



Procure Online: How to Sign In/Out

Parent User Guide

Table of Contents

Introduction3

Before you Begin..... 3

App Overview..... 3

Parent App Options4

QR Code Sign-In/Out..... 4

Curbside Contactless (GPS) Sign In/Sign Out 7

Parent Kiosk Options9

No Parent PIN Required..... 9

Parent PIN Required 11

INTRODUCTION

In this parent guide, you will learn how to sign your child(ren) in/out using the classroom kiosk, as well as sign in and navigate the Procare parent mobile application.

BEFORE YOU BEGIN

To begin, you will receive an email from the school with your registration code and instructions to create a Procare account. Once your account has been created, download the Procare child care mobile app.

APP OVERVIEW

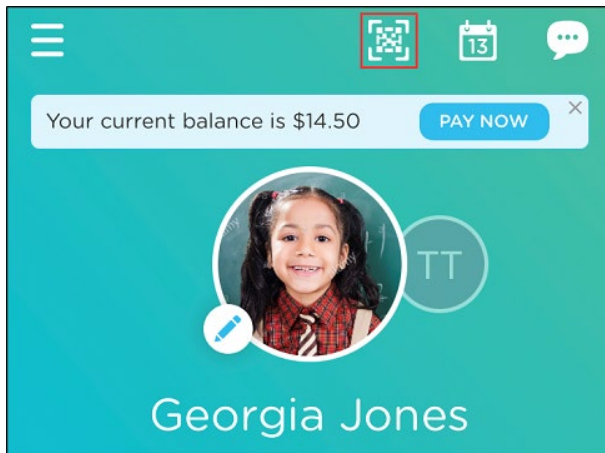
Here is an overview of your Procare parent app home screen:



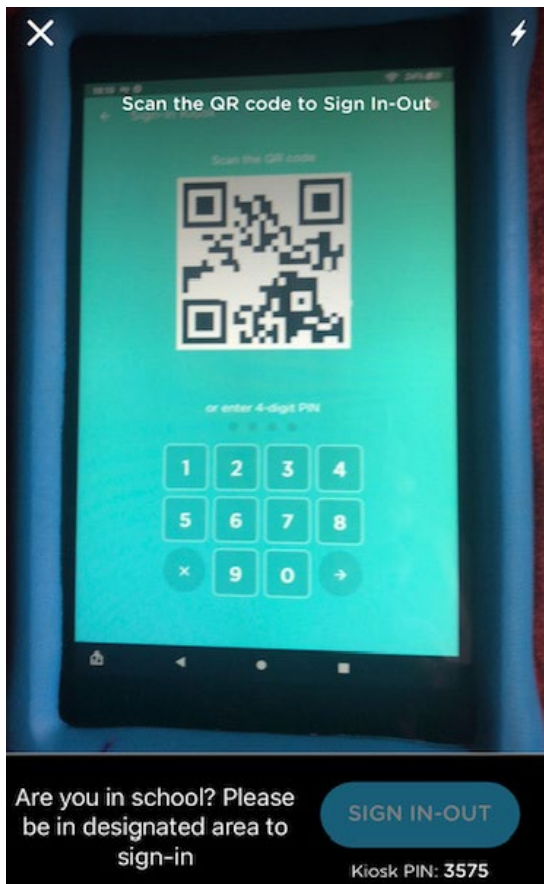
QR CODE SIGN-IN/OUT

A QR Code allows you to sign your child in/out by scanning a unique barcode with your personal device. Your school can display the QR code on a computer monitor, printed out or on the Parent Kiosk. Once the QR code is located, follow the steps below to check your child in or out.

