



## GETTING STARTED

My Bright Day® is being provided in partnership with Tadpoles, a leading provider of child care management solutions geared to helping child care programs involve parents and simplify operations. There are three ways for parents to receive and provide information related to their child's daily experience:

### 1. Mobile Application (recommended)

With the mobile application you can submit routine drop off information, log in throughout the day to view real-time updates on your child's daily activities, see pictures and videos of your child, customize your settings and view the full Daily Report at the end of each day.

#### To access your account on the mobile app:

- Download My Bright Day® through the App Store or Google Play on your mobile device by searching for My Bright Day®.
- If you have an existing Family Information Center account,
  - Log into the My Bright Day® app by using the username and password you use for the Family Information Center
- If you do not have an existing Family Info Center account,
  - Go to <http://familyinformationcenter.brighthorizons.com/>
  - Click " Sign Up"
  - Enter the primary email address your center has on file for you
  - Click " Submit"
  - An email will be sent to the address you submitted containing a temporary password
  - Log into the Family Information Center using the email you provided and the temporary password
  - This newly created username and password can now be used to login to the My Bright Day® app

### 2. Visit the Web

You can also access past daily reports, view photos and videos of your child and customize your My Bright Day® settings via the Family Information Center. Go to <http://familyinformationcenter.brighthorizons.com/> and log in. You will see a link to My Bright Day®- click here to view a history of all daily experience sheets, photos and videos!

#### To access My Bright Day® through the Family Information Center website:

- Go to <http://familyinformationcenter.brighthorizons.com/>
- If you already have a Family Information Center account,

- Simply log in and click My Bright Day® on the right hand side of the screen to begin sharing memories!
- If you do not have an existing Family Info Center account,
  - Go to <http://familyinformationcenter.brighthorizons.com/>
  - Click “ Sign Up”
  - Enter the primary email address your center has on file for you
  - Click “ Submit”
  - An email will be sent to the address you submitted containing a temporary password
  - Log into the Family Information Center using the email you provided and the temporary password
  - Click My Bright Day® on the right hand side of the screen to begin sharing memories!

**3. Receive Emails** – At the end of each day you will receive your Daily Report to the email address that you use to log into the Family Information Center/ My Bright Day®. The Daily Report will include all the information currently provided on the paper daily sheet. In addition, throughout the day, you will receive emailed pictures and videos of your child!

We hope you share in our excitement around this new service! If you have any questions please contact the Director or reach out to the support team at 855-239-3850 or email [mybrightday@brighthorizons.com](mailto:mybrightday@brighthorizons.com).