



Dear Parents/Guardians:

As a result of the TALONS Registration google form you completed, you are receiving this letter because we have created an account for you in the Procure system. **Procure will be used for making your TALONS payments only until further notice.** We will schedule your child's days of attendance for you once we receive your response to the SCHEDULING google form (the link is attached to this email).

Attached are detailed directions on how to create your personal log in and password to access the web-based software as well as creating a schedule. Save this for the future. We are working with Procure Tech Support to reprogram the software in order to use the scheduling feature. It is recommended that you access Procure from a PC and not your phone. Access is limited for some carriers.

A few things to note:

- 1) If you are a new user, we encourage you to use the attached directions on how to log in to myprocare.com for the first time and get started. If you need any assistance, please reach out to us at Enrichment@eht.k12.nj.us or call 609-646-8441 ext. 1021 and we will gladly assist you.
- 2) **Billing will occur weekly** on Thursdays. You will receive an email confirming that you have been billed. **ALL payments MUST be made no later than Friday at 11:59pm for the upcoming week.**
- 3) Now all you need to do is sign on to Procure. Below is the link to My Procure.com.

<https://www.myprocare.com/>

1. To begin, enter your email address. You will receive an emailed message from Procure with a confirmation code. (this may take a few moments, please be patient).
2. Next you will enter the confirmation code and follow the instruction for creating a password.

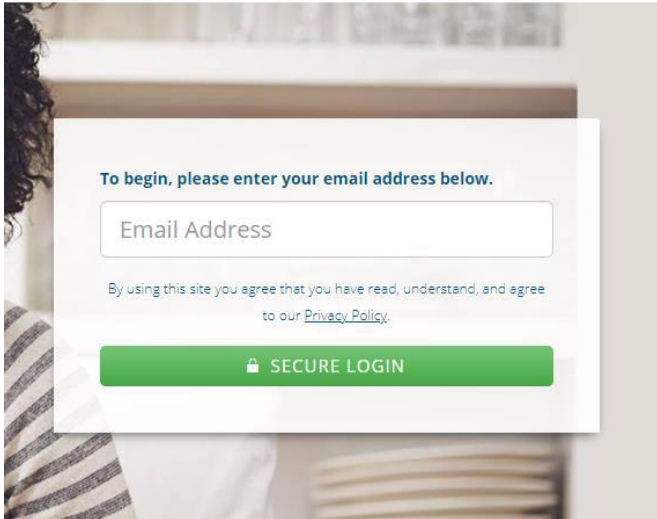
After doing so, you will have access to your account to make timely payments only. Most other features will be disabled during this unprecedented time as Procure is not programmed to accommodate full day scheduling.

We are aware that there may be questions, so please feel free to call or leave a voicemail at 609-646-8441 ext. 1021, or email us at Enrichment@eht.k12.nj.us. We look forward to seeing your child this year and you becoming a part of our TALONS family here in Egg Harbor Township.

Thank you,

Enrichment Team


1) Go to website www.myprocare.com and enter your email address that is on file.



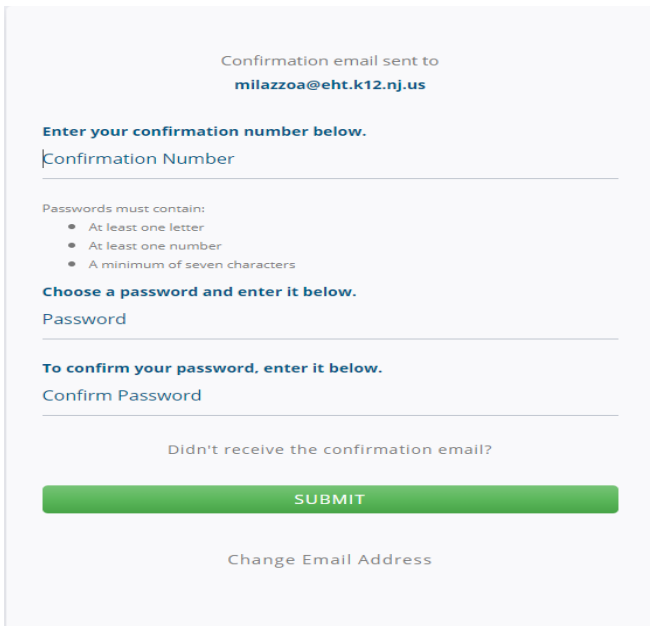
To begin, please enter your email address below.

