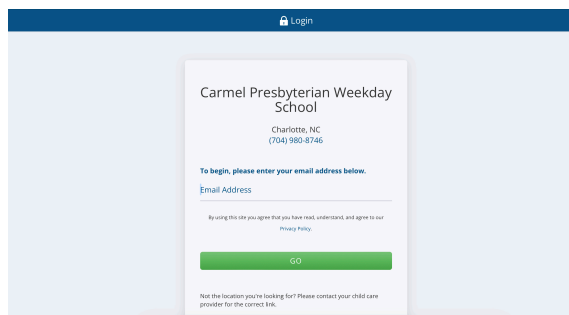# Registration for NEW FAMILIES with MyProcare Instructions
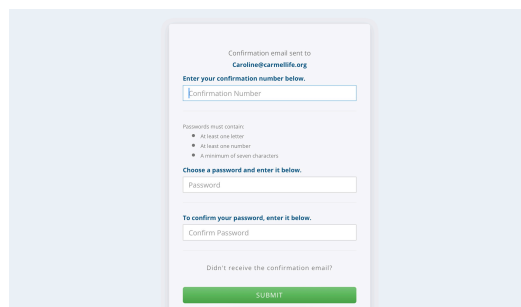
Begin by using the following link to create an account in our Parent Portal. This will enable you to access our Registration page.  This parent portal is used for registration and communication as well as future tuition payments, child information and emergency contacts.
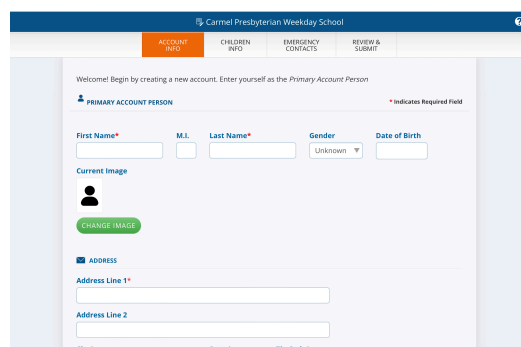*Additional information about MyProcare can be found on our website.*

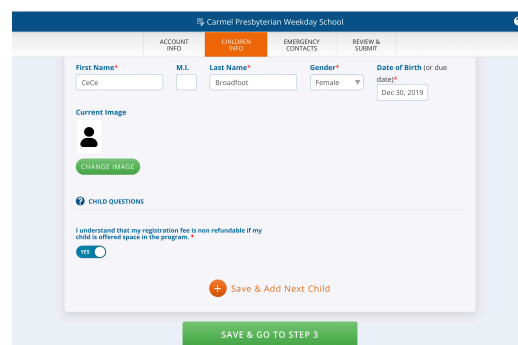- Clicking on the link provided will lead you to the screen seen here.

- Begin by entering the email address you would like to use for communication regarding registration and enrollment.

- MyProcare will send a confirmation number to the email provided and prompt you to choose a password.

- This will take you to the Account information screen where information for the PRIMARY ACCOUNT Person will be required.

- The next step is entry of information for each child you plan to register in your account.

- The following screen will ask for Emergency contacts. Enter the name of primary account person and relationship to child. No further information is necessary for account creation as you will have the opportunity to revisit this page once your account is created.



- The final step is to review and submit account information. Once information is submitted, you will receive this message.
- The school will review and approve your account. Once this happens, you will be able to login and view your account information.
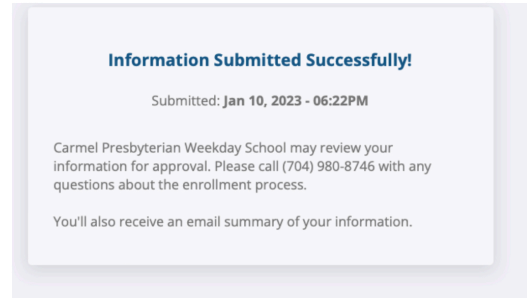


- Once your account is verified, your home screen will appear with details regarding children under your account, registration information and school contacts.



