



*Kindly*  
POWERED BY KINDNESS

# Employee User Guide

[www.kindlyhub.com/support](http://www.kindlyhub.com/support)

# User Roles & Profile

## Agency User Roles

Teacher/Staff: Can see their classroom

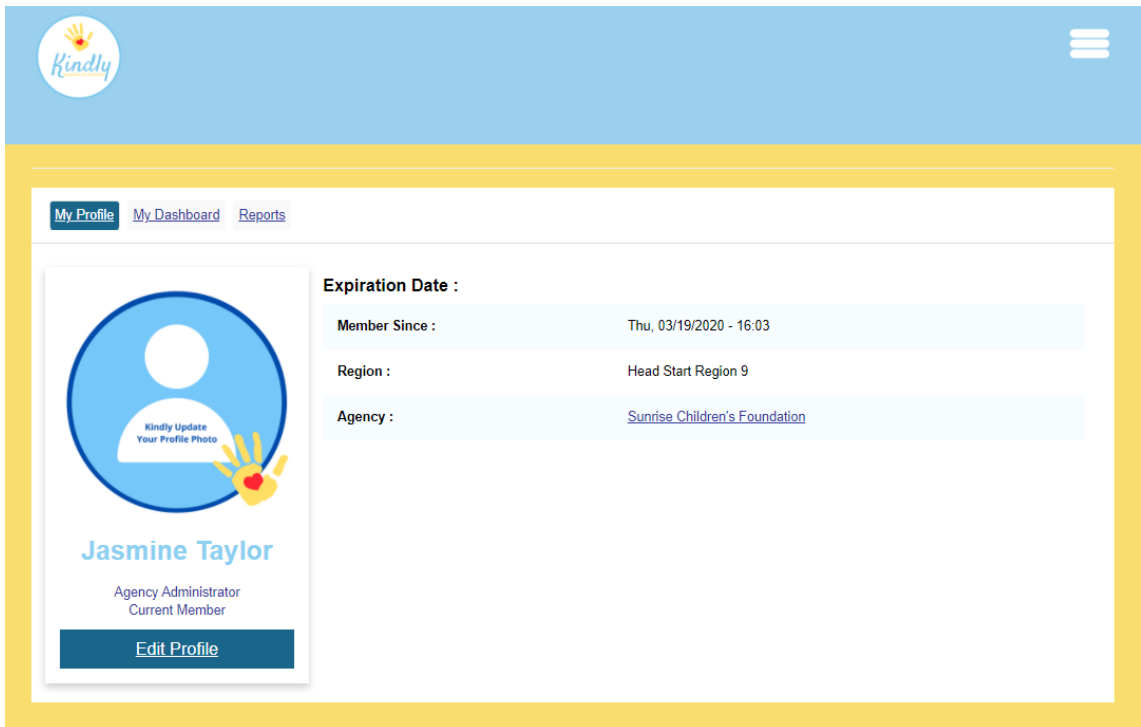
Location Manager: Can manage their location

Agency Manager: Can manage the agency

Agency Administrator: Can manage the agency and edit the Agency Profile page

## User Profile Page

This is the page that users will see when they log in to their account:



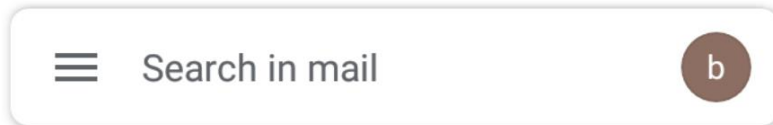
The screenshot shows the user profile page for Jasmine Taylor. The page has a blue header with the Kindly logo and a hamburger menu icon. Below the header, there are three tabs: "My Profile" (selected), "My Dashboard", and "Reports". The profile card on the left features a placeholder for a profile photo with the text "Kindly Update Your Profile Photo" and a hand icon. Below the photo, the name "Jasmine Taylor" is displayed, followed by the roles "Agency Administrator" and "Current Member". An "Edit Profile" button is located at the bottom of the card. To the right of the profile card, there is a table of user information:

<b>Expiration Date :</b>	
<b>Member Since :</b>	Thu, 03/19/2020 - 16:03
<b>Region :</b>	Head Start Region 9
<b>Agency :</b>	<a href="#">Sunrise Children's Foundation</a>

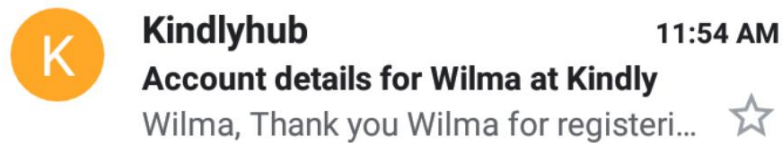
# New User Log In & Registration

## 1. Check Your Email for Registration Link

You should have an email message from Kindlyhub

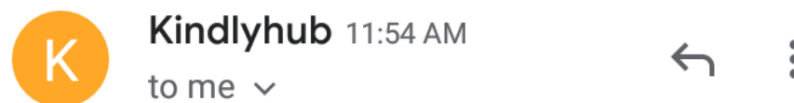


PRIMARY



## 2. Open Email and Click Registration Link

This link can only be used once!



