## **Edit Family Information**

figure Updated on 26 Jan 2024  $\cdot$   $\bigcirc$  2 Minutes to read

# Make changes to your child's or your own information

If you need to update personal information, such as add your child's medication, update an address, or add additional authorized pickups, you can update this information via the Procare Parent app or website. **Please Note:** If the fields are not editable, your school/center does not have this feature enabled, please contact them to make changes.

### What Can You Add/Edit?

When you log into the Procare app, you can edit the following information. **Please Note:** Each item below labeled with "web" can be also edited via the Procare parent portal (website).

### **Child Information**

- Add Profile Picture (click on the circle icon at the top of each profile page)
- First and Last Name
- DOB
- Medication
- Allergies
- Address, City, State, & Zip

### Parent/Guardian

- Add Profile Picture (click on the circle icon at the top of each profile page)
- First and Last Name (web)
- Phone Number (web)
- Select "Is Emergency Contact" (web)
- Email Address (only when adding new contact)

## Family & Additional Authorized Pickups (edit current or add additional)

- \* Add Profile Picture (click on the circle icon at the top of each profile page)
- \* First and Last Name (web)
- \* Phone Number (web)
- \* Relation (web)
- \* Select "Is Emergency Contact" (web)

### Physicians (web only)

- \* First and Last Name
- \* Email
- \* Phone
- \* Туре
- \* Additional Notes

## How to Edit Personal Information

The steps below explains how to edit personal information via the mobile app, then via the parent portal website.

### **Option 1: Procare Parent Mobile App**

Follow the steps below to edit family information via the mobile app:

1. Once logged into the Procare app, click the menu icon in the top left corner.



2. Select Family Info.

Jennifer H	You
🟦 Home	
S Make Payment	
View Transactions	
🖍 Family Info	
Add Your Child	
➡ Switch School	

3. Choose which child to edit. Please Note: If you are editing parent, guardian, or pickup information (name, phone, etc.), it will change for all children.



4. Make the necessary edits and click Save in the top right corner. To edit the information under a parent/guardian or additional pickups, click their name to make changes. To add additional parents or pickups, click Add Parent/Pickup.

FIRST NAME Georgie LAST NAME Jones PARENTS OR GUARDIANS PARENTS OR GUARDIANS Annifer Hennig ADD PARENT FAMILY & ADDITIONAL AUTHORIZED PICKUPS Grandpa Jones Matt Casey1	Save
FIRST NAME Georgie LAST NAME Jones PARENTS OR GUARDIANS PARENTS OR GUARDIANS ADD PARENT FAMILY & ADDITIONAL AUTHORIZED PICKUPS Grandpa Jones Matt Casey1 + ADD PICKUP	
Georgie LAST NAME Jones PARENTS OR GUARDIANS Jennifer Hennig HADD PARENT FAMILY & ADDITIONAL AUTHORIZED PICKUPS Grandpa Jones Matt Casey1 HADD PICKUP	
LAST NAME Jones PARENTS OR GUARDIANS Jennifer Hennig + ADD PARENT FAMILY & ADDITIONAL AUTHORIZED PICKUPS Grandpa Jones Matt Casey1 + ADD PICKUP	
Jones PARENTS OR GUARDIANS Jennifer Hennig HADD PARENT FAMILY & ADDITIONAL AUTHORIZED PICKUPS Grandpa Jones Matt Casey1 HADD PICKUP	
PARENTS OR GUARDIANS    Jennifer Hennig   ADD PARENT   FAMILY & ADDITIONAL AUTHORIZED PICKUPS  Grandpa Jones  Matt Casey1   ADD PICKUP	
Jennifer Hennig     ADD PARENT  FAMILY & ADDITIONAL AUTHORIZED PICKUPS Grandpa Jones  Matt Casey1  + ADD PICKUP	
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FAMILY & ADDITIONAL AUTHORIZED PICKUPS	
Grandpa Jones  Matt Casey1  + ADD PICKUP	
Matt Casey1  ADD PICKUP	
+ ADD PICKUP	
DOB	_
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#### **Option 2: On the Website**

Follow the steps below to edit family information via the parent portal website:

1. Navigate to the **parent portal website** and log in. Then click Family List in the left menu.



2. To edit parent information, place your mouse over the field and click the pencil icon. Edit the text and click the blue checkmark to save the information.

🔞 Procare	Casey Child Care 🗸 🕴 Connected and In Contr	rol
<ul><li>Dashboard</li><li>Payments</li></ul>	Georgie Jones's <> Family Info	
🛱 Family List	PARENT / GUARDIANS	🔏 ADD PARENT
İ Documents 🥯	Jennifer Jones © Signed up EMAIL PHONE (810)-302-798	Steven Jones         © Signed up         EMAIL         PHONE         SIGN IN PIN       2847
	EMERGENCY -	EMERGENCY -

3. To edit authorized pickup information, click the More Actions button in the right column and select Edit Carer. Click Add Pickup in the top right corner if the Additional Authorized Pickup section.

ADDITIONAL AUTHORIZED PICK	UP			ADD PICKUP		
PERSON NAME	RELATIONSHIP	PHONE	SIGN-IN PIN			
Grandpa Jones	-	-	6114			
Matt Casey1	Carpool	-	Only Visible t Pickup	Edit Carer		
NOTE: Additional Authorized Pickups only can do Sign In-Out. No access to Student Dashboard or payments						

Add Parents and Authorized Pickup...

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