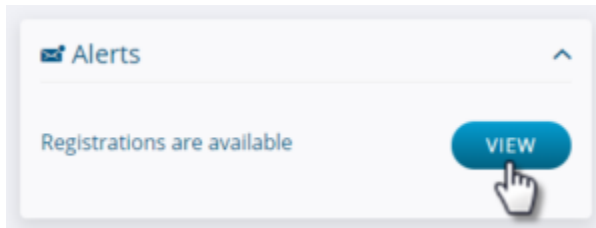


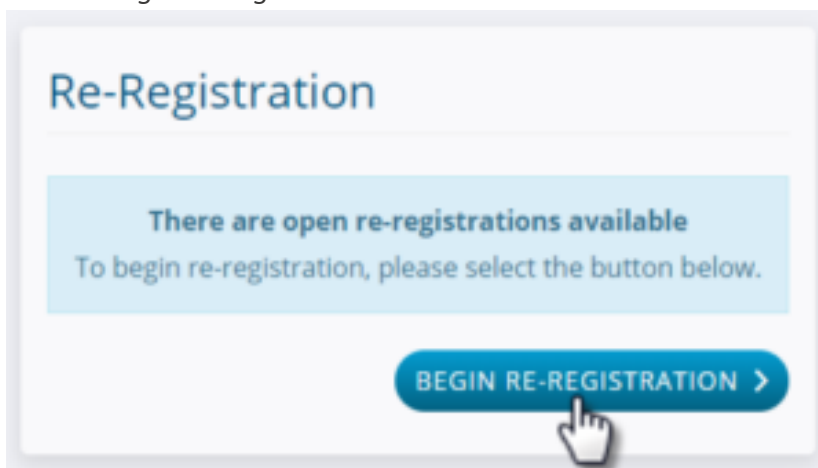
MyProcare Re-Registration for Families

Parents log into their *MyProcare* account to re-register their children.

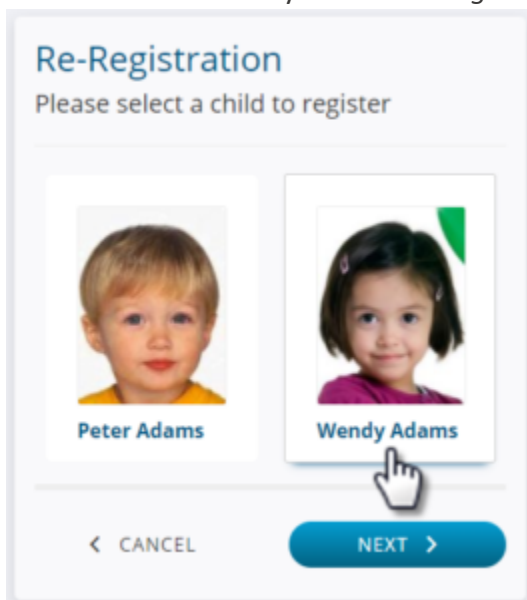
1. Go to [MyProcare.com](https://www.myprocare.com) and log in using your email address and password.
If this is your first time using MyProcare, enter your email address on file with Eisenhower. A code will be sent to your email address. Enter the code and set up your password.
2. When you log in you will see an alert indicating re-registration is available. Choose View.



3. Choose *Begin Re-registration*.



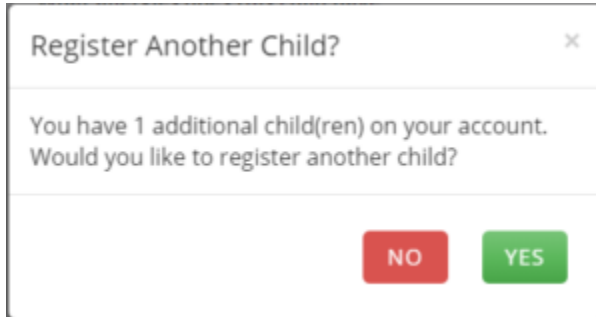
4. Choose the first child you want to *register* and select *Next*.



5. Select Latchkey Child Care for your school choosing 'Register', then Next.
6. Confirm the emergency contacts and authorized pickup people for the child and add any new ones by choosing *Add relationship* or use the red X to remove one.

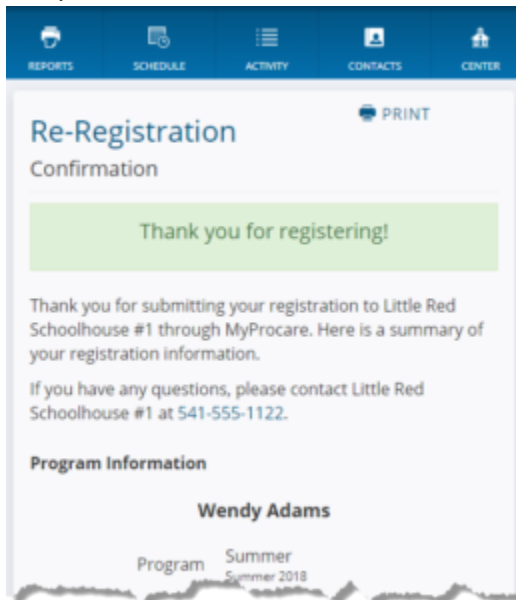
7. Scroll and answer child-specific questions and choose *Next*. The parent will see the existing answers (if any) and may make changes as needed.

If there is more than one child in the family, the parent has the option to register another child at the same time.



A dialog box titled "Register Another Child?" with a close button (X) in the top right corner. The text inside reads: "You have 1 additional child(ren) on your account. Would you like to register another child?". At the bottom, there are two buttons: a red "NO" button and a green "YES" button.

8. If there are any account-level questions, those will appear next, then choose *Account Info*.
9. The parent will have the option to make changes to their address or phone, if you chose that option when setting up the program choices.
10. If there is a fee for this program(s) choose *Payment*, enter the card information and select *Register & Pay*.
11. The parent will see a confirmation / thank you screen.



A confirmation screen titled "Re-Registration Confirmation" with a "PRINT" button in the top right corner. The screen features a green banner that says "Thank you for registering!". Below this, the text reads: "Thank you for submitting your registration to Little Red Schoolhouse #1 through MyProcure. Here is a summary of your registration information. If you have any questions, please contact Little Red Schoolhouse #1 at 541-555-1122." Under the heading "Program Information", the name "Wendy Adams" is displayed. At the bottom, it shows "Program Summer" and "Summer 2018". The screen has a decorative torn paper edge at the bottom.