



Setup Instructions

Step 1:

If you already have a Family Information Center account and you know your username & password, you can skip to step 2.

If you do not have an account, go to <http://familyinformationcenter.brighthorizons.com/>



- Click the Sign Up tab
- Enter the primary email address your center has on file and click Submit
- An email will be sent to the address you submitted containing a temporary password
- Log in using the temporary password
- Set your new password

You will use your username and password online and using the app.

Step 2:

Download the My Bright Day app through  or  and log in using your existing Family Information Center account information (email and password).

App features:

- Submit routine drop-off information (if applicable)
- View real time updates on your child's daily activities by viewing the Daily Report
- View pictures and videos of your child
- Review past daily reports, as well as photos/videos that have been shared
- Manage settings and set notification preferences

Step 3:



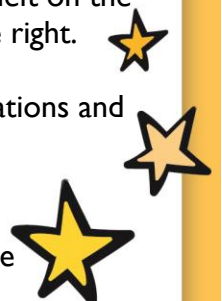
A. Dropoff Notes – Tap this box to enter routine drop-off information such as last bottle, diaper, food provided and pickup information. You can also indicate in the top right corner if your child will be absent for the current day or a future day. Information can be entered up to 2 hours after a child has been dropped off or until a teacher has entered a care event for the child.

B. Daily Report – Tap this box to view the current in progress daily report. If the child is not in the center on the current day, this box will display the last completed daily report for the child.

C. Memories* – Tap this box to access all past daily reports, photos/videos and notes for your child. You can also swipe left on the app to access this screen. To exit the memories page, swipe right.

D. Settings – Tap this box to manage your email communications and real-time push notifications.

*Individual photos of your child can be saved to your phone and shared via email and Facebook. Photos of more than one child cannot be saved or shared for privacy reasons.



Frequently Asked Questions

What username and password should I use?

You should use the username and password that you use to log into the Family Information Center. If you do not have an account with the Family Information Center, you need to sign up there first, then use the same login information to sign into the My Bright Day app.

I do not have a smartphone. How can I submit the drop-off information?

Drop-off information can be submitted from the web via the Family Information Center, from a computer (<http://familyinformationcenter.brighthorizons.com/>).

Can other family members have access to this app?

My Bright Day is only available for parents/guardians.

Can my spouse and I share a login?

Each parent/guardian should have his/her own separate login account.

Can I communicate to the teachers/staff through the app?

At this time, parents/guardians are not able to communicate to the teacher through the app. Please continue to communicate with staff during the day as you would today.

How can I see past information through the app?

You can view all past history of Daily Reports, as well as pictures and videos, by accessing the Memories section of the mobile app. You can also view all history on the web via the Family Information Center at <http://familyinformationcenter.brighthorizons.com/>.

Can I download and share pictures and videos that I receive?

You have the option to save, share via email or share via Facebook any picture or video of your child. For security purposes, if more than one child is present in a photo or video, you will not have these options.

How do I know that other families are not downloading pictures of my child from a group photo or video?

If a teacher tags more than one child in a photo or video, the user will not be able to save or share it.

Once I drop my child off, can I still update the drop-off notes?

Yes, drop-off information for your children can be entered and edited up to 2 hours after they are checked into the app or once a teacher logs an entry for the child (whichever comes first).

If I get a new email address or phone number, where do I update this?

All contact information can be managed in the Family Information Center, <http://familyinformationcenter.brighthorizons.com/>.

How can I update the notification preferences?

You can make updates to notification preferences from the Settings. From the app, the Settings can be found at the bottom right corner of the home screen. From the web, the Settings can be found on the top right of the home screen.