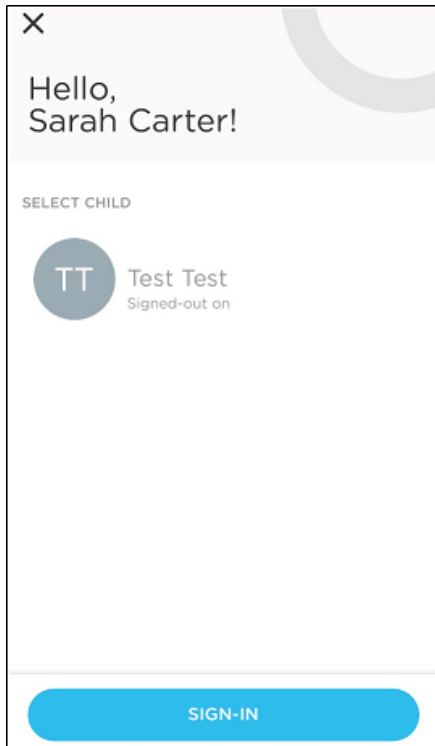
1. Click the QR code icon in the top right corner of your parent app.



2. The camera will open, and the code will scan automatically.

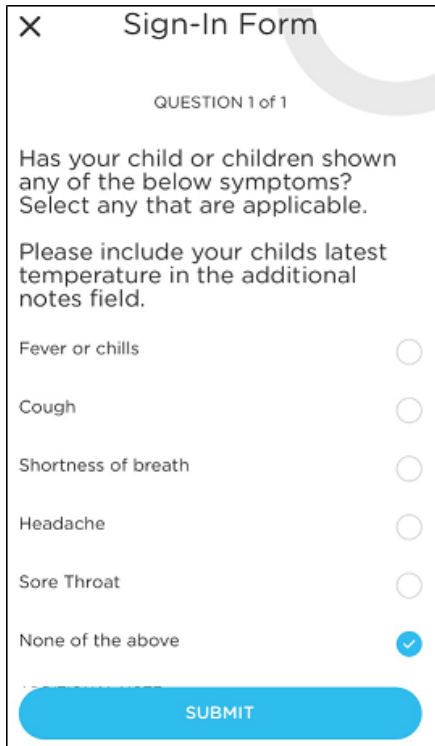


3. Once the barcode scans, your child(ren) will display on the screen. Click SIGN-IN to continue. If you have more than one child, select the child, then click SIGN-IN.



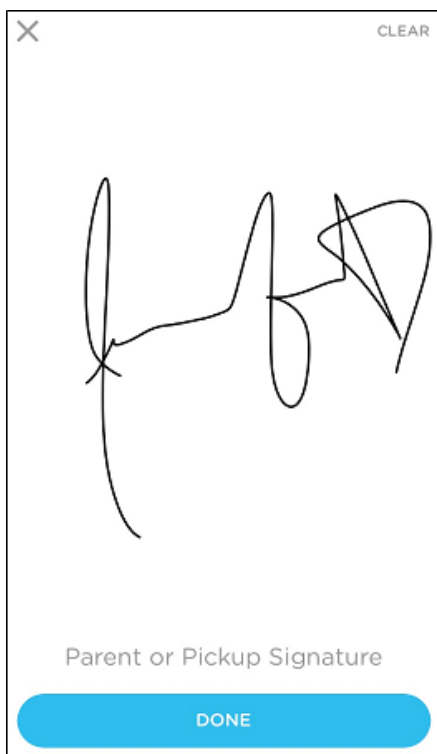
The screenshot shows a mobile app interface. At the top, there is a close button (X) and a greeting: "Hello, Sarah Carter!". Below this is a section titled "SELECT CHILD". It features a circular profile picture with the initials "TT" and the name "Test Test" next to it. Underneath the name, it says "Signed-out on". At the bottom of the screen is a large blue button labeled "SIGN-IN".

