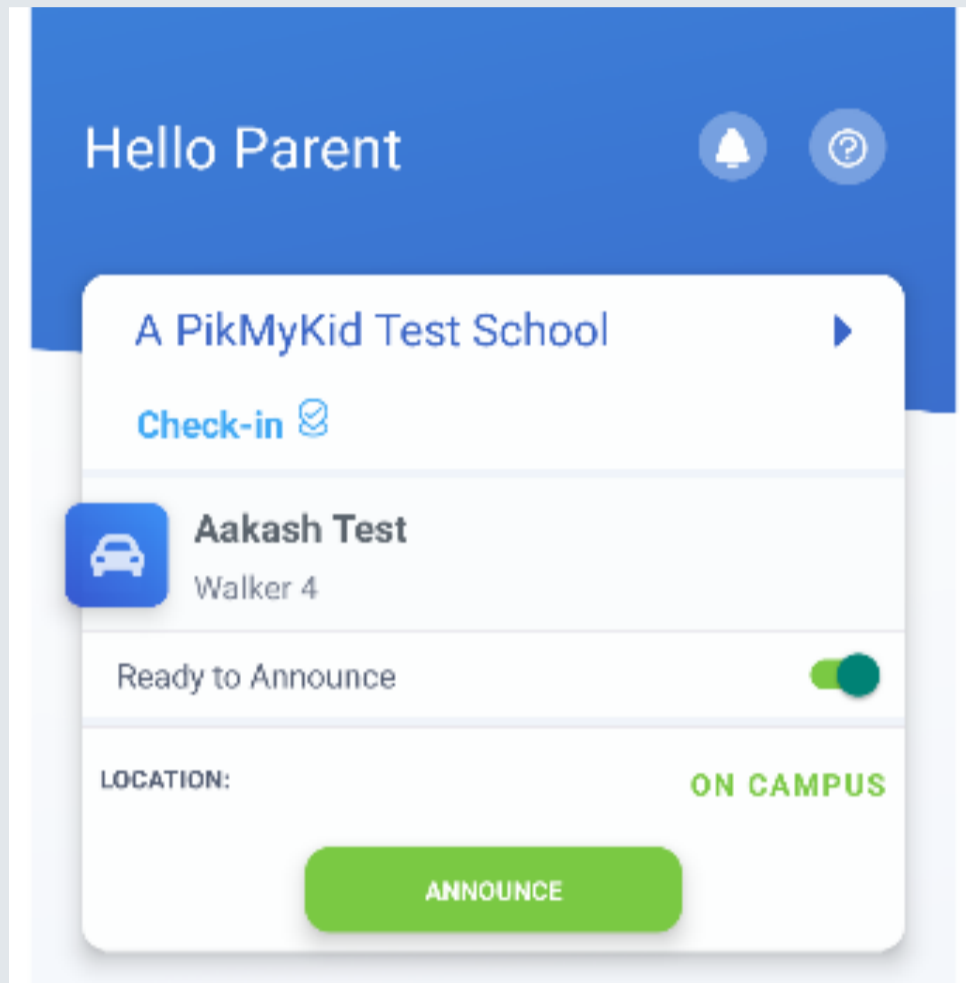
Be sure to include the name of the school, the child's name, the **dismissal ID**, and your mobile number, with your questions.

