Employee
User Guide

User Roles & Profile

Agency User Roles
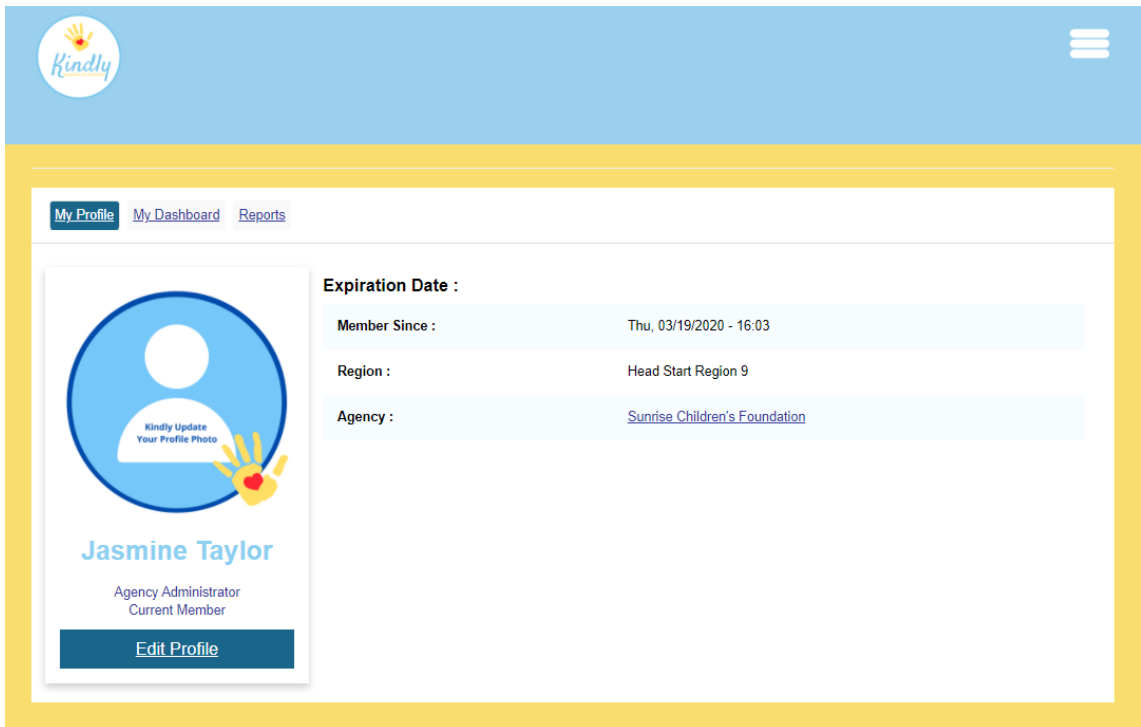
Teacher/Staff: Can see their classroom

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:
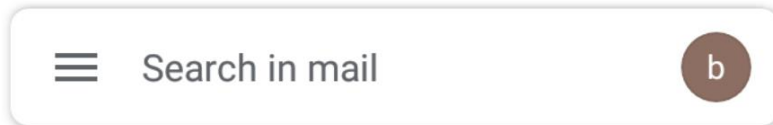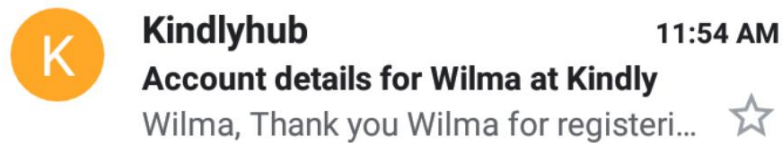
New User Log In & Registration

1. Check Your Email for Registration Link

You should have an email message from Kindlyhub

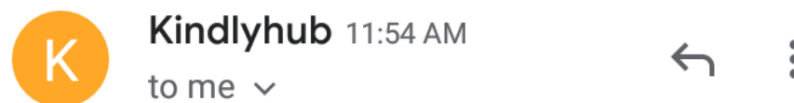| ☰ | Search in mail | b |

PRIMARY

K **Kindlyhub**   11:54 AM
Account details for Wilma at Kindly
Wilma, Thank you Wilma for registeri... ☆

2. Open Email and Click Registration Link

This link can only be used once!

