



CORNERSTONE INTERNATIONAL ACADEMY



Procure
SOLUTIONS

Parental Guide

Account Registration

➤ Stage 1

Account registration is initiated by the systems administrator. For complete registration of student and parent, the following details must be provided by the parent.

- Student Name and homeroom
- Parents name, email address and phone number (optional)
- Details of additional pickup persons (Name and Phone number)
- **NOTE:** If parent has more than one child, details of all children must be provided to link them to the parent.

➤ Stage 2

- Parent will receive an email after the systems administrator completes the first step. Parent will then follow the steps below to complete their registration.
 1. Download the **Procure** app for Android or Apple devices
 2. Register an account as **Parent**
 3. Parent will be asked to input a **10 digit** pin which can be found in the email received earlier.
- Parent will then see on their account, details of the child or children.
- **NOTE:** Cornerstone International Academy has registered all three campuses as separate Schools on the Procure platform therefore if parents have a child or children on the different campuses he/she will have to use the Switch School option in the app menu to access the child on that campus in order to sign-in or sign-out.

Sample email to be received by Parent



Hello Parent,

Cornerstone International - Masua Campus will be using Procure to stay connected with parents. You have been added to testStudent2 testStudentLastName's profile. Please follow the steps below to get started.

1. Download the free [iPhone/iPad](#) or [Android](#) app, or sign up on [Web](#).
2. Choose **Sign Up**, then **Parent**.
3. Click "**Add Child**" and enter this 10 character code **B0E76D1E8C** (code will expire in one week)

Once signed up, you'll be able to receive photos, videos, messages, and updates about your child's daily activities. Anytime your child is dropped off or picked up, you'll know. You can also set up automatic online billing once your school is set up.

Learn more about [Procure](#) here. If you have any questions, visit our [Help Center](#).

Thank you,
Procure Solutions Team

Follow us on:     

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Pictorial Representation of Step 2 & 3 in STAGE 2

←

Which describes you best?

STAFF OR TEACHER

OR

PARENT

Already have an account? [LOG IN](#)