Email Address

By using this site you agree that you have read, understand, and agree to our [Privacy Policy](#).

 SECURE LOGIN

2) A confirmation number will be sent to your email address. Enter that number and create a password:



Confirmation email sent to
milazzo@eht.k12.nj.us

Enter your confirmation number below.

Confirmation Number

Passwords must contain:

- At least one letter
- At least one number
- A minimum of seven characters

Choose a password and enter it below.

Password

To confirm your password, enter it below.

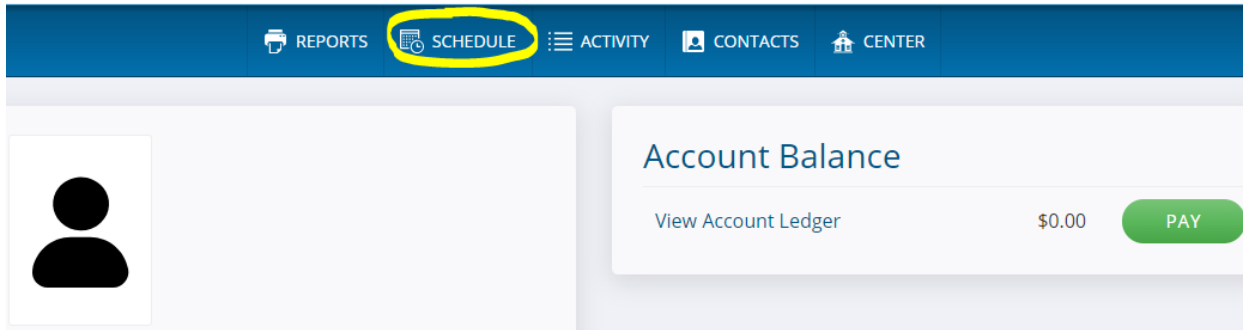
Confirm Password

Didn't receive the confirmation email?

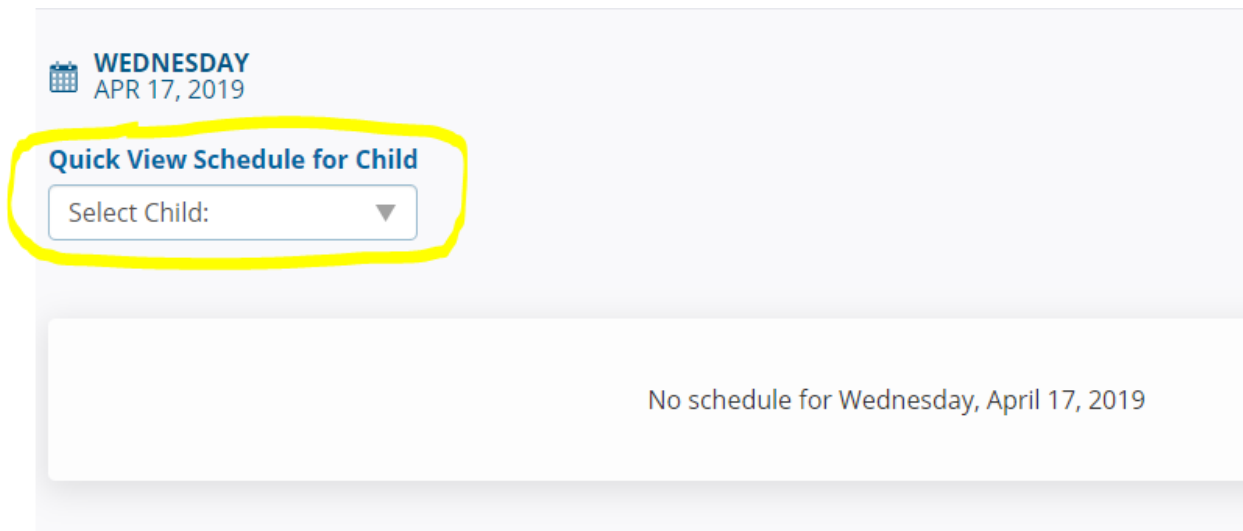
SUBMIT

[Change Email Address](#)

