

HOME TAB

HOME Screen: This screen allows you to login for full access to all site features. Using as a Guest allows you to view/download/print forms and other limited options, such as:

- **Start New Registration:** Customers new to Child and Youth Services (CYS) can start their registration process online using the “Start New Registration” tab by providing names, addresses, phone numbers, birthdates, contacts, etc. Customers will need to contact the local Parent Central Services Office to complete the *CYS New Registration & annual Re-Registration process.*
- **Browse Activities:** Guests can search to see what is being offered at specific garrisons prior to their arrival.

SERVICES Tab: This tab on the menu bar allows guests to search and browse activities, sign up for a registration appointment, inquire about hourly care, view the event calendar, and more as available.

MY ACCOUNT Tab: After logging in, make payments and access account reports.

FORMS Tab:

This tab provides customers with required *CYS registration or annual re-registration forms. (CYS Registration Checklist, Health Screening Tool, Health Assessment/Sports Physical Form, and all Medical Action Plan forms required to be completed by your Health Care Provider)*

- Each Garrison has a unique WebTrac link.
- Choose your Garrison prior to entering username & password.
- Once signed in, you can choose the features you need!

FOR MORE INFORMATION
PLEASE CALL YOUR LOCAL
CYS PARENT CENTRAL SERVICES
OFFICE LOCATED AT:

CYS Parent Central &
Outreach Services

Resiliency Center
600 Thomas Avenue
Room 121

Fort Leavenworth, KS 66027

913-684-5138

Hours:

M/T/W/F: 8:00am-5:00pm

Thurs: 8:00am-6:00pm

(Closed 3rd Thursdays,
2:15-3:45pm, for training.)



WEBTRAC GUIDE



Navigating the *CYS* online portal

Fort Leavenworth, Kansas

<https://webtrac.mwr.army.mil>

WEBTRAC FEATURES

THROUGH WEBTRAC: YOU CAN TAP INTO CHILD & YOUTH SERVICES FUNCTIONS LIKE ENROLLMENTS, BILLING, PAYMENTS AND HOURLY RESERVATIONS.

Once you have an account *username* and *password*, login to take advantage of these features:

Enroll in Activities:

Youth Sports & Fitness and SKIES instructional classes are available.

Payments must be made in full at time of enrollment.

Reserve Hourly Care:

Change existing reservations or print your scheduled reservations, as local policy allows.

Make Payments:

Current-year bills for CYS programs billed as installments (like CDC, SAC, and MST Summer Camps) can be made any time of day. If your current bill is paid in full, you can pre-pay for program fees or Hourly Care through your WebTrac account, too.

Make Registration Appointments:

You can choose the date and time most convenient for you. Parent Central Services requires appointments for New & annual Re-Registrations. Contact your local office for same day appointment assistance.

Run Inquiries and Print Reports:

Look up a wide range of information about your household transactions. Some examples include:

- Household Calendar, which shows all activities your children are enrolled in, as well as time and location
- Receipts for reference or tax purposes
- Child Care Tax Statements that automatically include/exclude the proper pay types
- Shopping History, to see the items you have purchased or programs your children were enrolled in for any specified period of time
- Current Enrollments, which list all the classes and activities your children are enrolled.

Update Household Info:

Update email addresses, phone numbers, housing area, and your emergency contact designee.

Update Child/Youth Info:

Update your child's nickname, relationship, ethnicity and gender. Make other family member updates at Parent Central Services.

To Request Care:

A link is provided to connect you to MilitaryChildCare.com where you request childcare options.

Upload Documents:

Scan and upload PDF documents like registration forms, immunization records, medical action plans, family care plans, health screening tools and sports physicals.

Please submit documents with sensitive information (including SSN or financial) in person to the Parent Central Services office.

Print Forms:

Save time at your appointment. Although the site won't save your documents, you can complete and print them in preparation for your registration appointment. *You can print out required Medical Action Plan forms to take to your child's health care professional.*

Contact Us:

Generate an email to provide comments or request assistance.

Help: Password or login assistance is provided by contacting your local Parent Central Office.

FAQ: Provides a key to WebTrac icons used throughout the site.

