

PROCARE SIGN IN/OUT PROCEDURES- Families

Families,

Students will need to be signed in/out with the APP by parents.

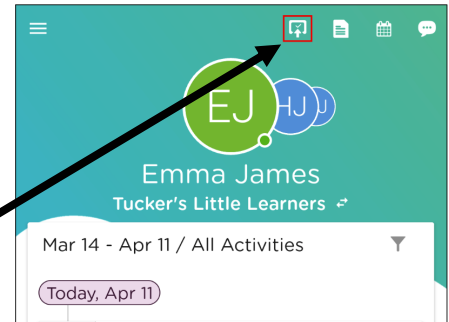
Every authorized pick up has their own unique PIN to sign students in/out.

THINGS TO DO:

1. Download the Procure App.
2. Login to the app.
3. Add **ANYONE** who is **ALLOWED/AUTHORIZED** to pick up your child(ren).
4. Send authorized pick-ups their unique PIN number.



or click the Menu icon > Edit Profile.

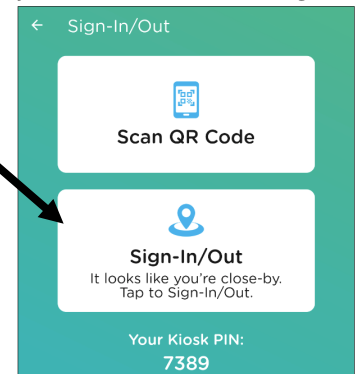


Ways to Sign Students In/Out:

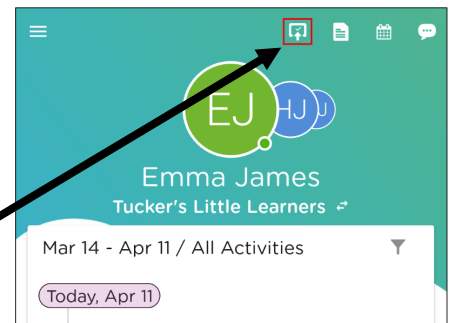
With the APP

1. Click the sign in icon at the top middle of the app.
2. Choose the Sign-In/Out option when on school property
3. Select child/children to check in
4. Click Sign-In/Out
5. Sign name in the space provided
6. Click Done

you need to be to use GPS sign-in.



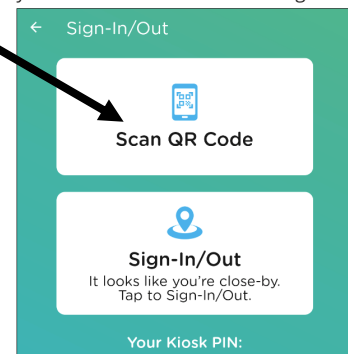
or click the Menu icon > Edit Profile.



With the APP, QR code

1. Click the sign in icon at the top middle of the app.
2. Choose the Sign-In/Out option Scan QR Code
3. Select child/children to check in
4. Click Sign-In/Out
5. Sign name in the space provided
6. Click Done

you need to be to use GPS sign-in.



PROCARE SIGN IN/OUT PROCEDURES- Families

MRH 2024-2025 School Year
QR CODE SIGN IN-OUT

With the QR Code, no APP

1. Scan the QR code located at the doors or near classrooms.
2. Enter your 4-digit PIN
3. Select child/children to check in/out
4. Click Sign-In/Out
5. Sign name in the space provided
6. Click Done



What to do if!!!

My authorized pick up doesn't have the app/remember their PIN.

- Contact a staff member to look up your authorized pick up.
- Have authorized pickup show their ID.
- Once staff confirms authorized pick up, they will give them their PIN and assist with check in/out.

I forgot my phone/don't have the App.

- See a staff member to assist with check in/out.

For additional details/help:

<https://www.procaresupport.com/procare-online/docs/sign-inout>