For support, parents can call **(813)-649-8028**



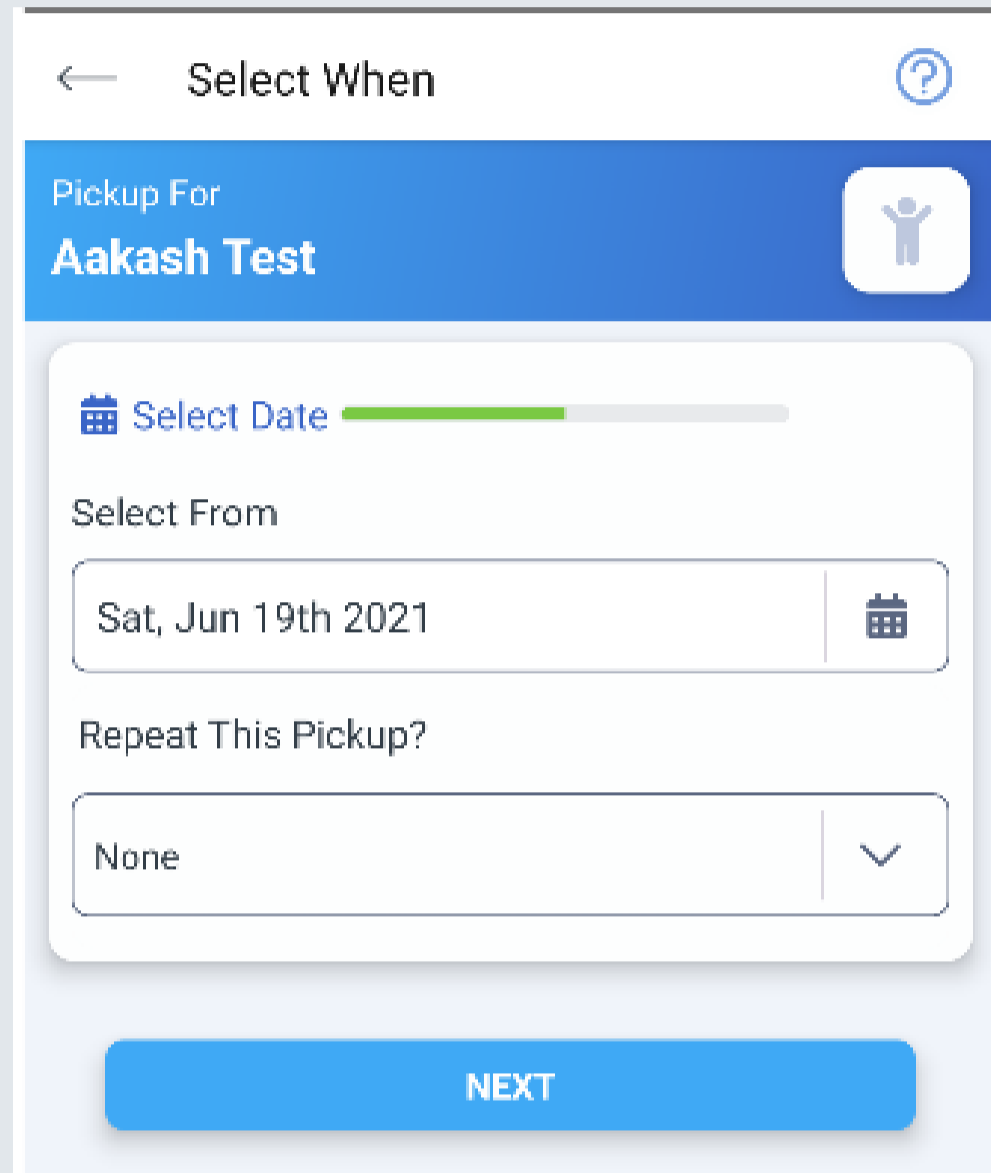
PARENT APP USER GUIDE

