

Add Parents and Authorized Pickups to your Child's Account

📅 Updated on 26 Jan 2024 • ⌚ 3 Minutes to read

Add or delete Parents and Authorized Pickups in the Procure child care mobile app and on the website

This article applies to Procure Online platform only. For centers using Procure Desktop with the Engagement functionality, parents can update family records in MyProcure.

You can add Parents and Authorized Pickups to your child's account. Each parents will be issued their own unique four digit pin giving them access to drop off or pick up your child from the school/center.

Anyone you add as a **Parent** will be sent an invite code to download and sign into the child's account. This person will be able to see billing and attendance records.

Anyone you add as an **Authorized Pickup** will be assigned a pin to drop off and pick up your child. This person will have no access to the child's account.

You can add authorized pickups within the Procure child care mobile app or the parent web portal. If you do not see this option the school may have this setting disabled. If this is the case, you will need to call your school/center to add pickups to your child's account.

Adding Parents via the Procure Child Care Mobile App

The screenshot shows the Procure Child Care Mobile App interface. On the left, there is a navigation menu with four items: 'Payments', 'Family Info' (circled in red), 'Add Your Child', and 'Switch School'. On the right, there is a form for adding a parent. The form has the following sections: 'FIRST NAME' with the value 'Berry', 'LAST NAME' with the value 'Alan', 'PARENTS' with a list of three parents: 'Doris Snow', 'Henry Allan', and 'Polly Ramon'. Below the list is a button '+ ADD PARENT' (circled in red). Below that is 'AUTHORIZED PICK UP' with a button '+ ADD AUTHORIZED PICK UP'. Below that is 'DOB' with the value 'Nov 03, 2018'. Below that is 'MEDICATION' with the value 'Tap to add'.

1. Click the bars at the top left.
2. Click on Family Info (circled in red below on the left)
3. Use the "+Add Parent" button (circled in red below on the right)
4. Fill out name fields and add an email address or mobile number.
5. This parent will be sent an invite to sign into the app and look up their parent pin.

Adding Authorized Pickups in the Procure Child Care Mobile App

1. Click on Family Info (circled in red below on the left)
2. Use the "+Add Authorized Pickup" button (circled in red below on the right)
3. This authorized pickup will not have access to their account so you will need to communicate their pin to them.

Deleting Parents/Authorized Pickups in the Procare Child Care Mobile App:

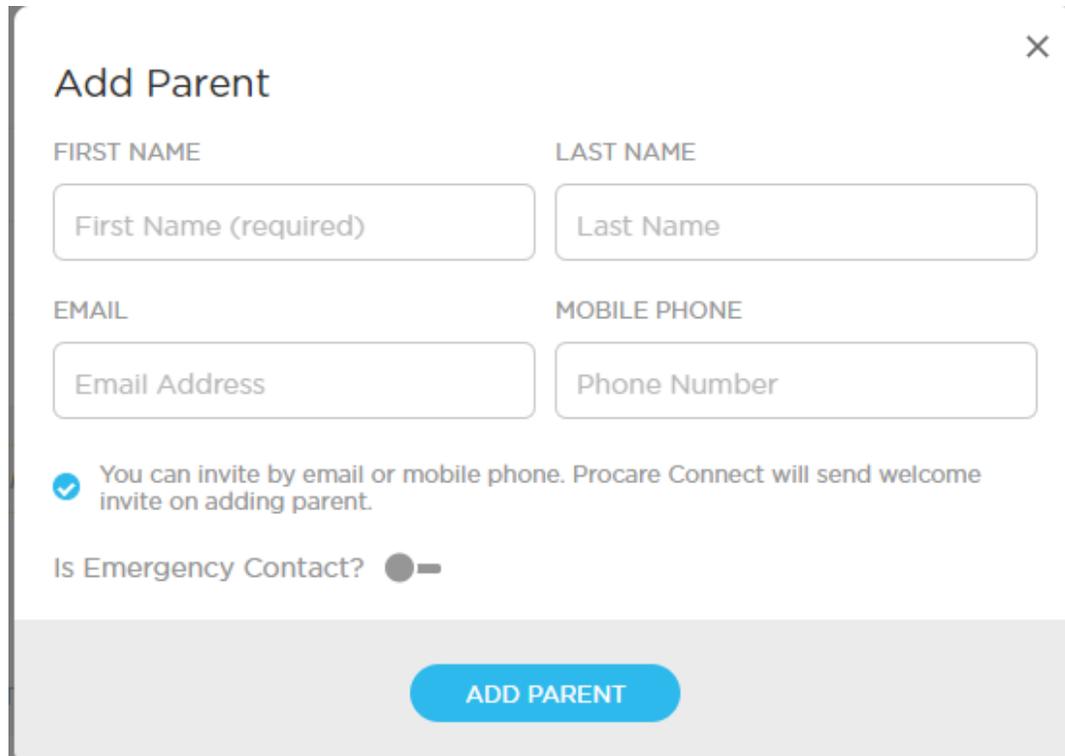
The screenshot shows the Procare Child Care Mobile App interface. On the left, there is a navigation menu with four options: 'Payments', 'Family Info', 'Add Your Child', and 'Switch School'. The 'Family Info' option is circled in red. On the right, there is a form for adding or editing parent information. The form includes fields for 'FIRST NAME' (Doris), 'LAST NAME' (Snow), 'CONTACT INFO' (Add Email Address, Add Mobile Phone), and a checkbox for 'Is Emergency Contact?'. Below the form, there is a 'SIGN IN PIN' section with the pin '6597' and a note: 'Parent or Carer can use this unique PIN to Sign In/Out their children from Procare'. At the bottom of the screen, a confirmation dialog asks 'Do you want to DELETE the parent?' with the word 'DELETE' circled in red.