4. If your school has check-in questions enabled, they will display. Answer any questions and click SUBMIT.



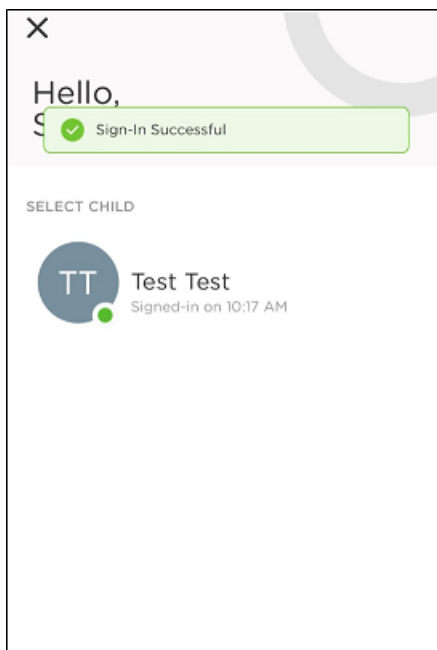
The screenshot shows a "Sign-In Form" with a close button (X) at the top left. The title "Sign-In Form" is at the top center. Below the title, it says "QUESTION 1 of 1". The main text of the question is: "Has your child or children shown any of the below symptoms? Select any that are applicable." Below this, there is a note: "Please include your child's latest temperature in the additional notes field." There is a list of symptoms with radio buttons next to them: "Fever or chills", "Cough", "Shortness of breath", "Headache", "Sore Throat", and "None of the above". The "None of the above" option is selected, indicated by a blue checkmark in its radio button. At the bottom of the form is a large blue button labeled "SUBMIT".

5. Sign your name and click DONE.



A screenshot of a mobile app interface for signing in. At the top left is a close button (X) and at the top right is a 'CLEAR' link. The main area contains a large, stylized handwritten signature. Below the signature, the text 'Parent or Pickup Signature' is displayed. At the bottom is a large blue button labeled 'DONE'.

6. A message will appear when the sign-in is successful and the signed-in time will display below the child's name. Click the X to go back to the home screen.

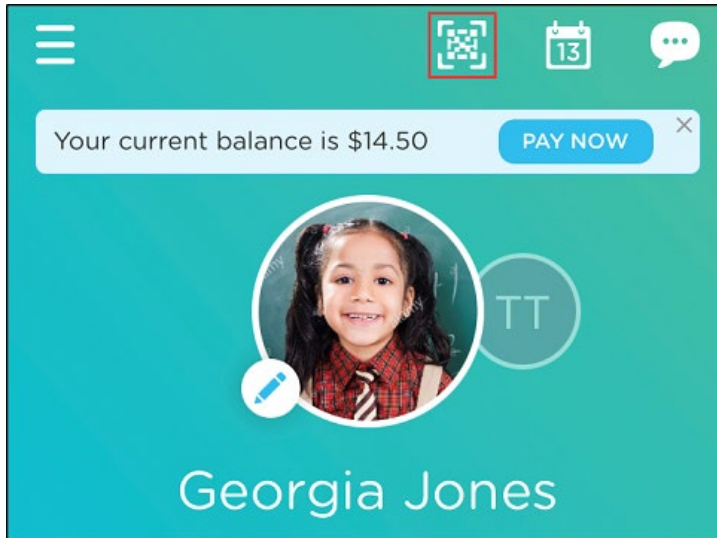


A screenshot of the app's home screen after a successful sign-in. At the top left is a close button (X). Below it, the text 'Hello,' is followed by a green notification box containing a checkmark and the text 'Sign-In Successful'. Underneath is a section titled 'SELECT CHILD'. It features a circular profile picture with the initials 'TT' and the name 'Test Test'. Below the name, it says 'Signed-in on 10:17 AM'.