K **Kindlyhub** 11:54 AM
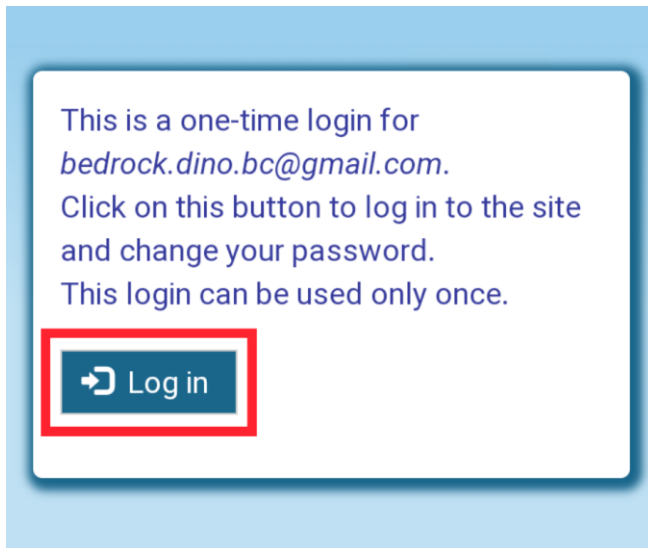to me ⌄   ↩ ⋮

https://www.kindlyhub.com/
user/reset/1824/1600196057/
o4mT5QRfNw528Xd7aWlGt4jF3WQr019RPt9M-p48z-
g

New User Log In & Registration

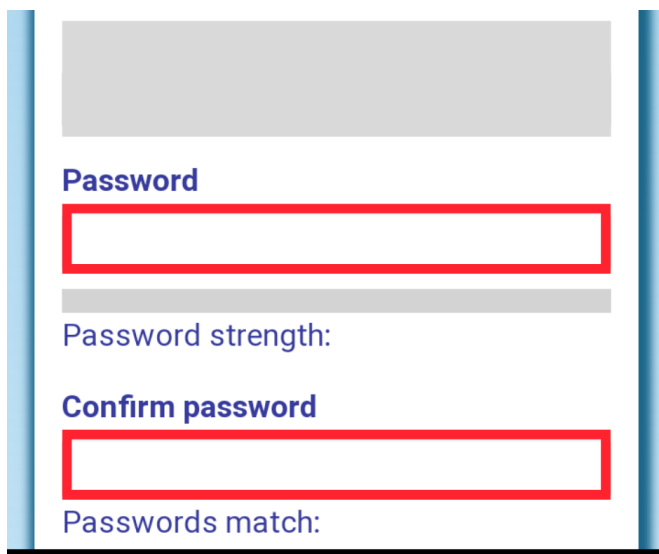## 3. Click "Log In"
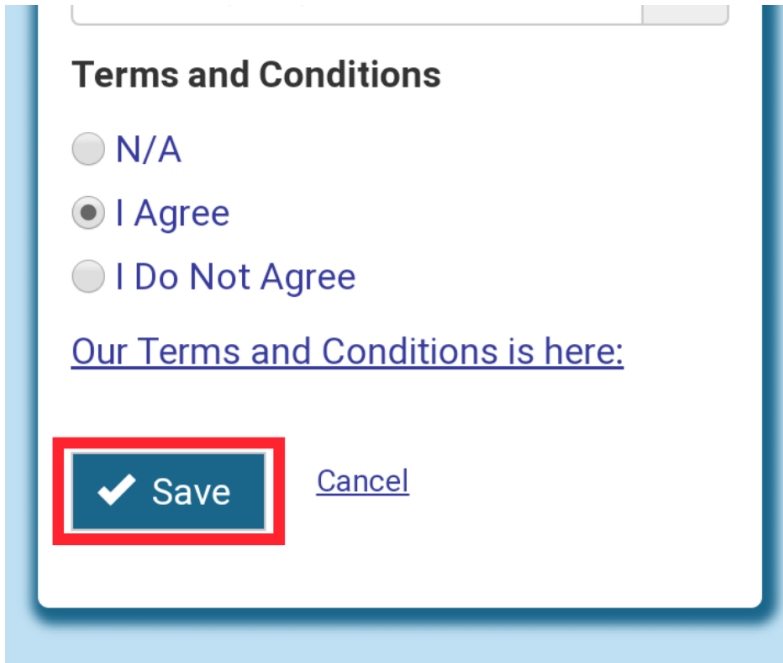
This will take you to the registration screen

This is a one-time login for
bedrock.dino.bc@gmail.com.
Click on this button to log in to the site
and change your password.
This login can be used only once.

