

The Lil' School at St. Bernard's
NYS OCFS License # 740283
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Physical Location:
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Mailing Address:
PO Box 930, Saranac Lake NY 12983

Dear Families,

We are excited to announce that our website is live with our online parent portal! By accessing MyProcure, you can do all of the following with more to come:

- View account details (all charges, payments, and account balances)
- Run account reports (receipts, charge summaries, end of year tax documents, etc.)
- See your child's approved schedule and classes
- Review your child's contacts (if you see an error- email us with the updated information!)
- And more to come (we may be adding an online payment option, so keep an eye out as we get to know all our new software!)

To begin using the MyProcure Portal, follow the directions below:

1. Go to www.lilschooladk.com
2. Scroll to the bottom of the main page where it says "Current Families: Log in to Our Portal" and click on the green button labeled "MyProcure". You will be redirected to another site.
3. Input the email address that you gave to our program for your account upon registration (if your email is not recognized, contact us immediately so we can add it to your account).
4. You will be redirected to another page and emailed a confirmation code.
5. Put in confirmation code and set your password.
6. That's it! From here on out you will just go to the "MyProcure" button on our website and log in to view your account information!