CURBSIDE CONTACTLESS (GPS) SIGN IN/SIGN OUT

If enabled by your school, this location-based option works by allowing you to sign your child in or out when your mobile device is at school. To use curbside contactless (GPS) sign in/out, follow the steps below:

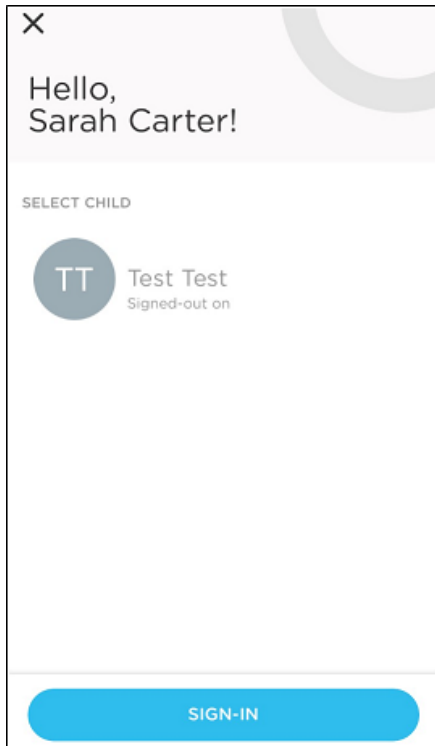
1. Click the scan icon in the top right corner of your Parent app.



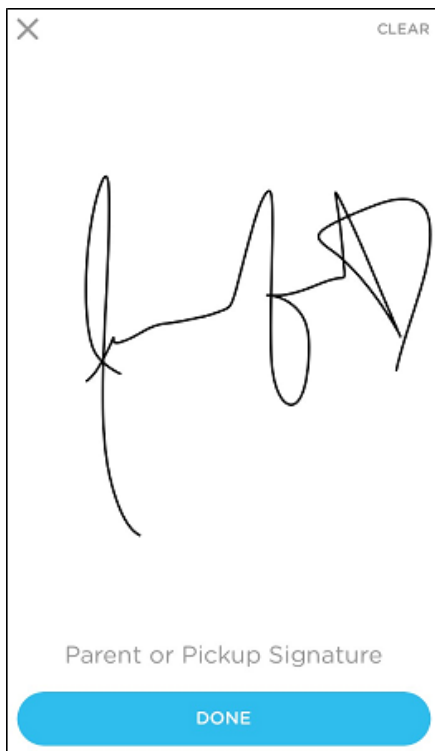
2. The camera will open and there will be a banner at the bottom that will display “Looks like you are in school! Tap the button to sign-in” if you are within the defined distance of the school. Click the SIGN IN-OUT button to continue with check-in.



3. Click SIGN-IN to continue or if you have more than one child, select the child(ren), then click SIGN-IN.



4. Sign your name and click DONE.



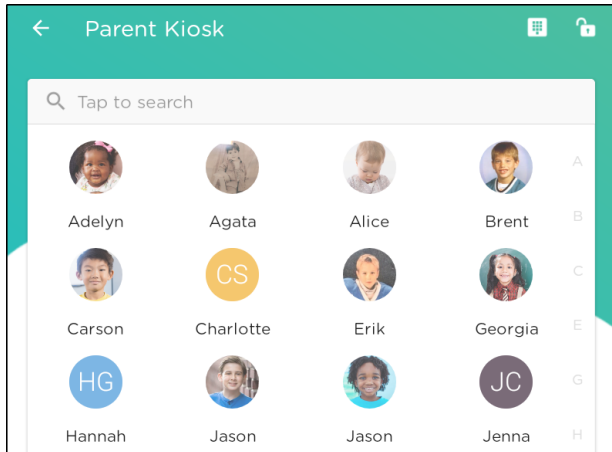
5. A message will appear when the sign-in is successful and the signed-in time will display below the child's name. Click the X to navigate back to the app home screen.