→] Log in

4. Select a Password

Passwords are case sensitive

Password

Password strength:

Confirm password

Passwords match:

New User Log In & Registration

5. Complete Registration

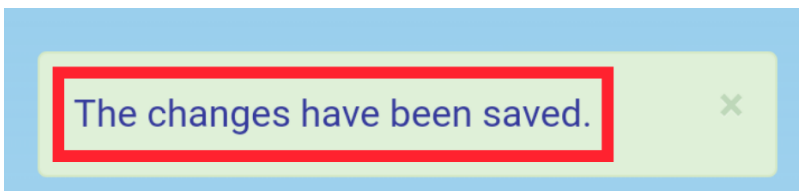Complete the applicable fields and click "Save"
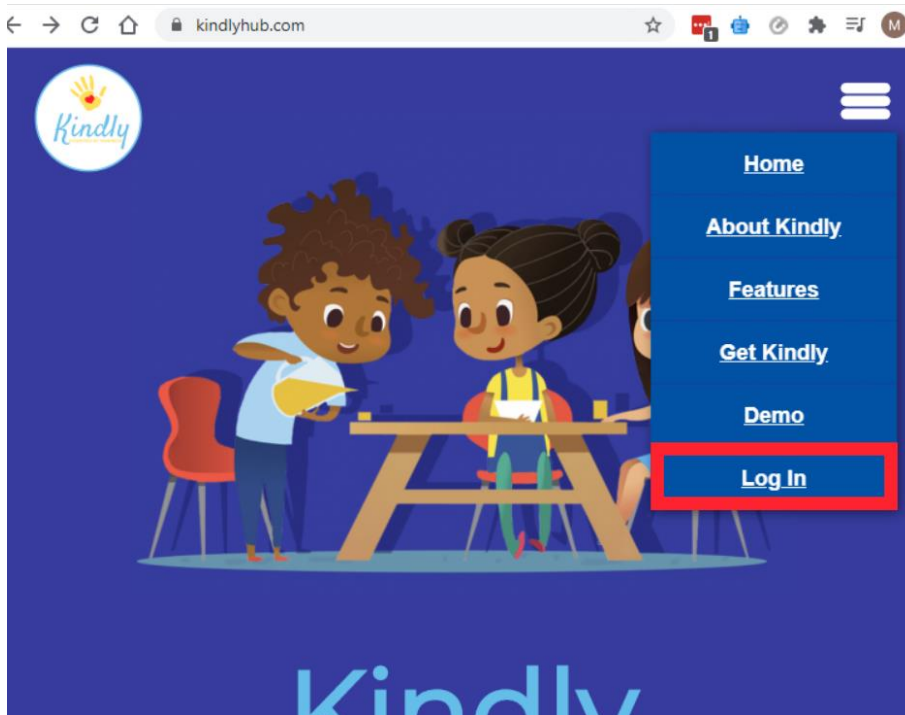

6. Ensure Changes Were Saved

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

Click the Hamburger Menu and select "Log In"

