

CHAMPIONS®

HOW TO ACKNOWLEDGE OR UPLOAD DOCUMENTS

Use this guide to review, acknowledge, or upload required documents in your account. This can only be done on the website, not in the app.

- Complete pending documents promptly to avoid enrollment delays.
- Accepted file types include PDF, JPG, and PNG.

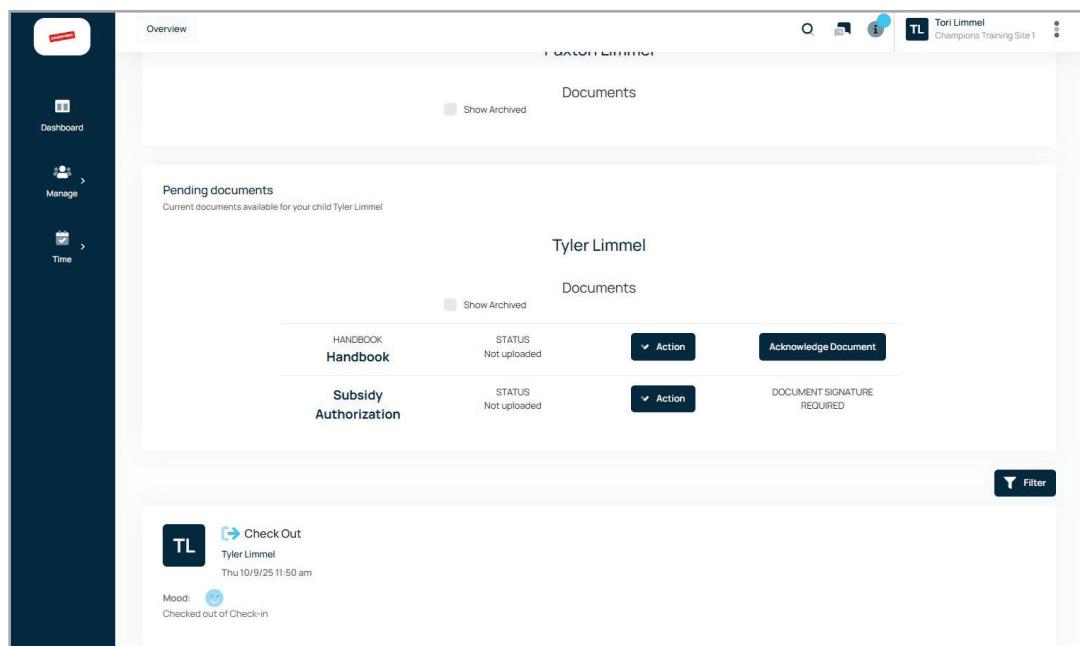
STEP-BY-STEP INSTRUCTIONS

STEP 1:

Sign in at my.discoverchampions.momentpath.com.

STEP 2:

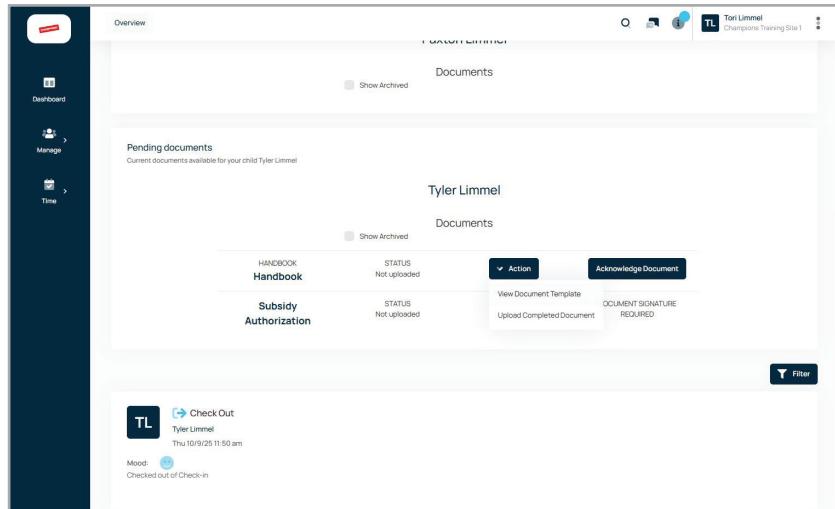
Check your dashboard for pending documents.



The screenshot shows the 'Overview' dashboard of the Champions Training Site. The left sidebar has a dark background with white icons for Dashboard, Manage, and Time. The main content area has a light gray background. At the top, there's a search bar and a user profile for 'Tori Limmel, Champions Training Site 1'. Below the search bar, there are two sections: 'Pending documents' and 'Tyler Limmel'. The 'Pending documents' section shows a list of items: 'HANDBOOK Handbook' (Status: Not uploaded, Action: Acknowledge Document) and 'Subsidy Authorization' (Status: Not uploaded, Action: Document, Note: DOCUMENT SIGNATURE REQUIRED). The 'Tyler Limmel' section shows a list of items: 'Check Out' (by Tyler Limmel, Thu 10/9/25 11:51 am) and 'Mood' (checked out of Check-in). At the bottom right, there's a 'Filter' button.

STEP 3:

Click “Action” next to any required document.

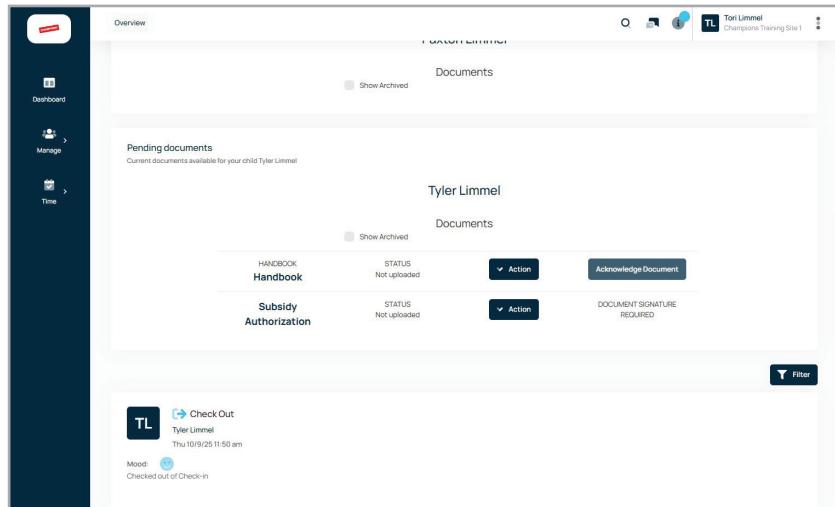


STEP 4:

To acknowledge, select “View Document Template,” review, then click “Acknowledge Document.”

STEP 5:

To upload, select “Upload Completed Document,” choose your file, then click “OK.”



TROUBLESHOOTING

Missing a document? Contact your site director or Family Support at 800-246-2154.

File won't upload? Ensure it is PDF, JPG, or PNG.

QUESTIONS? Email ChampionsHelp@KC-Education.com, call 800-246-2154, or contact your site director.