PARENT KIOSK OPTIONS

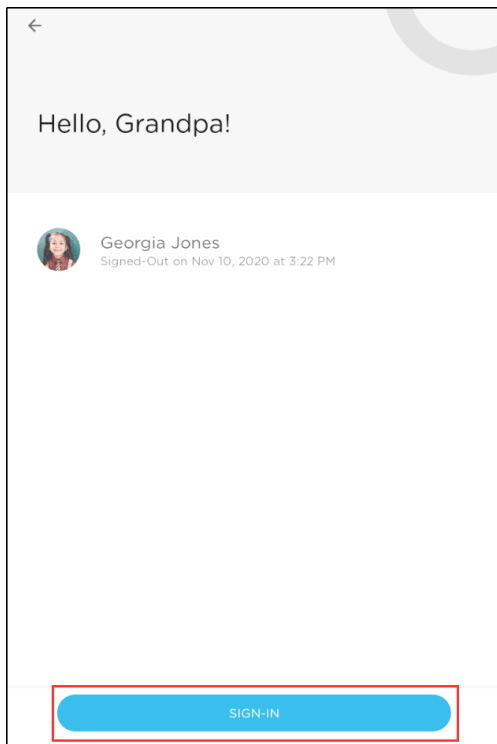
There are two options when signing in via the parent kiosk, with a PIN and without a PIN.

NO PARENT PIN REQUIRED

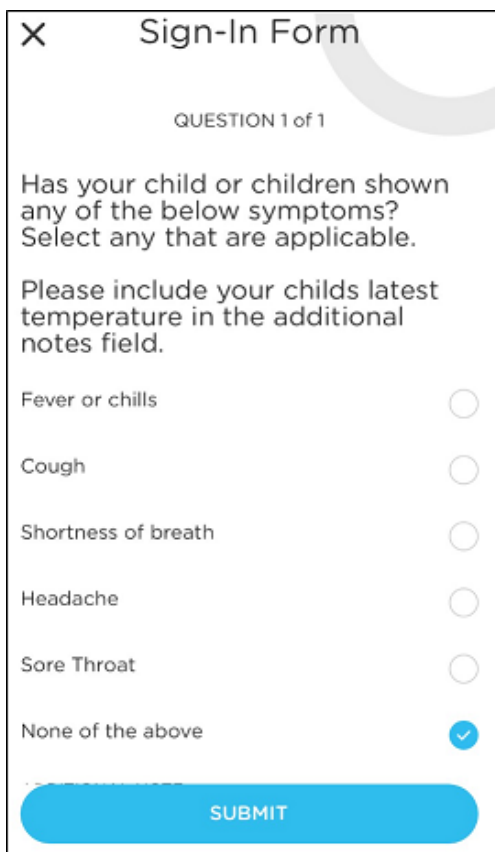
1. On the Parent Kiosk, locate and select your child by name or picture.



2. Select your name from the List of Authorized Pickups.
3. Select the child(ren) to sign in/out and click SIGN-IN.

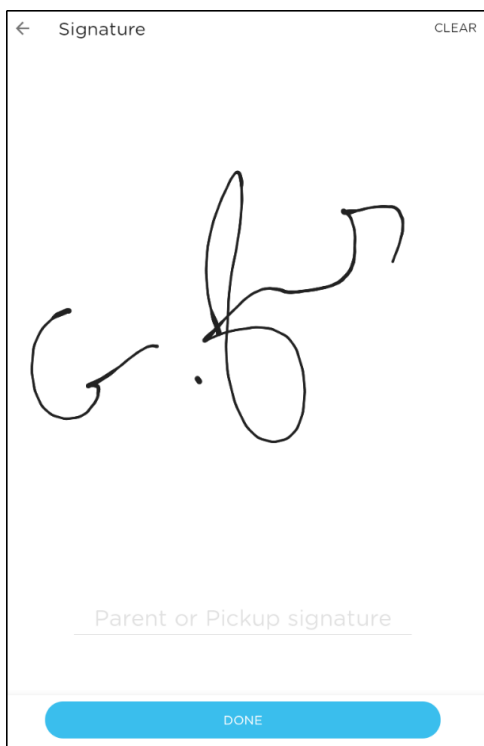


4. If your school has check-in questions enabled, they will display. Answer any questions and click SUBMIT.



A screenshot of a mobile application's 'Sign-In Form'. At the top left is a close button 'X'. The title 'Sign-In Form' is at the top center. Below it, 'QUESTION 1 of 1' is displayed. The main text asks: 'Has your child or children shown any of the below symptoms? Select any that are applicable.' Below this, it says: 'Please include your child's latest temperature in the additional notes field.' There is a list of symptoms with radio buttons: 'Fever or chills', 'Cough', 'Shortness of breath', 'Headache', 'Sore Throat', and 'None of the above'. The 'None of the above' option is selected, indicated by a blue checkmark in its radio button. At the bottom is a large blue button labeled 'SUBMIT'.