2. Input Username/Email and Password

Passwords are case sensitive

Log In*

bedrock.dino.bc@gmail.com

Password*

*   Forgot Password?
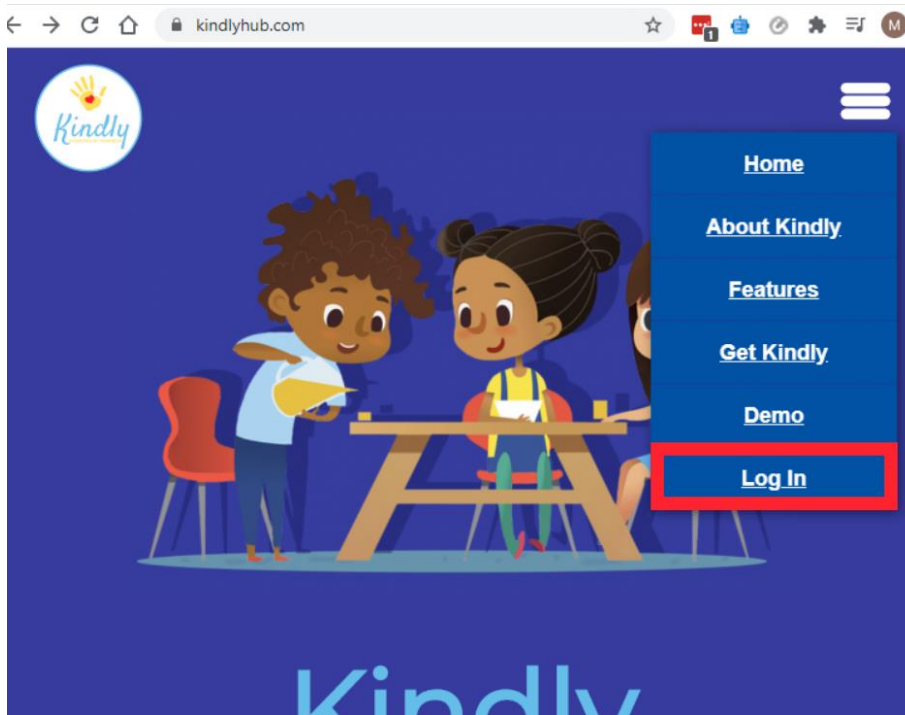
↪ Log in

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

Click the Hamburger Menu and select "Log In"

2. Input Username/Email and Password

Passwords are case sensitive

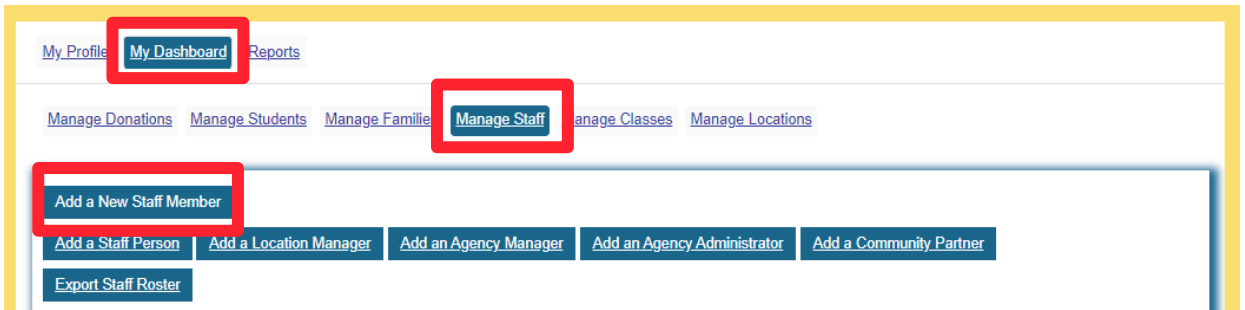# Add New Staff Member

3. Navigate to "Manage Staff" and "Add a New Staff Member"

My Profile | **My Dashboard** | Reports

Manage Donations | Manage Students | Manage Familie | **Manage Staff** | anage Classes | Manage Locations

Add a New Staff Member

Add a Staff Person | Add a Location Manager | Add an Agency Manager | Add an Agency Administrator | Add a Community Partner

Export Staff Roster

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

My Profile | My Dashboard | Reports

Manage Donations | Manage Students | Manage Families | Manage Staff | Manage Classes | Manage Locations