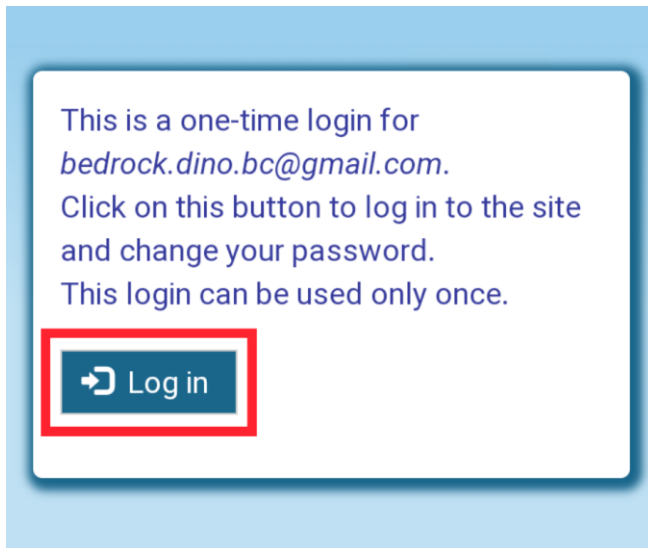
<https://www.kindlyhub.com/user/reset/1824/1600196057/o4mT5QRfNw528Xd7aWIGt4jF3WQr019RPt9M-p48z-g>



# New User Log In & Registration

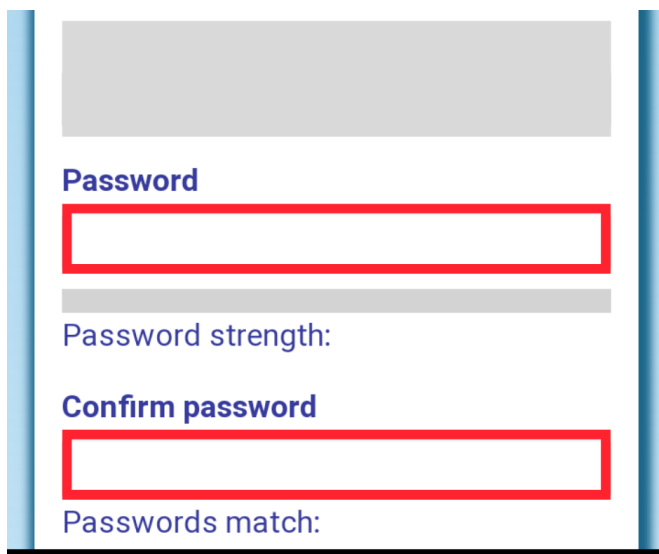
## 3. Click “Log In”

This will take you to the registration screen



## 4. Select a Password

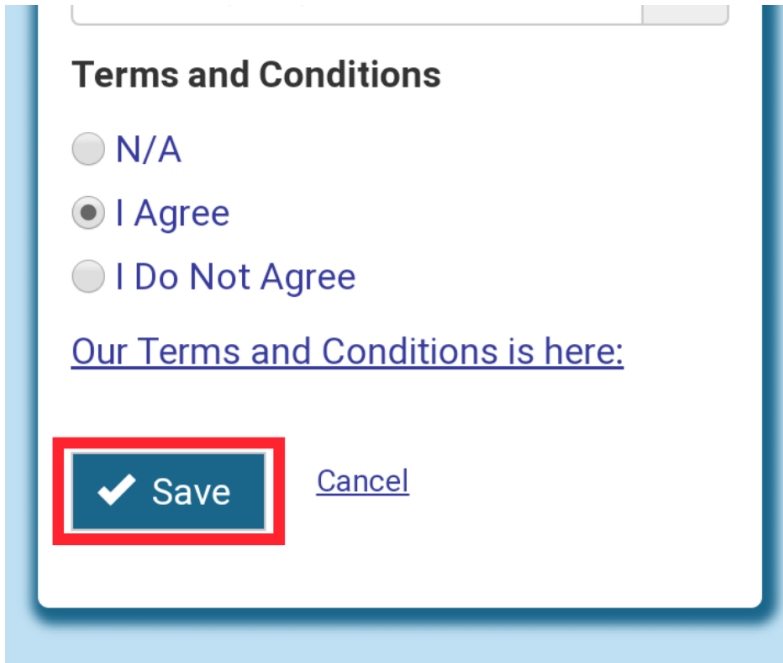
Passwords are case sensitive

A screenshot of a registration form. It features a grey header bar. Below it, the word "Password" is displayed in bold blue text, followed by a white input field with a red border. Below the input field is a grey bar. The text "Password strength:" is shown in blue. Below that, "Confirm password" is displayed in bold blue text, followed by another white input field with a red border. At the bottom, the text "Passwords match:" is shown in blue.

# New User Log In & Registration

## 5. Complete Registration

Complete the applicable fields and click "Save"



**Terms and Conditions**

N/A

I Agree

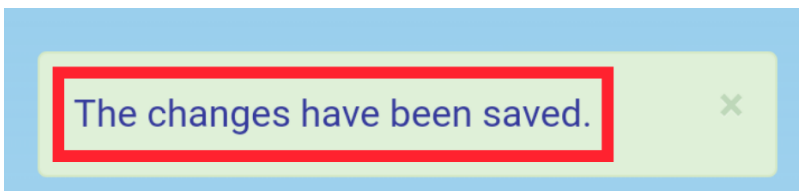
I Do Not Agree

[Our Terms and Conditions is here:](#)

Save [Cancel](#)