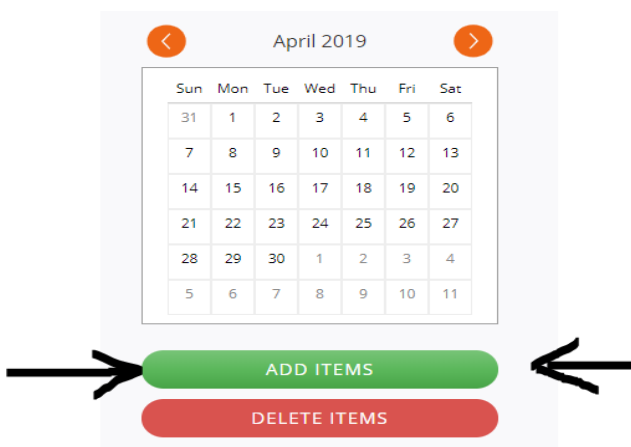
3) Select “Schedule”



a) From the drop down, select your child (If you have multiple children who attend TALONS, you will repeat this step for each one.)



b) Click “Add Items:”



c) Drop down to “Choose a week” that you wish to add days.

d) Drop down to “Choose an event” and select “Before/After School”

e) When the days appear, you will automatically be registered for all

AM (Before School) and PM (After School) services. Unclick the boxes to the left to deselect those services not needed.

f) Click “Save”

The screenshot shows a scheduling interface with three main sections:

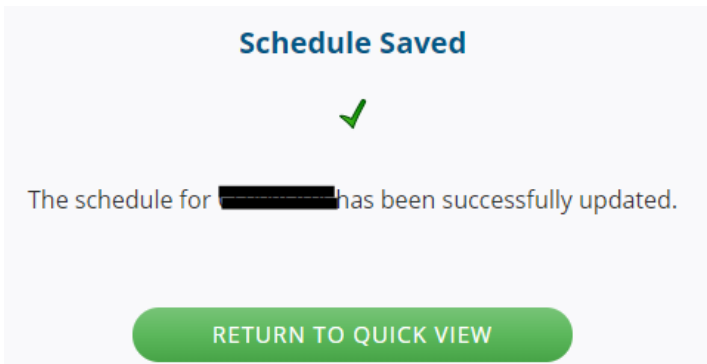
- 1. Choose a week:** A dropdown menu showing the date range "4/28/2019 - 5/4/2019".
- 2. Choose an event:** A dropdown menu showing "Before/After Slay".
- 3. Select/deselect dates:** A calendar for April 2019. The dates 29, 30, 1, 2, and 3 are highlighted in grey, indicating they are selected. Below the calendar is a "Selected" label and a legend.

Below the calendar, there are two buttons: a green "SAVE" button and a blue "CANCEL" button.

On the left side of the interface, there is a list of events for each day of the week, each with a checked checkbox:

- Monday:**
 - 7:00 AM - 9:30 AM: Slaybaugh Before School
 - 3:30 PM - 6:00 PM: Slaybaugh After School
- Tuesday:**
 - 7:00 AM - 9:30 AM: Slaybaugh Before School
 - 3:30 PM - 6:00 PM: Slaybaugh After School
- Wednesday:**
 - 7:00 AM - 9:30 AM: Slaybaugh Before School
 - 3:30 PM - 6:00 PM: Slaybaugh After School
- Thursday:**
 - 7:00 AM - 9:30 AM: Slaybaugh Before School
 - 3:30 PM - 6:00 PM: Slaybaugh After School
- Friday:**
 - 7:00 AM - 9:30 AM: Slaybaugh Before School
 - 3:30 PM - 6:00 PM: Slaybaugh After School

4) Click “Return to Quick View”



5) You can now see your child’s schedule.

6) If the calendar is correct, please click Menu and log out.

a. If you need to make corrections, click “Add Items” or “Delete Items” as Needed.

Your student is now registered.