Add a New Staff Member

Add a Staff Person | Add a Location Manager | Add an Agency Manager | Add an Agency Administrator | Add a Community Partner
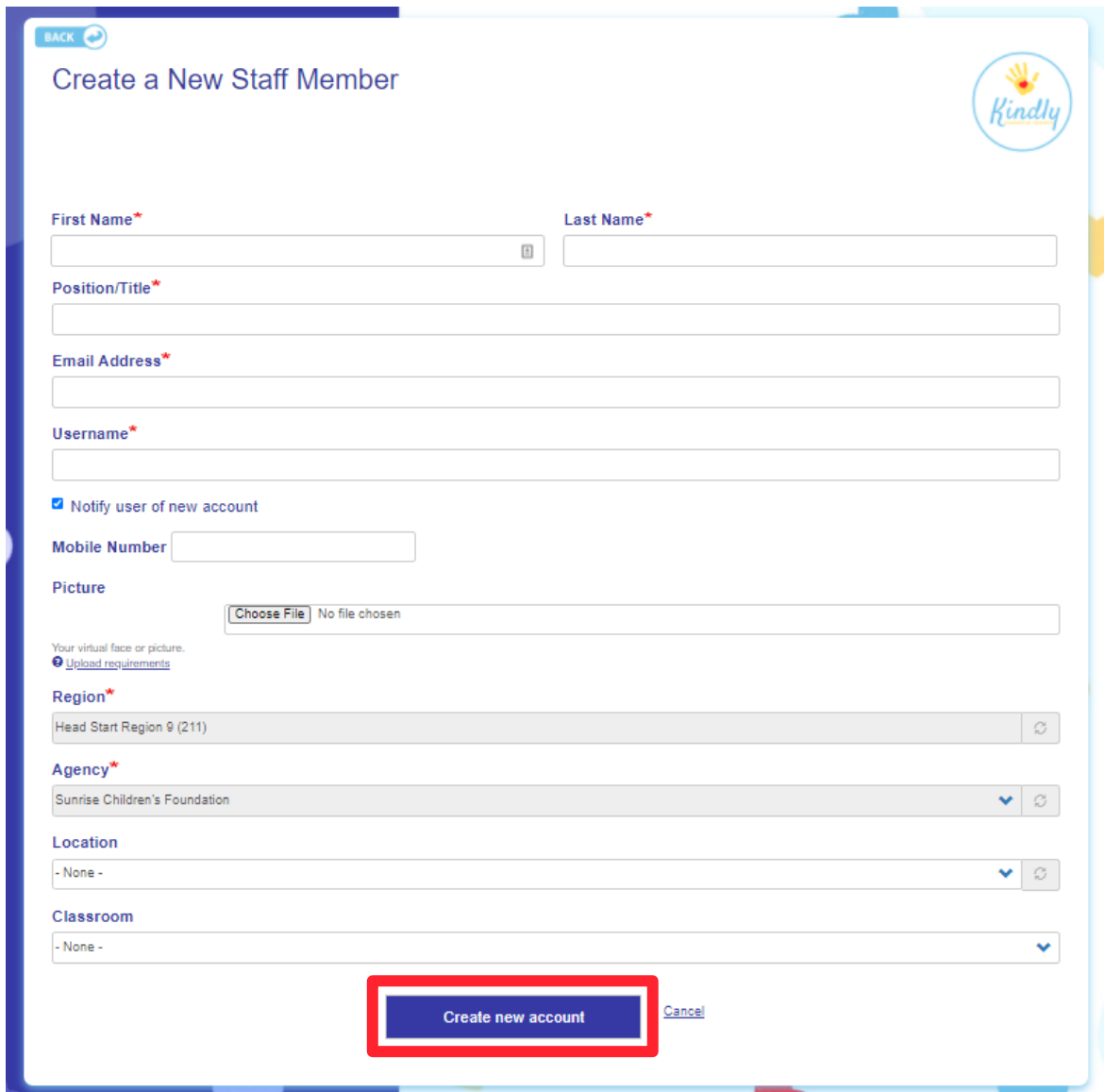
Export Staff Roster
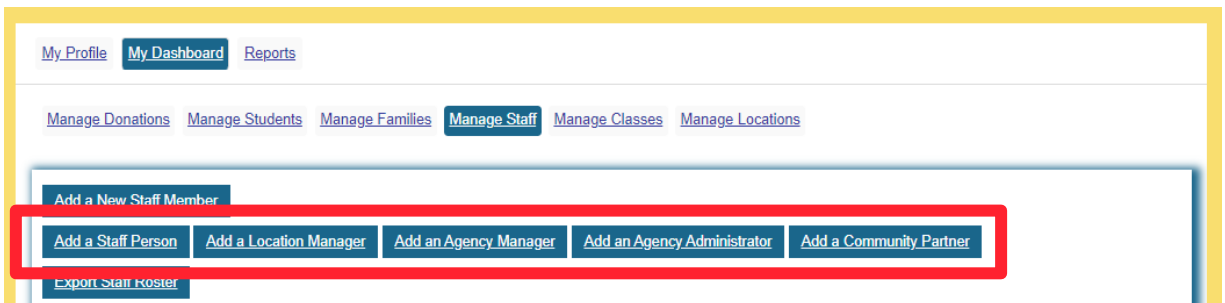
Add New Staff Member

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.