## 6. Ensure Changes Were Saved

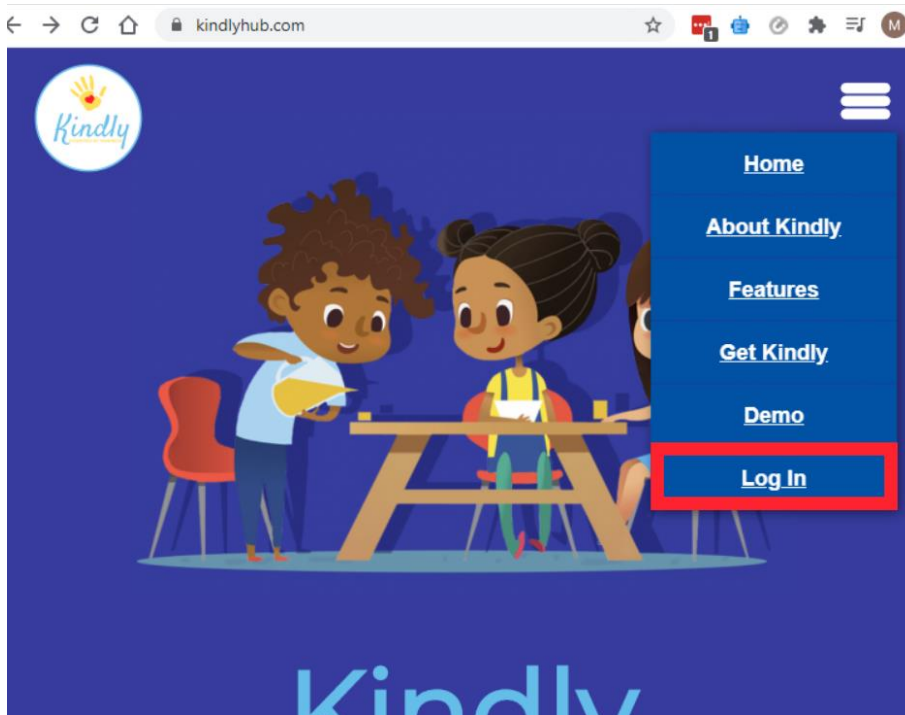
This message will appear at the top of the screen. If you see it, you are free to close your browser.



# Log In

## 1. Navigate to [www.kindlyhub.com](http://www.kindlyhub.com)

Click the Hamburger Menu and select “Log In”



## 2. Input Username/Email and Password

Passwords are case sensitive

Log In\*

Password\*

 [Forgot Password?](#)

### Forgot Password?

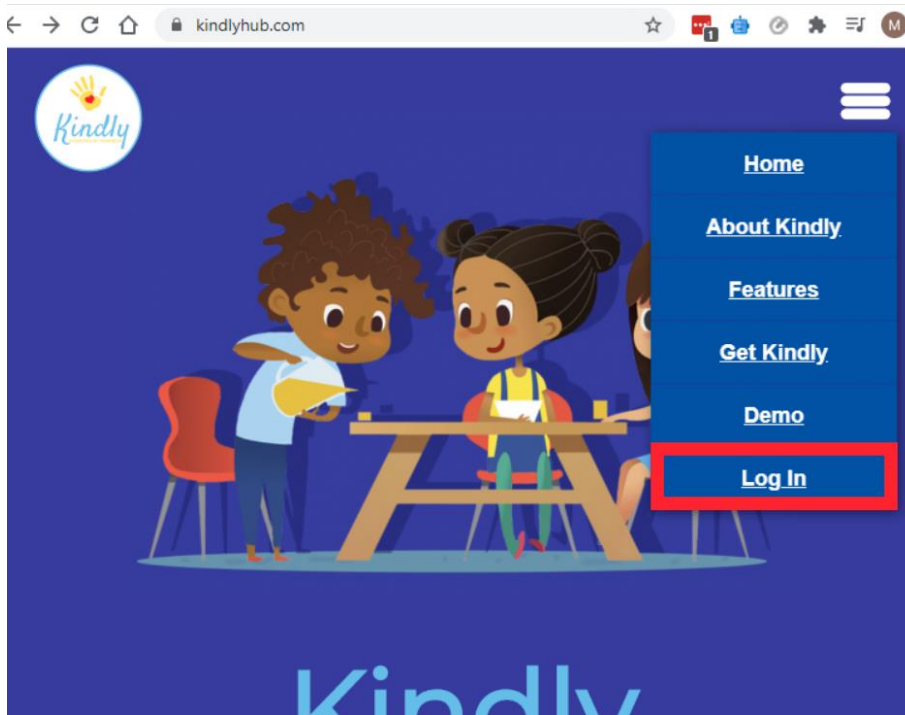
Click “**Forgot Password**” and follow the prompts.

We'll send you an email that contains a personalized link to reset it.

# Add New Staff Member

## 1. Navigate to [www.kindlyhub.com](http://www.kindlyhub.com)

Click the Hamburger Menu and select “Log In”



## 2. Input Username/Email and Password

Passwords are case sensitive

Log In\*

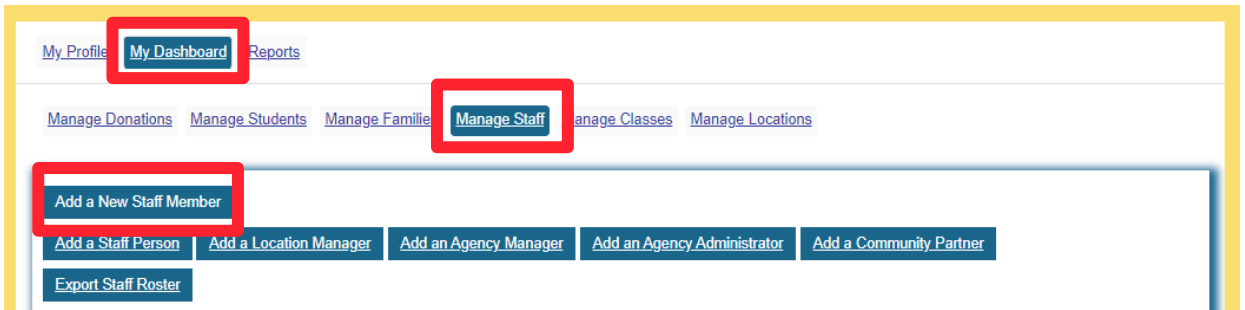
Password\*

[Forgot Password?](#)

