

How to Access My child's family Latchkey account:

Go to www.trfcommunityed.com

Click on **My Account**

Enter your **primary phone #** on the account

Enter **Password**

Click on **Login**

Click on **History**

Under "**Actions**" tab click on Attendance Calendar icon

You will then be taken to a screen to update your child's weekly schedule.

Select the start date of the week you are entering.

Enter your child's schedule for each day of the week. Morning and afternoon latchkey need to be entered on 2 separate lines. *Make sure to check the box on the left of each item you are entering or it will not be saved. Also select from the drop down menu on each line on the right whether your child is full-time or part-time.*

Click on SAVE at the bottom of the screen.

If you do not know your password or primary phone # on your account please call

Julie Clark @ 681-8711 ext. 5243 OR Meg Kolden @ 681-8711 ext. 5244