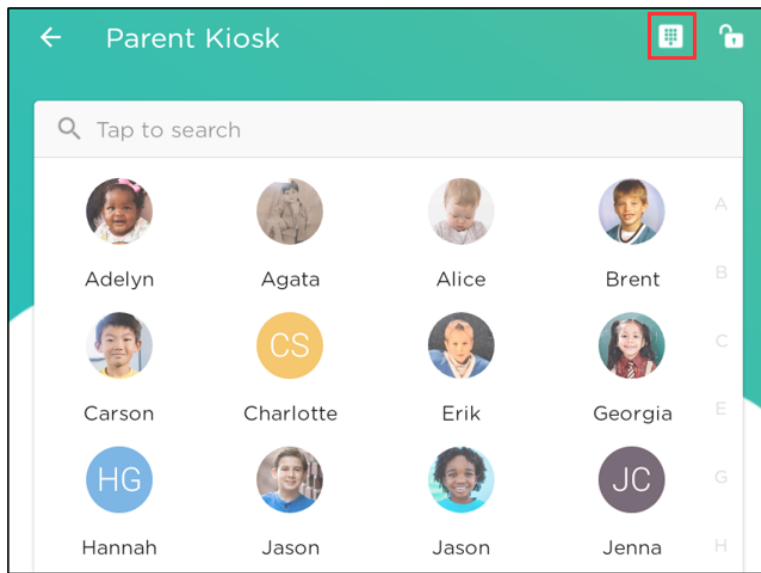
5. Sign your name and click DONE.



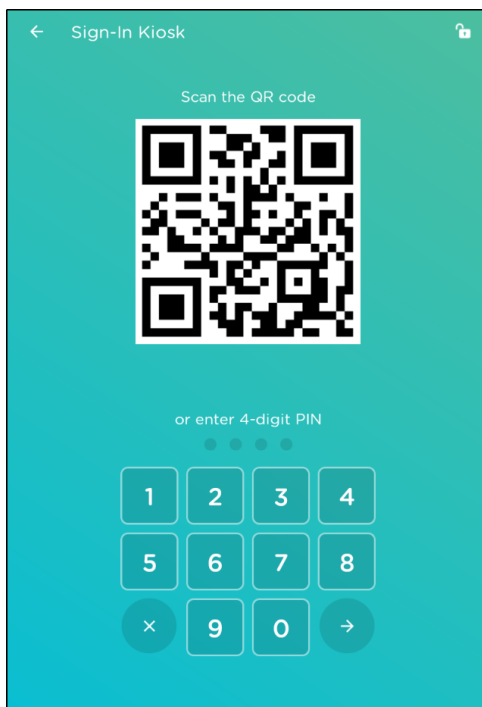
A screenshot of a mobile application's signature screen. At the top left is a back arrow and the text 'Signature'. At the top right is a 'CLEAR' button. The main area contains a handwritten signature in black ink. Below the signature, there is a light blue line with the text 'Parent or Pickup signature' underneath it. At the bottom is a large blue button labeled 'DONE'.