 Log in

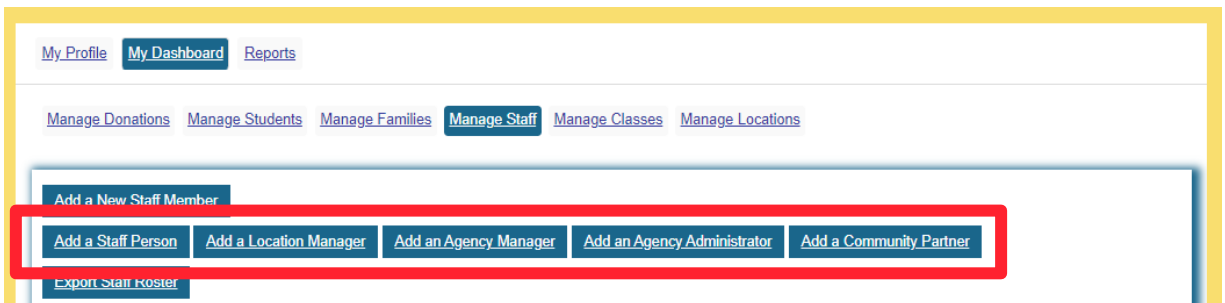
# Add New Staff Member

3. Navigate to “Manage Staff” and “Add a New Staff Member”



4. Determine User Role and Select

Decide which User Role you want to assign to the new staff member and click on the correlating button

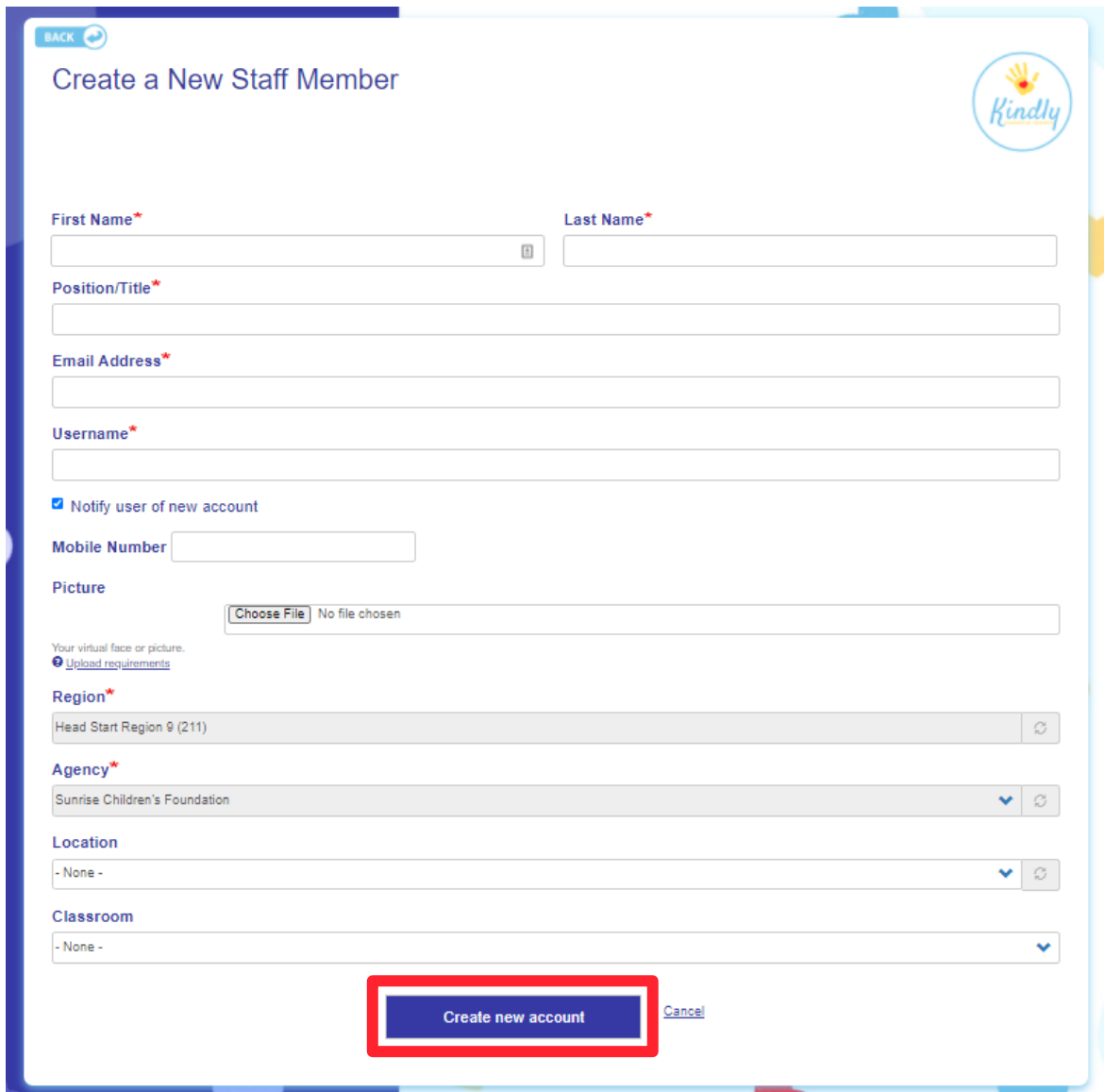




# Add New Staff Member


## 5. Fill Out New Staff Member Form and Click “Create New Account”

Once the new user account has been created, the employee will automatically receive an email to register.



