The **KiDs 1st** Program consists of 3 Steps:

STEP I: CALL the KiDs1st office with your case number or email your case number to kids1st@co.kane.il.us.

STEP II: COMPLETE ONLINE TUTORIAL

1. Go to www.kids1stkanecounty.com
2. **CLICK** on Register.
3. Enter your case number and your last name.
4. Select your case. Proceed with entering the **Registration Information.**
5. You will receive the following confirmation: "Successfully Registered."
6. Go to your email and open the email from KiDs1st and follow the instructions to **ACTIVATE** your account. Once you have activated your account **LOG IN** to your account and **CLICK** on the UP*to*PARENTS link to complete the online tutorial. At the UP*to*PARENTS website you will need to create a username and password.
7. Once you complete the UP*to*PARENTS tutorial you will receive your certificate of completion by email. You may also print a copy. YOU WILL NEED THE **CODE** ON YOUR CERTIFICATE OF COMPLETION TO TAKE THE TEST. **DO NOT FILE THIS CERTIFICATE. IT IS not your FINAL CERTIFCATE OF COMPLETION.**

STEP III: TAKE THE TEST & SIGN UP FOR A CLASSROOM SESSION

1. Go to www.kids1stkanecounty.com and **LOG IN** to your account.
2. **CLICK** on Online Test on the menu bar. Enter your confirmation code and **CLICK** on Save Confirmation. **CLICK** on Start a new test.
3. Once you have answered all the questions and are ready to proceed **CLICK** on Finish & Grade.
4. You must PASS the TEST in order to register for the classroom session. The following message will appear: You have passed the KiDs1st Program. Signup for an in-person class to complete the program.
5. **CLICK** on Class SignUp. A calendar will pop-up. The dates highlighted in blue are the dates available. **CLICK** on the date you would like to attend.
6. "Important Note:" will appear on the screen. Look over the information and **CLICK** on Register. You will receive the following confirmation: "Registered Successfully!" You may print your confirmation.