Announcing



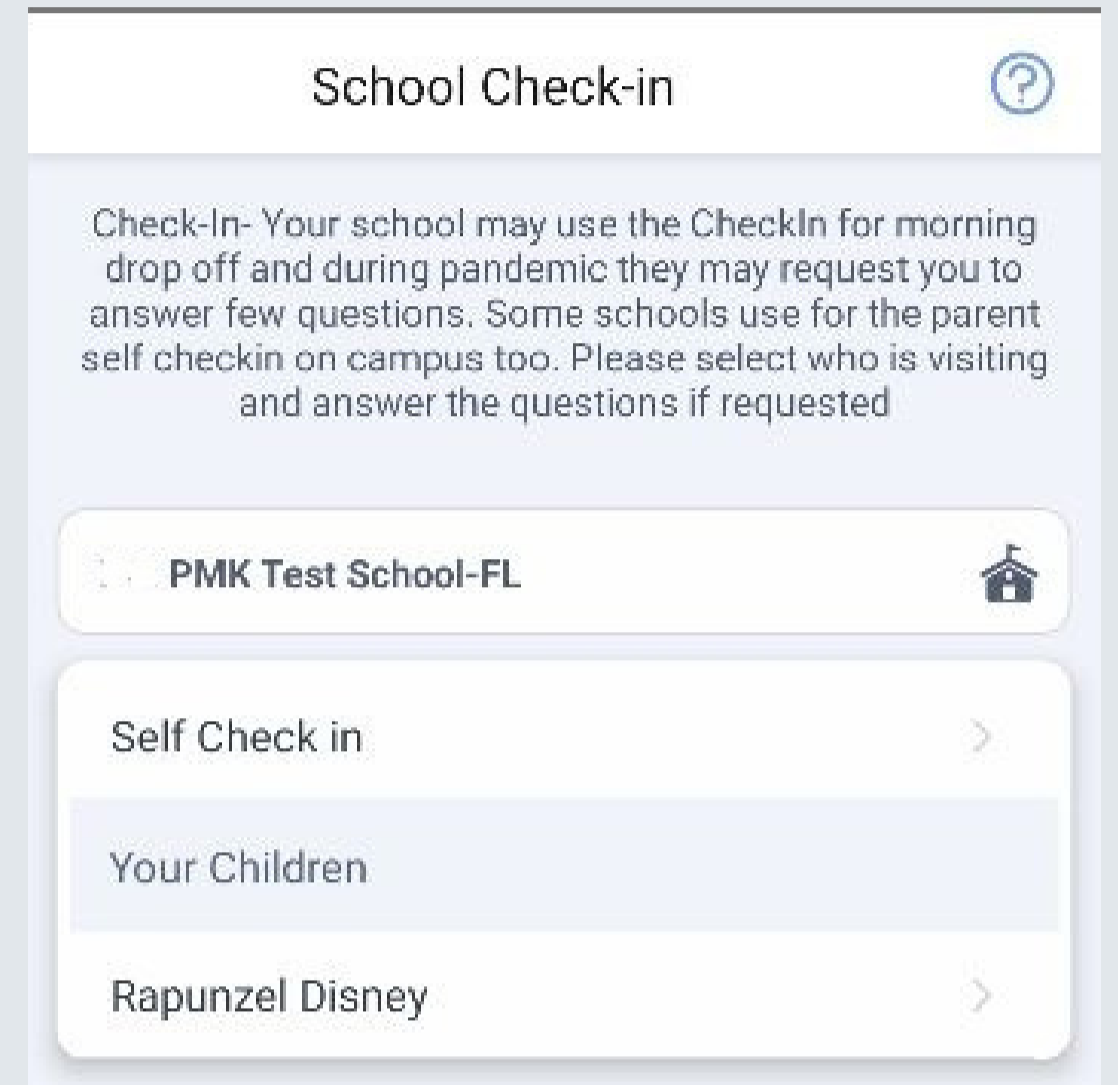
The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.