1. Go to Family Info (circled in red below on the left)
2. Click on the Parent/Carer you wish to delete
3. Scroll down to find and use the option to "DELETE" the parent/carers (circled in red on the right)
4. This person's pin will immediately be deactivated and they will not be able to sign the student in or out

Adding Parents on the Parent Portal Website:

1. Go to "Family List"
2. Click on "Add Parent"
3. Fill out the name fields and add an email or mobile number to send the parent an invite to the app (you can choose to uncheck the option to send the welcome invite)
4. This parent will now be able to sign into the app and look up their parent pin (if you did not send the invite you will need to communicate the pin to the parent)

Adding Parent/Authorized Pickups on the Parent Portal Website:



Add Parent ×

FIRST NAME

LAST NAME

EMAIL

MOBILE PHONE

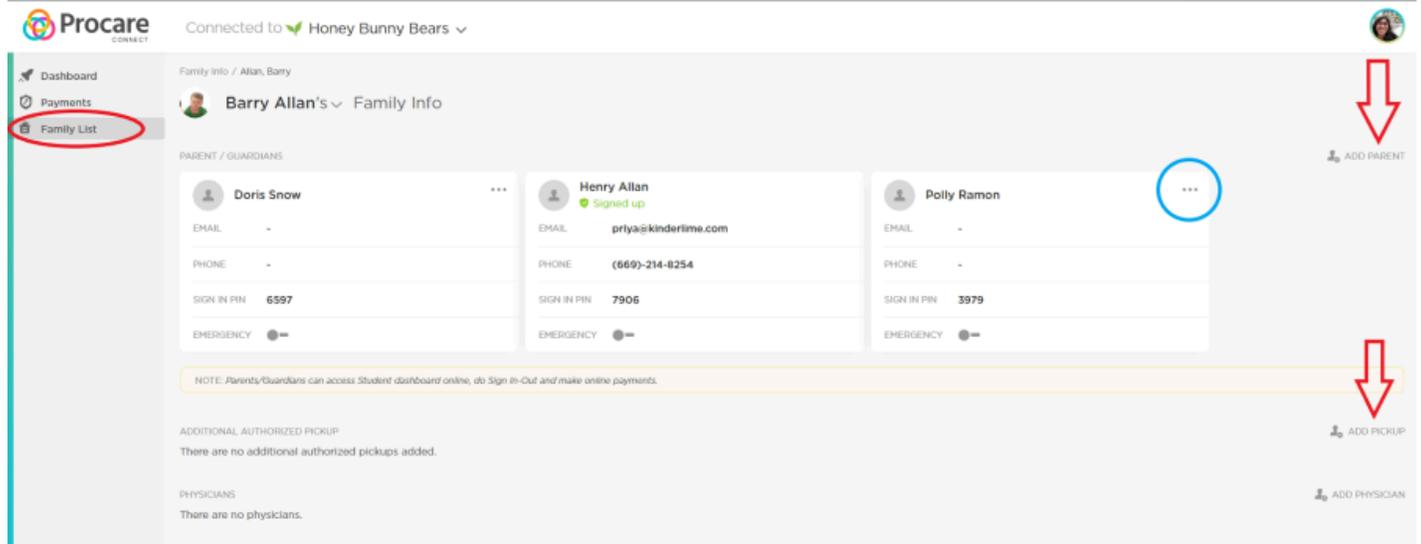
You can invite by email or mobile phone. Procure Connect will send welcome invite on adding parent.

Is Emergency Contact?

ADD PARENT

1. Go to "Family List" (circled in red below on the left)
2. Click on "Add Parent" or "Add Pickup" (red arrows below)
For parents, there is an option to invite them so they can create their own account. If you do not want them to be invited, please be sure to uncheck the option to send the welcome invite.
3. Fill out any information for that parent/pickup
4. If it is an authorized pickup, they will not have access to their account so you will need to communicate their pin to them

Deleting Parents or Authorized Pickups on the Parent Portal Website:



1. Go to "Family List" (circled in red below)
2. Click on the ellipsis on the right side of the parent or authorized pickup's name (circled in blue below)
3. Choose option to Delete
4. This person's pin will immediately be deactivated and they will not be able to sign the student in or out

← Previous
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Next →
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