**BACK**

### Create a New Staff Member



**First Name\***  **Last Name\***

**Position/Title\***

**Email Address\***

**Username\***

Notify user of new account

**Mobile Number**

**Picture**  No file chosen

Your virtual face or picture.  
[Upload requirements](#)

**Region\***  
Head Start Region 9 (211)

**Agency\***  
Sunrise Children's Foundation

**Location**  
- None -

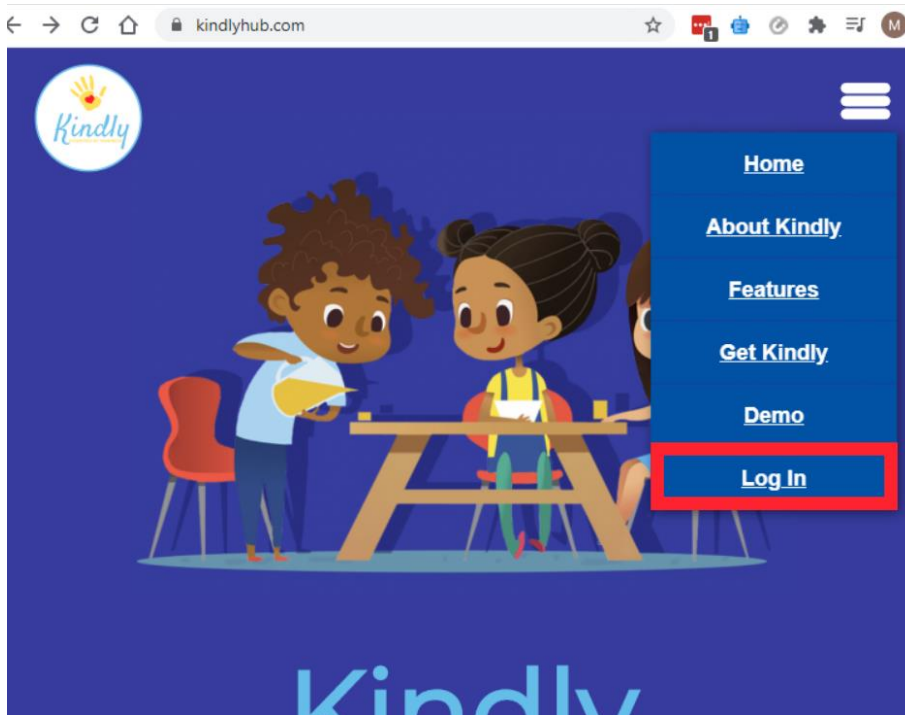
**Classroom**  
- None -

**Create new account** [Cancel](#)

# Add a Family

## 1. Navigate to [www.kindlyhub.com](http://www.kindlyhub.com)

Click the Hamburger Menu and select “Log In”



## 2. Input Username/Email and Password

Passwords are case sensitive

Log In\*

Password\*

[Forgot Password?](#)

