



## Registration Instructions

### Two Year Old Extended Care

Registration for our Two-Year-Old Extended Care Class will be done through your MyProcure.com Portal. If you have not already sent us your Intent to Enroll form (sent out in November), please let us know your child's name and birthdate so we can pull them into our database from Little Blessings. This must be done before you can register. We advise you to log into your account before Registration opens to be sure all children you are registering are accessible in the account. After you have registered for Little Blessings on February 16<sup>th</sup>, please follow the instructions below to register your child(ren) for Extended Care.

1. Sign into your account at [www.myprocure.com](http://www.myprocure.com)
2. At the top of the page where you see the school name, use the down arrow to switch to Hope Lutheran Preschool.
3. You should see pictures of your child(ren). Under the pictures it says "Registrations are Available". Click "View".
4. Click the button on the right that says "Begin Re-Registration".
5. Click on the picture of the child you are registering. Then click the "Select Programs" button.
6. You will see a list of program options. Please choose the one that says "Two Year Old Extended Care", and click the "Register" button. Then click the "Review Child Information" button.
7. Answer any questions and correct any information that has changed or is incorrect, then click "Continue".
8. If you have more than one child, a window will pop up asking if you want to register another child. If you answer "yes", you will click the second child's picture and complete the steps above for that child. If you answer "no", you will continue through the registration process.
9. This will bring you to the fees page. You will see the total to be charged when you submit your registration. Click "Continue" at the bottom of the page.
10. Answer the questions and continue through the registration questions until you reach the payment page. Enter your payment information and click "Pay Now".
11. At this point your registration is complete, and you will get an email confirmation from Procure.

Once we have processed all registration forms, we will send you a confirmation email letting you know your registration has been accepted and next steps to be completed in the process. If you have any questions, please contact us at 919-453-0388 or by email at [preschool@hopelutheranwf.org](mailto:preschool@hopelutheranwf.org).