Add a Family

1. Navigate to www.kindlyhub.com

Click the Hamburger Menu and select "Log In"

2. Input Username/Email and Password
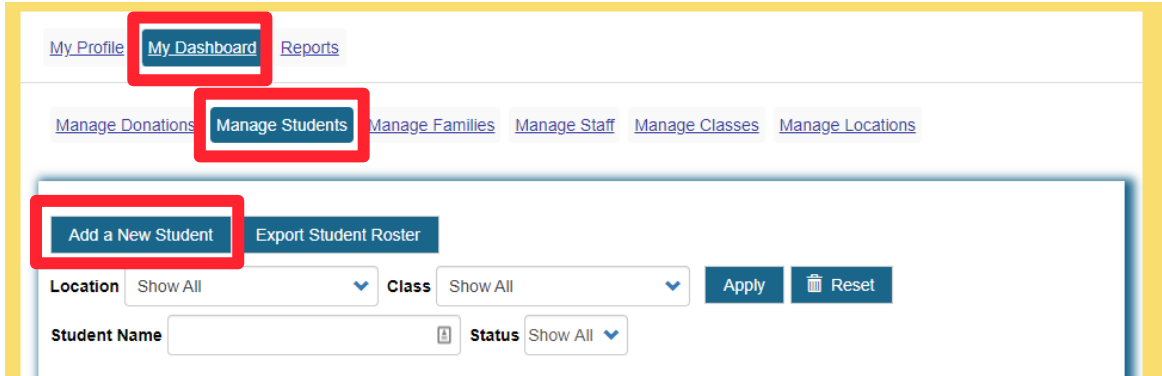
Passwords are case sensitive

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.

Add a Student

1. Navigate to www.kindlyhub.com
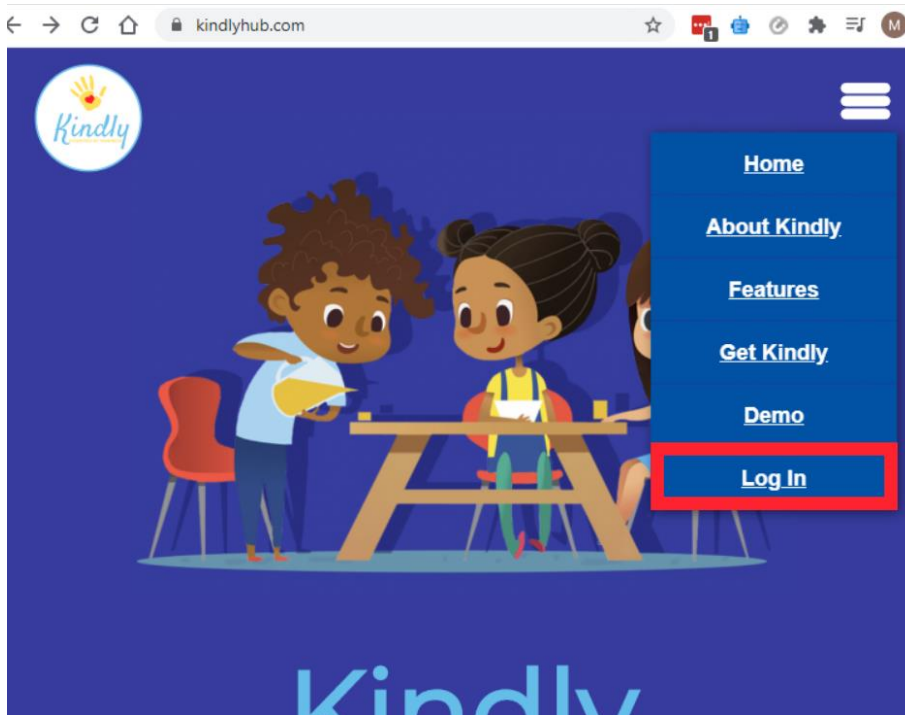
Click the Hamburger Menu and select "Log In"

2. Input Username/Email and Password

Passwords are case sensitive

Log In*

bedrock.dino.bc@gmail.com

Password*

*

Forgot Password?

