Cocoa’s student sign-in feature will allow families to sign their children in and out using a Parent Portal that electronically captures sign-in/sign-out times and parent/guardian signatures. You may also sign children in and out using the admin or teacher interface, as well as report when paper sign-in has been used.

A new top navigation menu, **Student Sign In**, has been added to Cocoa, which has the following options: **Parent Portal, Sign In/Out Students, Access Family PINs, and Download Blank Sign-In Sheet.** Parent Portal, Sign In/Out Students, and Access Family PINs also appear on the Home page. Options are available to admin and teacher users.

(1a) In the top navigation menu, Student Sign In options are on the right.
(1b) Student Sign In options on the Admin Home page are on the right side, under the Find a Child module.
(1c) For the Teacher Home page, the Student Sign In links are at the bottom left.

**Parent Portal**

To begin the parent sign-in process, select **Parent Portal**. Choose your site from the drop-down, and click **Launch Parent Portal**.

From the Parent Portal kiosk, families must enter their PIN (personal identification number) then press **Submit** to sign their children in and out.

The **Staff** button in the top right corner will bring you to the main Cocoa Login screen.

(2a) The top of the portal displays the site name and the current date and time.
(2b) Use the Staff button to log into the admin/teacher interface.
(2c) Families must tap into the PIN input field to bring up the iPad keyboard and type their PIN.
(2d) To continue, press the Submit button. Note an error message will appear if an non-existing PIN is used.
Once a valid PIN has been entered, a list of the children enrolled at the site will be displayed.

Families can choose which child(ren) to sign in or out by pressing on that child’s name. When a child is signed-in, they will automatically be marked as Present in the attendance form. Note that the system allows for a child to be signed-in and out multiple times in one day, such as if a child needs to leave and return for a doctor’s appointment.

To complete the sign-in/out process, the parent must sign their name and tap Submit. This signature, along with the date and time, will be captured and stored in Cocoa. When a signature is submitted, the Portal returns to the PIN page, and a thank you message is temporarily displayed.

If a family enters the wrong PIN by mistake, they can use the back button or select the Home icon in the upper left corner of the screen to return to the PIN page. Error messages will be displayed if a child is not selected and/or the signature field is empty.

Note you must launch the Parent Portal each morning. If the Parent Portal is left open from the day before, use Staff to go back to Cocoa and relaunch the Parent Portal for a new day.

**Sign In/Out Students**

Staff can view a daily attendance status report, sign children in and out, and report when paper sign-in forms have been used via the Sign In/Out Students screen.

This screen displays a list of children, the times they have been signed in or out, as well as the contact numbers for Parent/Guardian A. Note that this report reflects the sign in/out status.
based on the time the report was opened. The date and time of the report are shown at the top of the page. Use the Print List link at the top right to get a printout of this information. Refresh the page to see the most recent signature/sign-in data.

To sign a student in, click the Sign In button next to their name. You will be directed to a form that requires the reason why you are signing the child in, as well as the time the child arrived. A standard reason appears but can be changed. When you sign a child in, they will be marked as Present in the attendance form.

To sign a student out, click the Sign out button next to their name. You will be directed to a form that requires you the reason why you are signing the child out, as well as the time the child left. A standard reason appears but can be changed.

In the case of a power outage or emergency closure, use the Report Paper Sign-In/Out link at the top right, and enter the reason why paper forms were used. This will disable the Parent Portal as well as prevent sign-in/sign-out by staff for the rest of the day at the selected site. Reporting the use of paper sign-in will place a flag in the system that paper forms were used to gather times and signatures.

When using the Report Paper Sign In/Out feature, you must edit the Weekly Attendance to indicate which children were present for the day. Because electronic sign-in becomes disabled, children will not be automatically marked as present in the system.
Family PINs
Each family in Cocoa will be assigned a PIN, which allows electronic sign-in for their children. These PINs are unique to each site, and you can view them on the Family PINs screen. Use the Print List link at the top right to get a printout of the list of PINs.

If a family wishes to change their PIN, use the Edit link next to the child’s name to manually assign a different PIN that is not already in use at the site. Note that PINs must be unique (only one family can have that PIN) per site per school year, so you can only change the current PIN to a PIN not in use by another family at that site for the current year. PINs should be 4-digit numbers.

Admins can assign PINs to children/families who don’t already have one by selecting a site then using the Assign PINs link at the top right.

Blank Sign-In Sheets
These blank sign-in sheets can be downloaded and printed to keep on hand and use when electronic sign-in is inaccessible, such as during a power outage. Write in the Site, Session and Week at the top of the page. Parents should write in their child’s name in the Student Name column before signing in.

Bookmark Cocoa on your iPad
For quicker access to Cocoa from your iPad, add the Cocoa bookmark to your home screen. Tap the arrow icon next to the address bar in Safari, then select Add to Homescreen. Type “Cocoa” to name your bookmark, then tap Add. This will add the Cocoa icon to your home screen.