 Log in

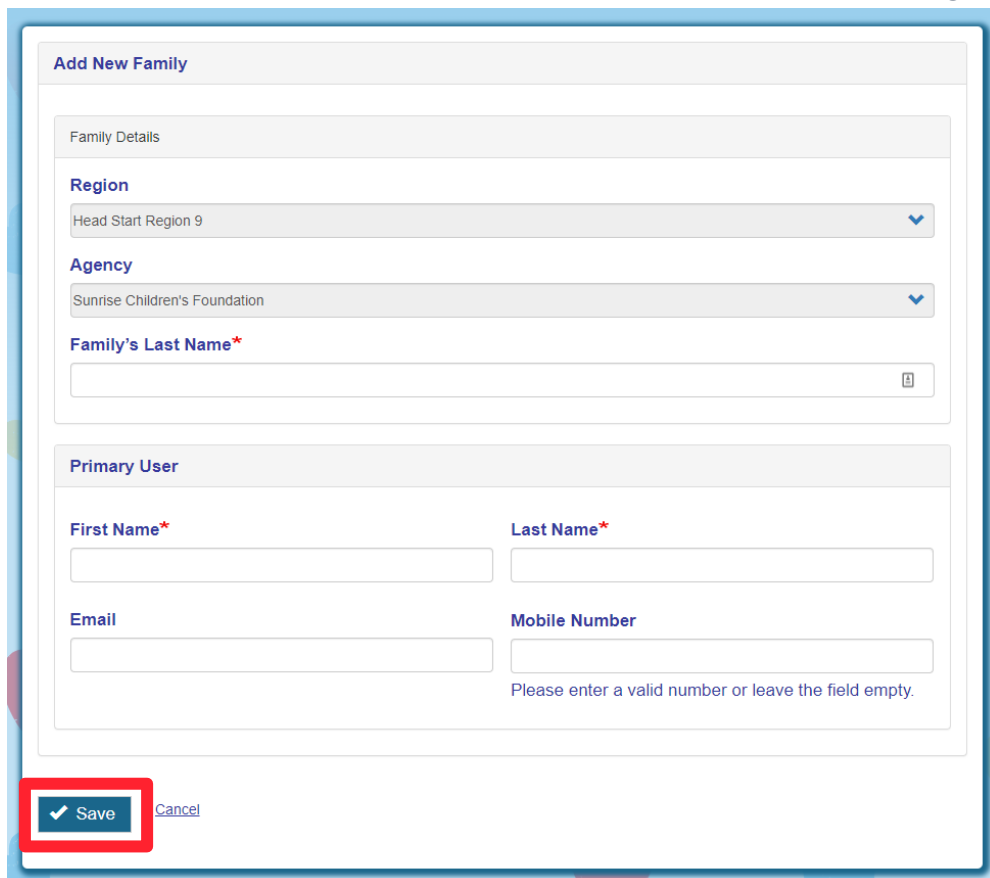
# Add a Family

## 3. Click on “My Dashboard and “Manage Families”



## 4. Complete New Family Form and “Save”

Once you hit “Save”, an email will be sent to the family to register.



A screenshot of the "Add New Family" form. The form is divided into two main sections: "Family Details" and "Primary User".

**Family Details**

- Region:** A dropdown menu with "Head Start Region 9" selected.
- Agency:** A dropdown menu with "Sunrise Children's Foundation" selected.
- Family's Last Name\*:** A text input field with a small icon on the right.

**Primary User**

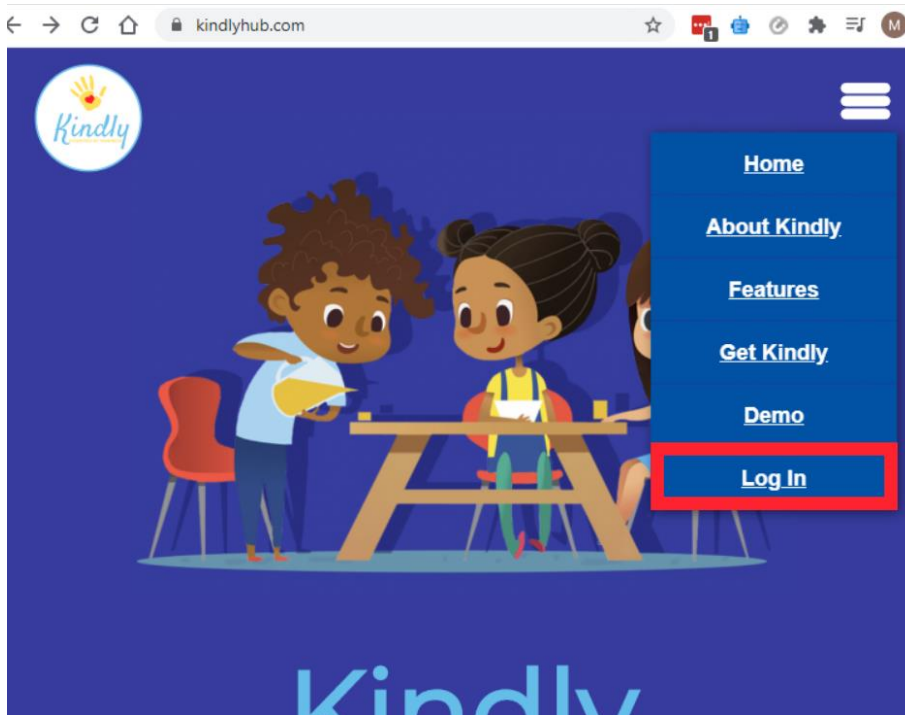
- First Name\*:** A text input field.
- Last Name\*:** A text input field.
- Email:** A text input field.
- Mobile Number:** A text input field with a note below it: "Please enter a valid number or leave the field empty."

At the bottom left of the form, there are two buttons: "Save" (with a checkmark icon) and "Cancel". The "Save" button is highlighted with a red box.

# Add a Student

## 1. Navigate to [www.kindlyhub.com](http://www.kindlyhub.com)

Click the Hamburger Menu and select “Log In”



## 2. Input Username/Email and Password

Passwords are case sensitive

Log In\*

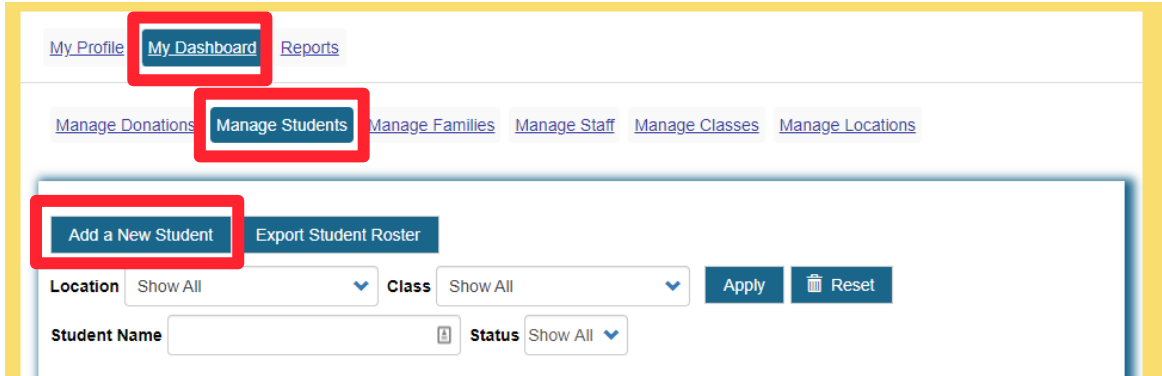
Password\*

[Forgot Password?](#)

