Daycare Guardian Camera Access

Access Rules

Access to Daycare cameras is to be assigned only to the legal guardian(s) of the child. Access is to be assigned only to the camera(s) located in the room that the guardian's child is assigned to. A guardian should never be assigned access to a camera that is in a common area or anywhere outside the room where their child is assigned. No person other than a legal guardian of a child enrolled in the daycare should have access to any camera for any reason.

If a child withdraws from daycare their guardians' access must be removed immediately. If any person ceases to be the legal guardian of a child enrolled in daycare, the former guardian's access must be removed immediately.

Creating a User

1. Open the camera system
2. Navigate to the **Admins & Users** page
3. Click **Create New** then **Create New User**
4. Enter the **First Name**, **Last Name**, and **Email** address
5. Click **Create**

Add Camera Access

1. Open the camera system
2. Navigate to the **Admins & Users** page
3. Select the user you wish to assign camera access to
4. Click on the gear icon below the user's name in the panel on the right
5. Under **Assignments**, check the box next to **Protect**
6. Click **Add Shared Cameras**
7. Check the box(es) next to the appropriate camera(s)
8. Click **Add**
9. Click **Apply Changes**
10. If prompted, click the button to send an invitation

Remove Camera Access

1. Open the camera system
2. Navigate to the **Admins & Users** page
3. Select the user you wish to assign camera access to
4. Click on the gear icon below the user's name in the panel on the right
5. Under **Assignments**, hover over the camera you with to remove
6. Click the **trash can** icon to the right of the camera you wish to remove
7. Click **Apply Changes**

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