➦ Log in

Add a Student
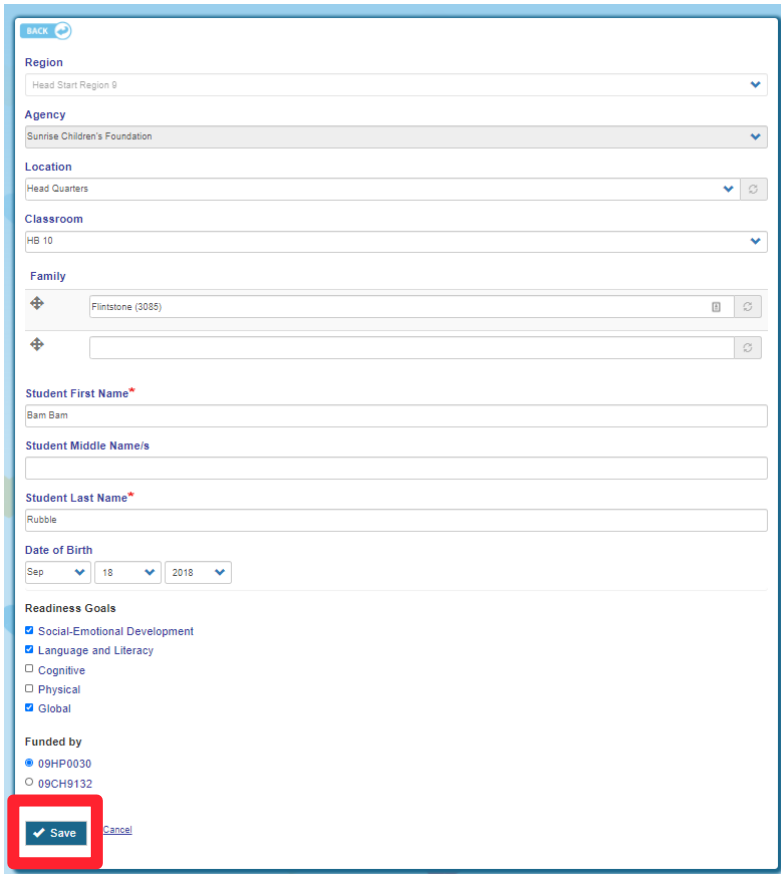
3. Navigate to "Manage Students" to add a student

4. Complete New Student Form and "Save"

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

Add a New User to an Existing Family
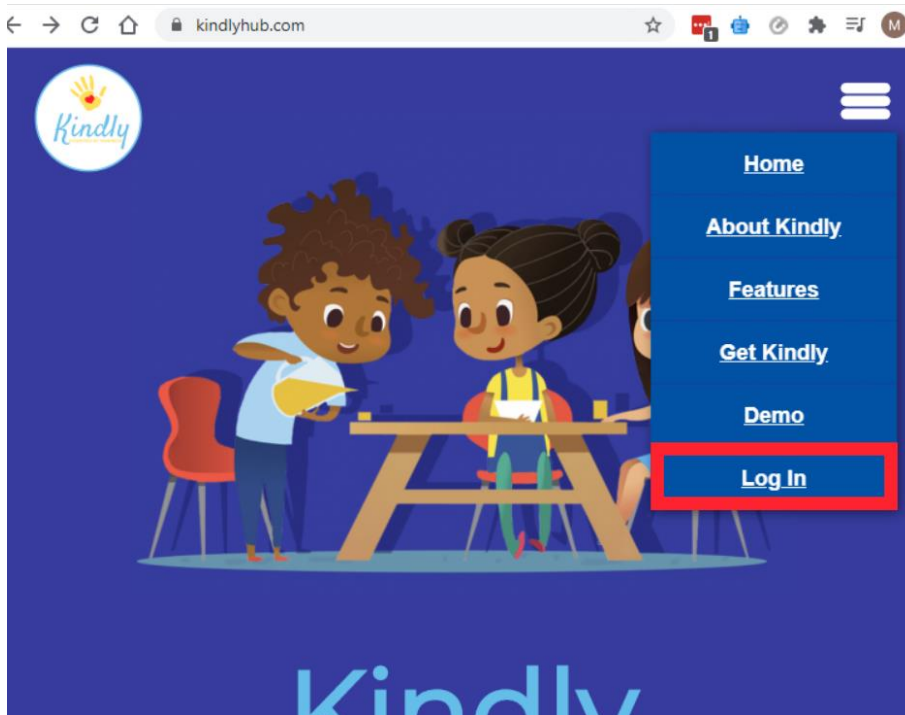
1. Navigate to www.kindlyhub.com