 Log in

# Add a Student

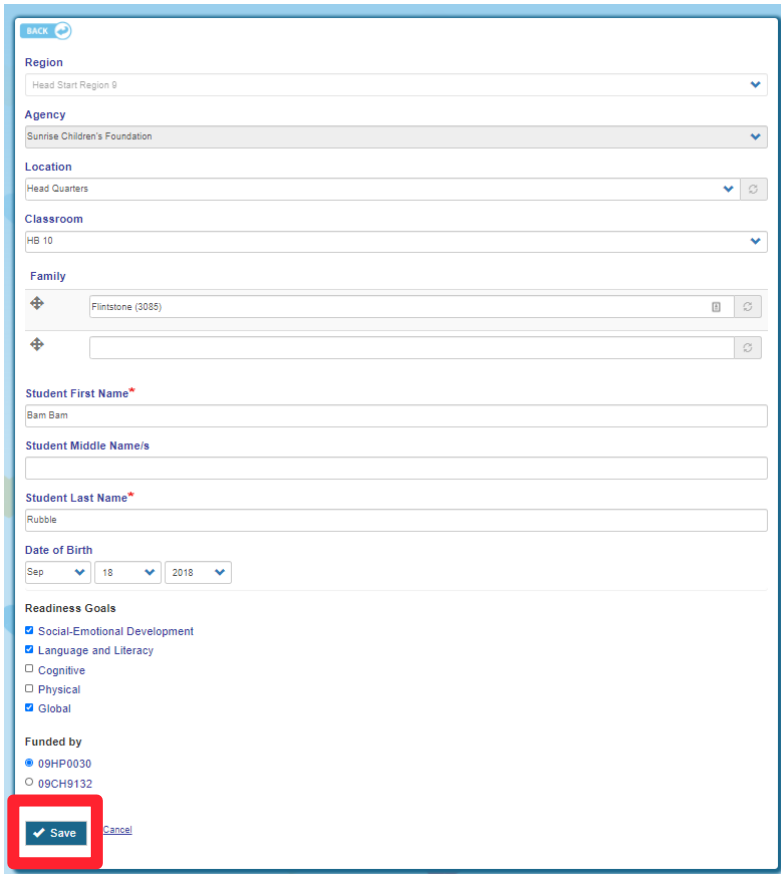
## 3. Navigate to “Manage Students” to add a student



The screenshot shows a dashboard with a top navigation bar containing 'My Profile', 'My Dashboard', and 'Reports'. Below this is a secondary navigation bar with 'Manage Donations', 'Manage Students', 'Manage Families', 'Manage Staff', 'Manage Classes', and 'Manage Locations'. The 'Manage Students' link is highlighted with a red box. Below the navigation is a section with 'Add a New Student' and 'Export Student Roster' buttons, both also highlighted with red boxes. Below these buttons are filters for 'Location' (set to 'Show All'), 'Class' (set to 'Show All'), and 'Status' (set to 'Show All'). There are 'Apply' and 'Reset' buttons next to the filters. A text input field for 'Student Name' is also visible.

## 4. Complete New Student Form and “Save”

Once you hit “Save”, the family can now add in-kind for the student.

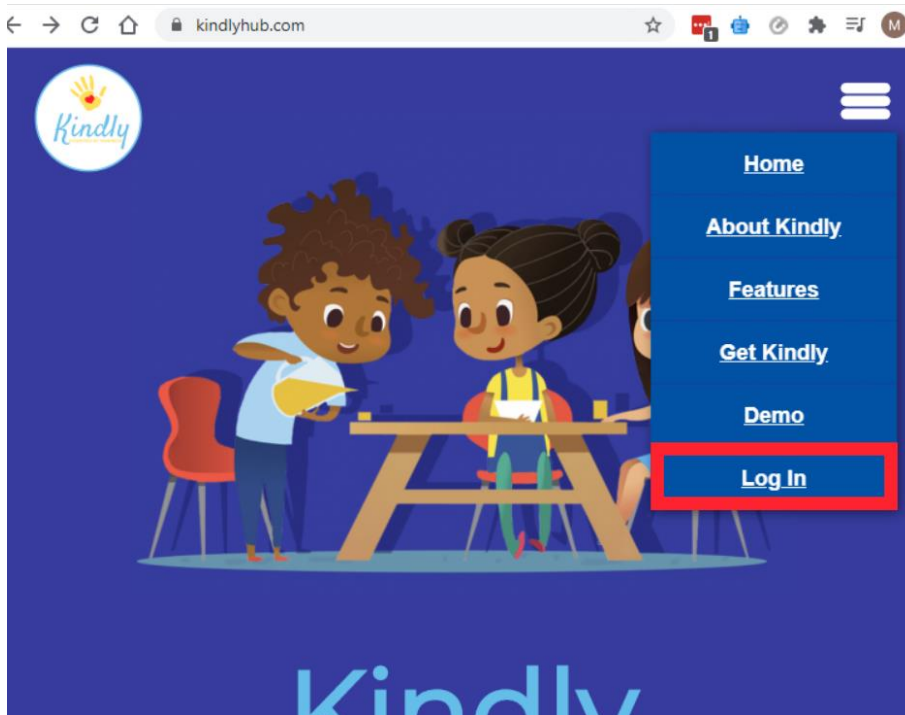


The screenshot shows the 'Add a New Student' form. It includes a 'BACK' button at the top left. The form fields are: 'Region' (Head Start Region 0), 'Agency' (Sunrise Children's Foundation), 'Location' (Head Quarters), 'Classroom' (HB 10), 'Family' (Flintstone (3085)), 'Student First Name' (Bam Bam), 'Student Middle Name/s', 'Student Last Name' (Rubble), 'Date of Birth' (Sep 18, 2018), 'Readiness Goals' (Social-Emotional Development, Language and Literacy, Cognitive, Physical, Global), and 'Funded by' (09HP0030, 09CH9132). The 'Save' button is highlighted with a red box.