- On MONDAY, 1/22/24 at 8am when our NEW family registration goes live, you will see an alert on your account home screen that "Registrations are available"
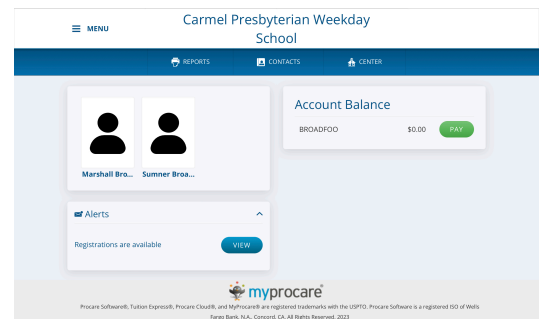
- The next screen shown will prompt you to select a child to register. We recommend starting with your YOUNGEST child.
- Although the screen says "REregistration" this is still the registration page for new families.
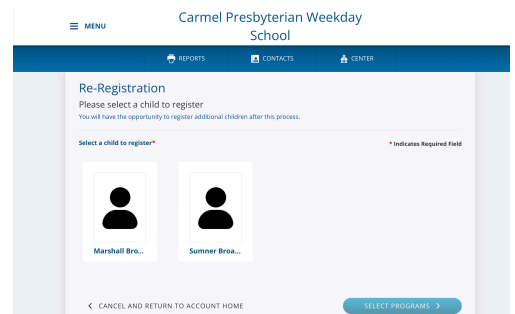
- You will then be prompted to choose a program. Program choice is your FIRST preference for class placement (eg: MWF Toddlers or TTH Toddlers)
- Please look carefully at program choices/days offered before selecting.
- On the sample screen you can see I have selected "TK 2023-24."
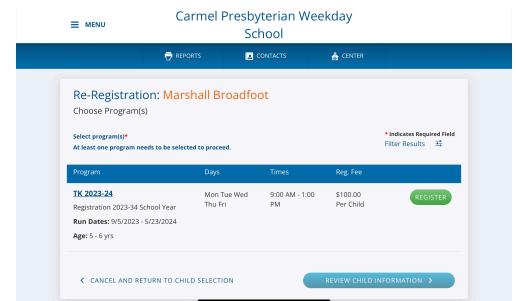
- The next step is to review child information. We suggest you review and edit child information when you first login to MyProcare rather than at time of registration as your registration submission will be time stamped. Child relationships and emergency contacts and pick up list may be edited at anytime using the "Add new relationship" button at the bottom left.
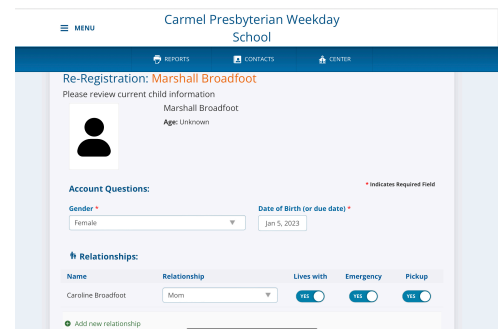
- If you have additional children to register once selection is made, you will be prompted by MyProcare based on other children active in your account.
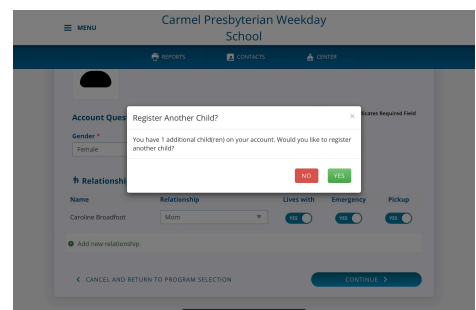
- You will then select the next child and repeat the process, selecting the program (class) that is your first preference for your child.
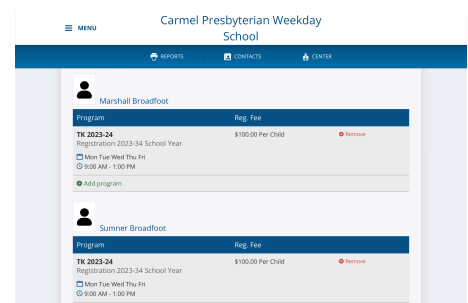
- Before checking out, you must answer both account questions, and questions for each child. The question for your child will allow space for you to indicate your second choice for enrollment, (eg: TTH Toddlers)
- The final step of this process will take you to registration fee payment. I use this screen as an example, as I was required to allow third party cookies in order to check out. For information on how to make this change (I was using Chrome) use the following link:

https://support.google.com/chrome/answer/95647?co=GENIE.Platform=Desktop&hl=en

- How do I allow my iPhone to accept third party cookies?

**Enable Third-Party Cookies for Mobile Safari**
1. Go to the Settings app on your iPhones or iPads.
2. Scroll down and select Safari from the left navigation menu.
3. Under Security & Privacy, disable both "Block All Cookies" and "Prevent Cross-Site Tracking."
4. Quit and restart the Mobile Safari app.

I recommend enabling third party cookies **before attempting to register on Tuesday 1/22.** Once your payment is made, you will receive a confirmation from MyProcare of successful registration.

*Registration fee is non refundable if space is offered in the program.*

Please don't hesitate to reach out with questions about this process after reading through our Registration 101 information. I am happy to help! My cell is (704) 942-5837 and I can be reached anytime!

Looking forward to a wonderful 2024 with so many of you!

Caroline Broadfoot

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