Returning Families Instructions for Enrollment in AFTER-SCHOOL/MSAS 2020/21

Click the link below to begin:
https://www.myprocare.com/

Log in using the email you provided for us with your previous enrollment. If you have trouble with the email login, please email us. We can let you know which one we have on record for you. You will create a password on your first login to the MyProcare system. A confirmation email will be sent to your email address. Use the personal confirmation number in your email, choose a password and confirm that password. Click 'Submit' to log in.

Once you have logged in, you will land on the main page. Here you will see the name(s) of your child(ren) and pictures of them if we have those in the system.
❖ In the “Alerts” box below it says “Registrations are available”.
❖ Click the blue “VIEW” button.
❖ You will then land on the “Re-Registration” page.
❖ Click the “Begin Re-Registration” button.

Re-Registration Process
❖ Click on your child’s name or picture to begin. At this point you must choose one child at a time. You will be directed to register any other children later in the process.
❖ Click “Select Programs”
❖ Click “Register” - This button will turn red and say “remove”. This means it has been added to your registration. Scroll down and…
❖ Click “Review Child Information” - You will land on that child’s information page.
➢ First review the relationships and make any changes necessary - adding or removing people, noting your emergency contacts and authorized pick-up people.
❖ Scroll Down to “Registration Questions”
➢ Enter your child’s grade for the 2020/21 school year.
➢ Expected schedule - We know it’s early and there may be changes, but make your best guess for now. You can contact us with changes that need to be made as we get closer to the start of the school year.
➢ Please check all allergies or dietary restrictions that apply. If you do not see your child’s allergy or dietary restriction listed, please add it in the space provided.
❖ Click “Continue” - If you have more than one child to register, you will be asked to do so now. Click yes and go through the process with each additional child.
❖ “Re-Registration Review Page”.
➢ There is some confusing and unnecessary information on this page. Unfortunately, we are unable to remove it from the process.
➢ Simply make sure that “AFTER-SCHOOL at USN 2020-2021” is listed under each child’s name.
➢ We do not charge through this portal or accept payment here, so you can ignore the total and card processing fee note.
❖ Click “Continue” - You will land on the “Review & Check Out” Page.
➢ Again, you are not being charged through this registration portal. All billing will occur through the Business Office and will be on your TADS student billing account.
➢ You will see several headings below. There is a great deal of important information regarding billing, policy, and permissions here. Please read through each statement on the page and check every box as you read through them. This step is necessary to fulfill the requirements of our TN Department of Education licensing agreement.
❖ Click on the “Account Info >” button - Here you will review and update your home address and phone numbers. Make any changes necessary and …
❖ Click the blue “Submit” button. It will turn green.
❖ Click the green “Submit” button.

You will see a summary of your registration information here. Please review it thoroughly and contact us if any of the information is incorrect.
Please note: The “Question” and “Response” fields on this page are a bit confusing. The numbers listed below note that you checked all the required statement boxes.

YOU’RE DONE! THANK YOU!