# Add a New User to an Existing Family

## 1. Navigate to [www.kindlyhub.com](http://www.kindlyhub.com)

Click the Hamburger Menu and select “Log In”



## 2. Input Username/Email and Password

Passwords are case sensitive

Log In\*

Password\*

[Forgot Password?](#)

A blue rectangular button with a white right-pointing arrow and the text 'Log in' inside. The button is highlighted with a red rectangular border.

# Add a New User to an Existing Family

## 3. Navigate to “Manage Families” to add a user



## 4. Complete Add User Form and “Save”

Once you hit “Save”, an email will be sent to the user to register.

A screenshot of the 'Add User to Existing Family' form. The form is titled 'Add User to Existing Family' and contains the following sections:

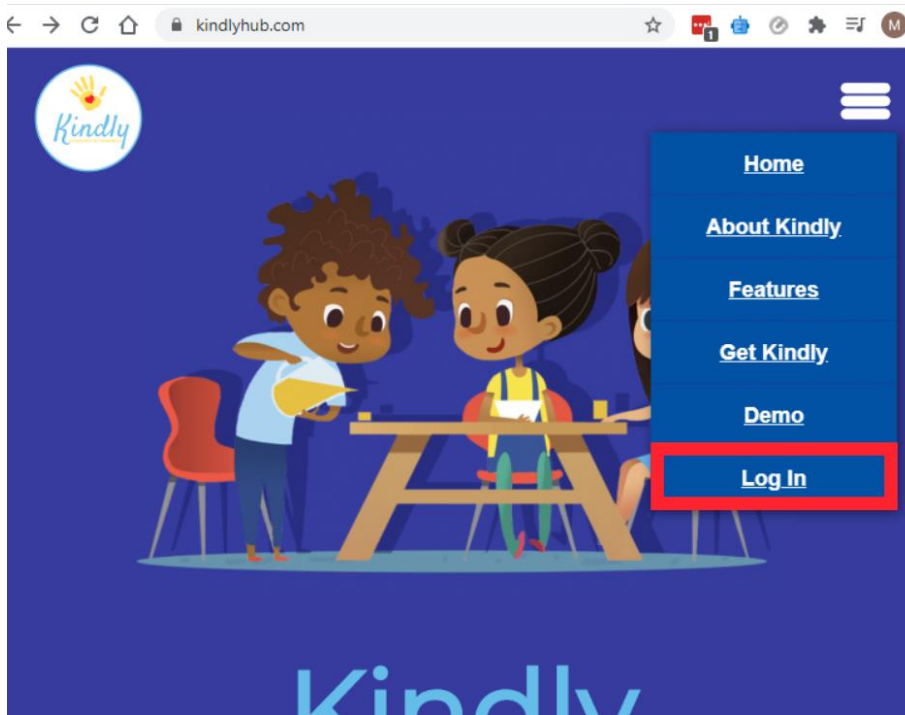
- Family Details**: A dropdown menu labeled 'Select Family' with the option 'Flintstone ( Wilma Flintstone )' selected.
- New Family Member**:
  - First Name\***: Text input field containing 'Fred'.
  - Last Name\***: Text input field containing 'Flintstone'.
  - Email**: Text input field containing 'yabbadabbado@gmail.com'.
  - Mobile Number**: Text input field with a placeholder text: 'Please enter a valid number or leave the field empty.'

At the bottom left of the form, there are two buttons: 'Save' (with a checkmark icon) and 'Cancel'. The 'Save' button is highlighted with a red box.

# Add or Edit Readiness Goals

## 1. Navigate to [www.kindlyhub.com](http://www.kindlyhub.com)

Click the Hamburger Menu and select “Log In”



## 2. Input Username/Email and Password

Passwords are case sensitive

Log In\*

Password\*

[Forgot Password?](#)

 Log in



# Add or Edit Readiness Goals

## 3. Navigate to “Manage Students”

Search for the student you wish to edit and click the “Edit” button.

The screenshot shows the 'Manage Students' interface. At the top, there are navigation tabs: 'My Profile', 'My Dashboard', and 'Reports'. Below these are sub-tabs: 'Manage Donations', 'Manage Students', 'Manage Families', 'Manage Staff', 'Manage Classes', and 'Manage Locations'. The 'Manage Students' tab is selected. Below the sub-tabs are two buttons: 'Add a New Student' and 'Export Student Roster'. There are two dropdown menus for 'Location' and 'Class', both set to 'Show All'. To the right of these are 'Apply' and 'Reset' buttons. Below the dropdowns is a search bar for 'Student Name' containing the text 'pebbles' and a 'status' dropdown set to 'Show All'. Below the search bar is a table with columns: 'Student Name', 'Status', 'Agency', 'Location', 'Class', 'View', and 'Edit'. The first row of the table contains: 'Flintstone, Pebbles', 'Active', 'Sunrise Children's Foundation', 'Head Quarters', and an eye icon. The 'Edit' button in the first row is highlighted with a red box.

## 4. Select Readiness Goals and “Save”

**Readiness Goals**

- Social-Emotional Development
- Language and Literacy
- Cognitive
- Physical
- Global

**Funded by**

- 09HP0030
- 09CH9132

Save [Cancel](#)