Pickup Changes



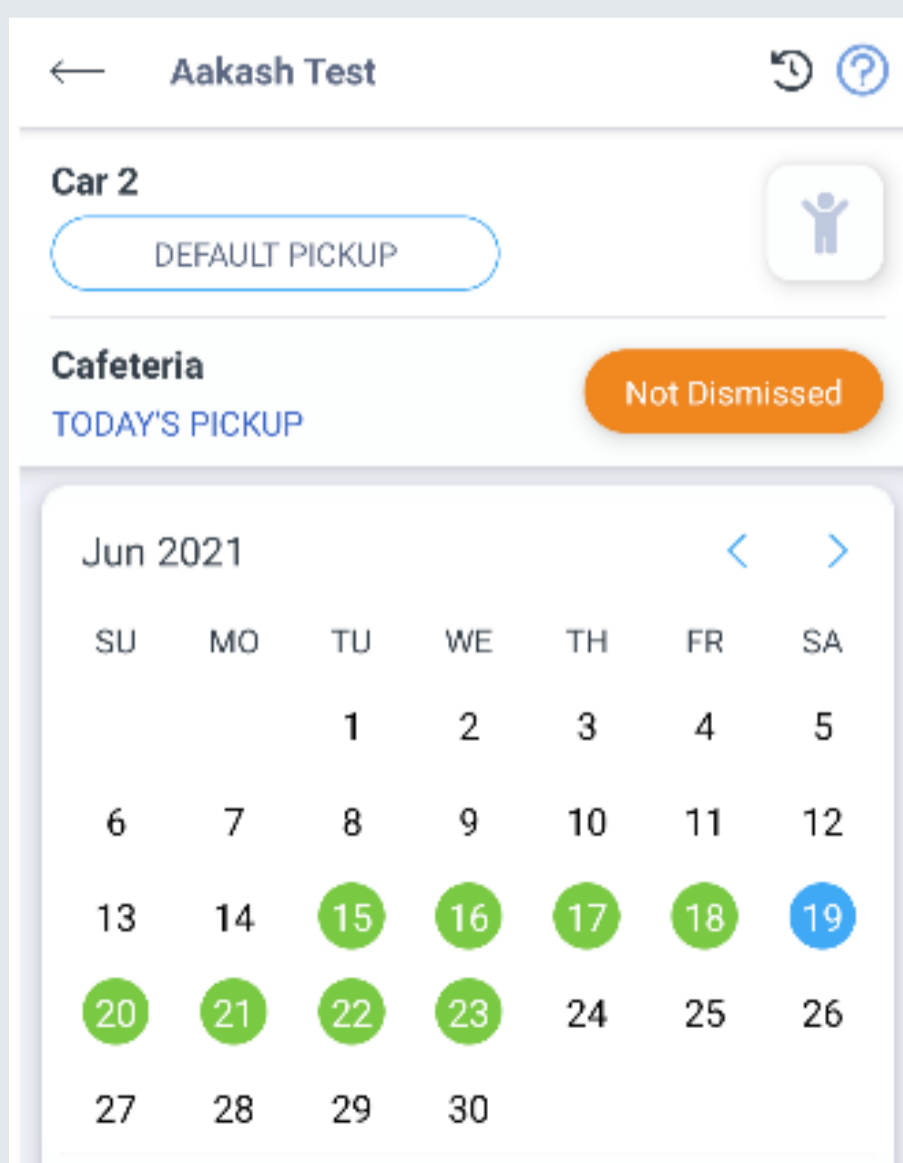
From this screen, you will be able to change the way your child will go home. You can also make this a recurring change.

Check-in



From this screen, you will be able to complete the check-in for you or your children. Contact App Support if the Check-in tab is not available for you

Default pick-up



Select Default PickUp from this screen to change your child's default pick-up mode. If the button is grayed out, contact your App Support

App Support

From the Settings page (at the bottom of your home screen), select "Contact Support".

Fill out and submit the form to be connected with a friendly customer service human.



PARENT APP USER GUIDE

Q How do I add a change to my child's dismissal schedule?

- 1) Select your child's name from the "Children" tab
- 2) Choose the applicable calendar date when you want the change to start OR Select More Actions on your bottom right corner
- 3) Select Change Pickup on the box below the calendar OR Create Pickup if using More actions
 - a. Select "Next" if the change is for one day only OR
 - b. Select one of the options to repeat the change, choose the last day and days included in the change, then "Next"
- 4) Select the desired pickup option from the drop-down. Then select who is picking up.
- 5) Confirm Change to save your selection-You will see a green notification on the top of the screen with the confirmation of the changes.

Q How do I announce my arrival to the school?

- 1) Parents can only announce at school, during the **set dismissal hours**, if the school has the Announce feature enabled on the school portal.
- 2) Make sure your phone's location services are enabled on both your phone and your PikMyKid parent app.
- 3) Stop at the stop sign and select the GREEN ANNOUNCE button on your Pick Up tab.

Q How do I manage my delegates?

- 1) Select Account at the bottom of your screen, then select Manage Approved Contacts
- 2) Select the Create Contact icon (person with a plus sign) to create a new contact. You can also Edit, Delete, or Deactivate delegates as needed by selecting their names. *Inactive delegates will be grayed out and they won't be visible on your list when adding a Delegation to your child's calendar.

Note: Delegates are not able to see your child on their app until you assign them to your child's calendar for specific dates.