

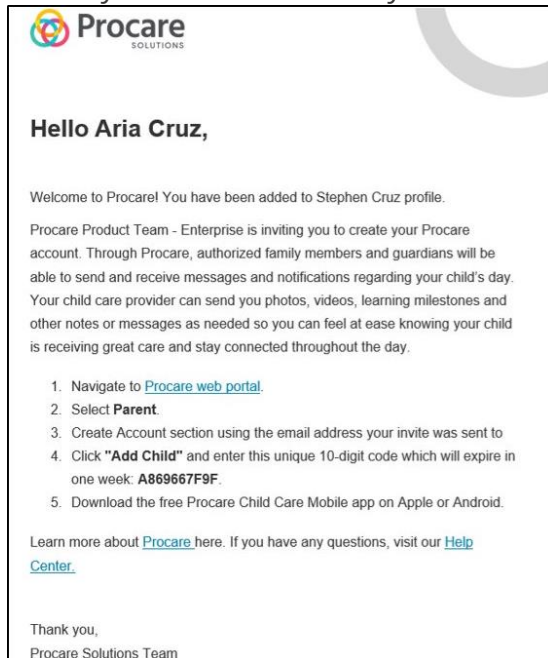
## How to Sign Up for a Procare Account

**Create a parent account to view your child's information and send messages to staff.**

If your child's school has started using Procare to communicate and track student activity, you will receive an email from your school containing steps on creating an account through the Procare web portal.

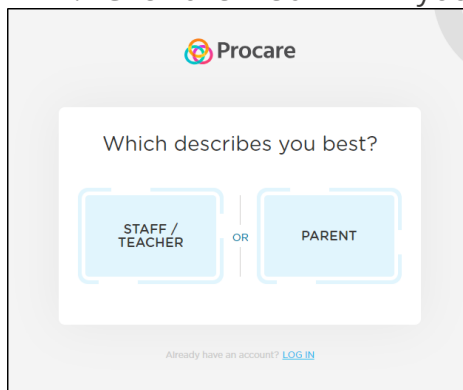
### How to Sign Up

All the instructions you need to sign up for a Procare account are in the email invite you received from your school.



**Important:** If you already have a Procare account, navigate to the login screen. Do not create an additional account. Log in with your email and password or reset your password if needed.

1. Click the web link in your email invite, then select **Parent**.



Complete the **Create account as parent** screen using the email address your invite was sent to, then click **Sign Up**.

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### Create account as parent

Your Name

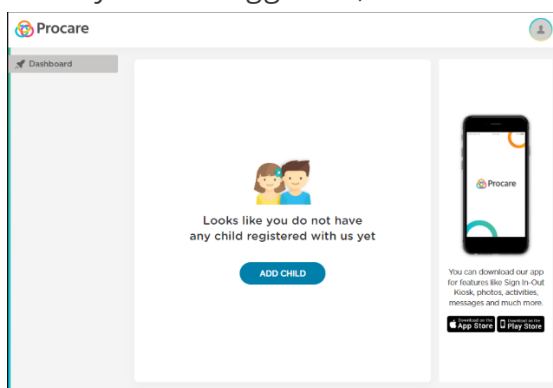
Email Address

Password

Confirm Password

**SIGN UP**

Once you are logged in, click **Add Child**.



Enter the 10-digit code from your email invite and click **Submit**.

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Enter Your 10 Character Code

Input the code you received in email to get started

No Invite Code? [REQUEST](#)

**SUBMIT**

### Important Invitation Code Information

- The invitation code is entered *after* your account has been created and you are logged in to Procare.
- Invitation codes expire one week from the date it was received. If the invite code is not accepted within the week, or a new code is needed, please request to be re-invited by your school.
- The invitation code is unique to you and should not be shared.

### **Downloading the Procure Child Care Mobile App**

Once your account has been created, follow the steps below to download the Procure Child Care Mobile app.

1. From the Apple (iOS) Store, Google Play (Android), and Amazon Store, search and download the Procure Child Care Mobile app.
2. Log in with the account information you created above. Once logged in, your child's information will be displayed and you have access to view events and activities, edit your child's information (if your school allows this), view account balances, communicate with teachers and more.

### **Trouble Logging In?**

Here are a couple of things you can check:

1. Do not try logging in to Procure using your email address and the invitation code as your password. You will receive an error that your email is invalid. You must first create an account.
2. Ensure you are creating an account through the Procure web portal prior to signing in on the Procure Child Care Mobile app.