

The  Program consists of 3 Steps:

STEP I: CALL the **KiDs1<sup>st</sup>** office with your case number or email your case number to [kids1st@co.kane.il.us](mailto:kids1st@co.kane.il.us).

STEP II: COMPLETE ONLINE TUTORIAL 

1. Go to [www.kids1stkanecounty.com](http://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.**

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

1. Go to [www.kids1stkanecounty.com](http://www.kids1stkanecounty.com) and **LOG IN** to your account.
2. **CLICK** on the TAKE the TEST link. Enter your confirmation code and **CLICK** on Save Confirmation.
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.