Click the Hamburger Menu and select "Log In"

2. Input Username/Email and Password

Passwords are case sensitive

Log In*

> bedrock.dino.bc@gmail.com

Password*

> *

Forgot Password?

➔ Log in

Add a New User to an Existing Family

3. Navigate to "Manage Families" to add a user

My Profile   **My Dashboard**   Reports

Manage Donations   Manage Students   **Manage Families**   Manage Staff   Manage Classes   Manage Locations

Add New Family   **Add User to Existing Family**   Export Family Roster

4. Complete Add User Form and "Save"

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

Add User to Existing Family

Family Details

Select Family

Flintstone (Wilma Flintstone)

New Family Member

First Name*
Fred

Last Name*
Flintstone

Email
yabbadabbado@gmail.com

Mobile Number

Please enter a valid number or leave the field empty.

✔ **Save**   Cancel

Add or Edit Readiness Goals

1. Navigate to www.kindlyhub.com
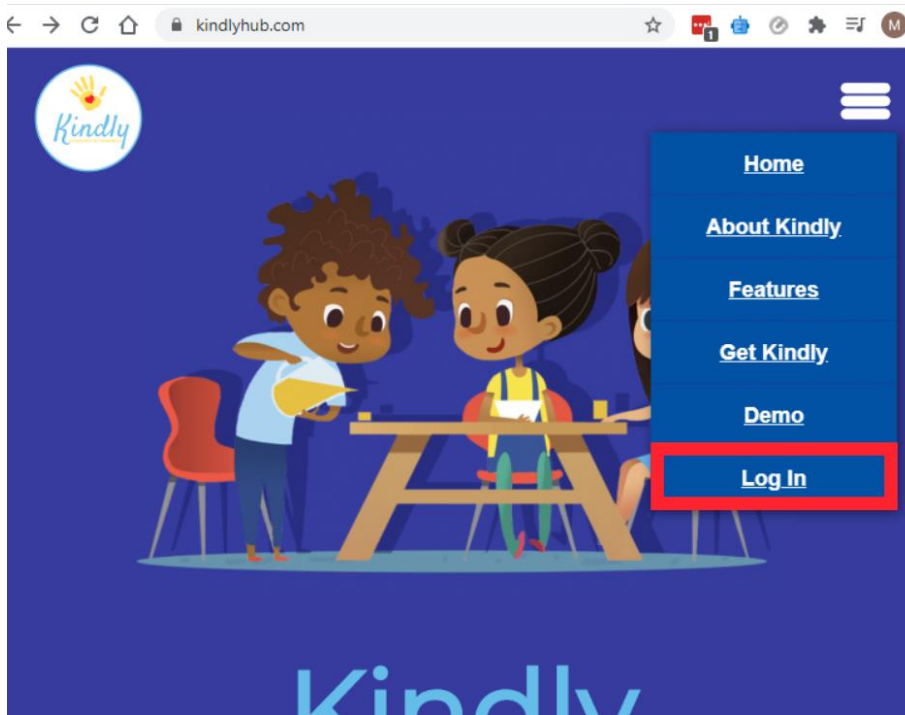
Click the Hamburger Menu and select "Log In"

2. Input Username/Email and Password

Passwords are case sensitive

Add or Edit Readiness Goals

3. Navigate to "Manage Students"

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

4. Select Readiness Goals and "Save"