PARENT PIN REQUIRED

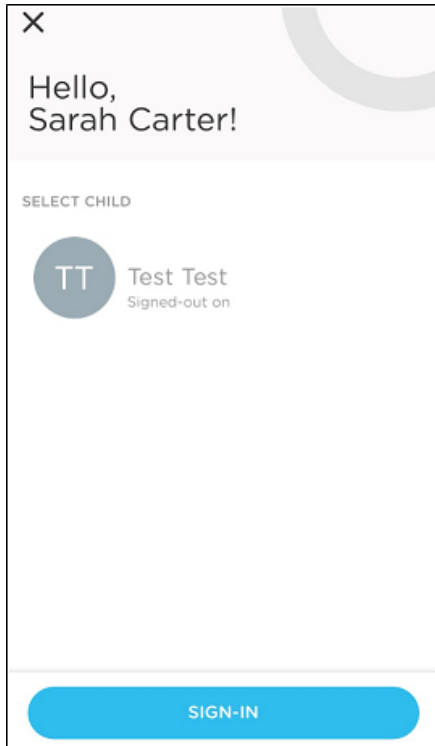
1. On the Parent Kiosk, click the keypad icon in top right corner.



2. Enter your unique PIN provided by the school, this can also be found on your parent mobile app under the QR code icon.

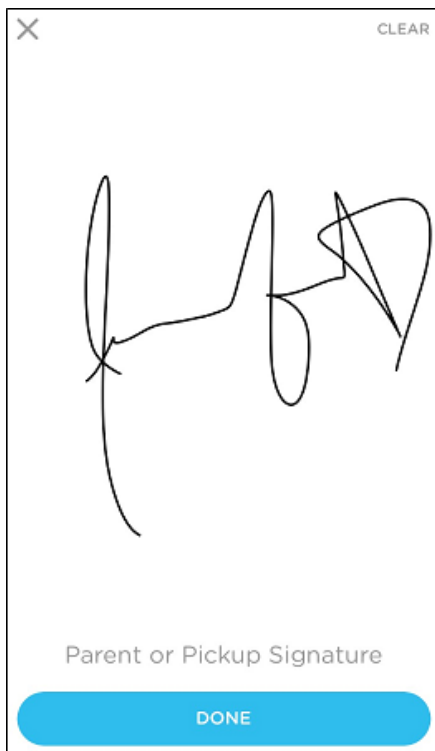


3. Click SIGN-IN to continue or if you have more than one child, select the child(ren), then click SIGN-IN.



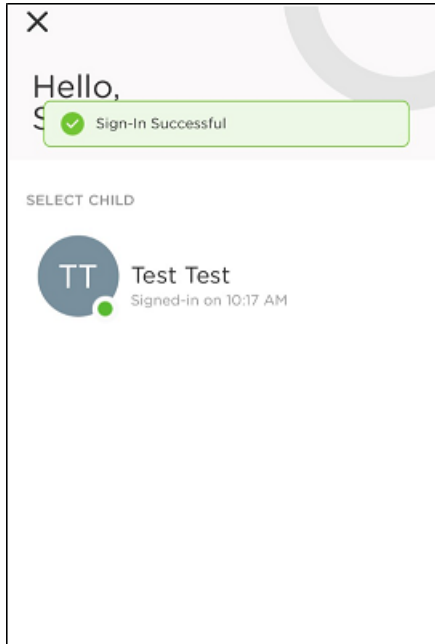
A screenshot of a mobile application interface. At the top left is a close button (X). Below it, the text "Hello, Sarah Carter!" is displayed. Underneath is a section titled "SELECT CHILD" containing a circular icon with the letters "TT" and the text "Test Test Signed-out on". At the bottom is a large blue button labeled "SIGN-IN".

4. Sign your name and click DONE.



A screenshot of a mobile application interface for signing. At the top left is a close button (X) and at the top right is a "CLEAR" button. The main area contains a large, stylized handwritten signature. Below the signature is the text "Parent or Pickup Signature". At the bottom is a large blue button labeled "DONE".

5. A message will appear when the sign-in is successful and the signed-in time will display below the child's name. Click the X to navigate back to the app home screen.



For additional information, visit [Procare's Parent Help Site](https://procaresoftware.com/user-support).