←

Create account as Parent

Your name

Email address

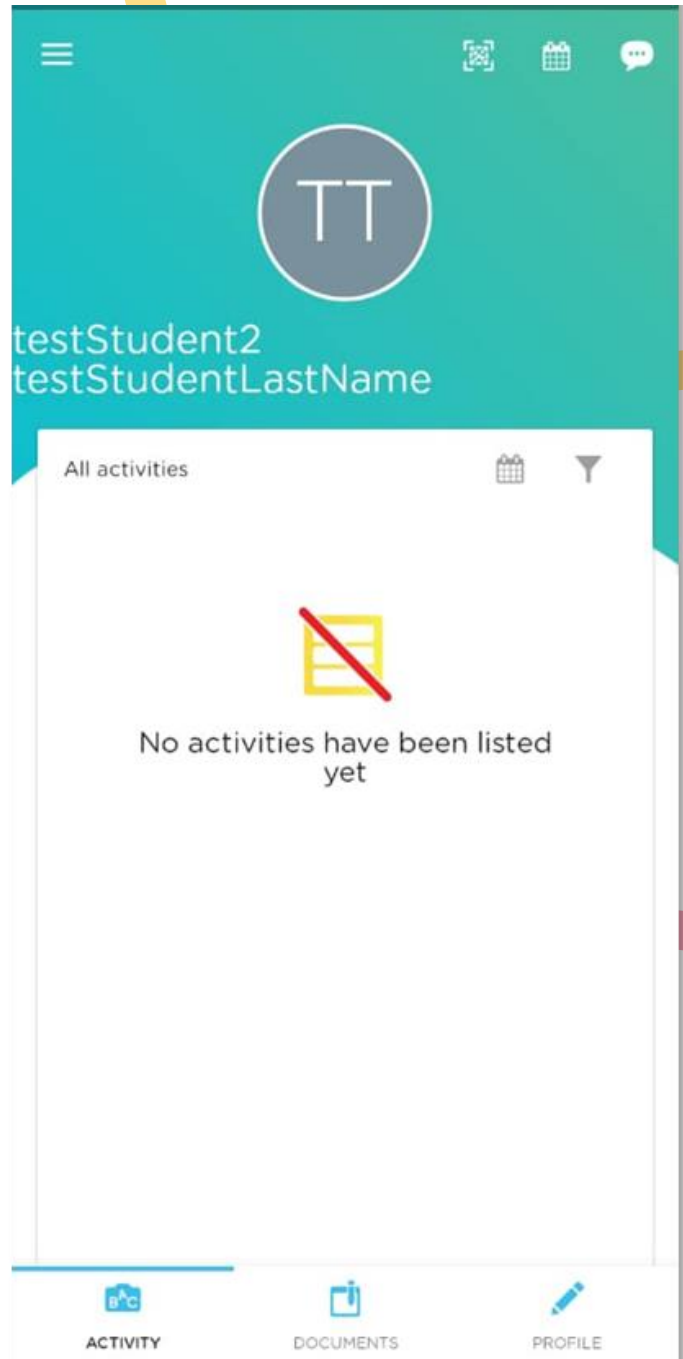
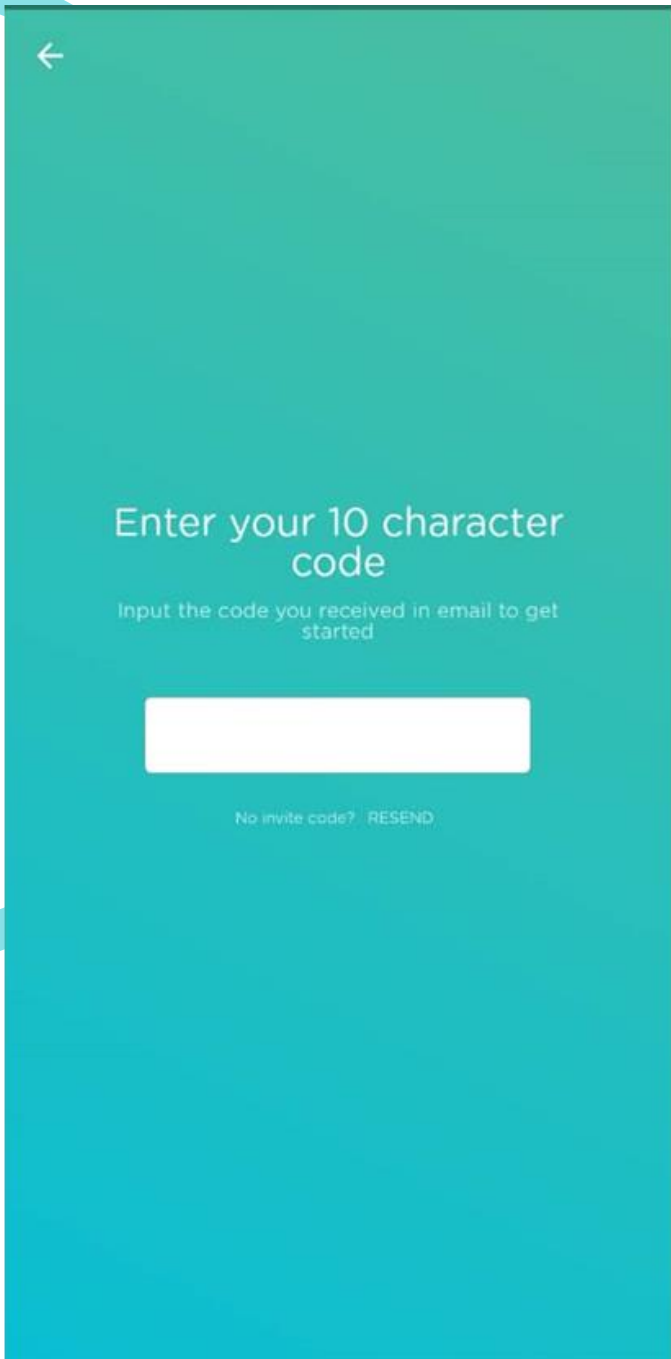
Password

Confirm Password

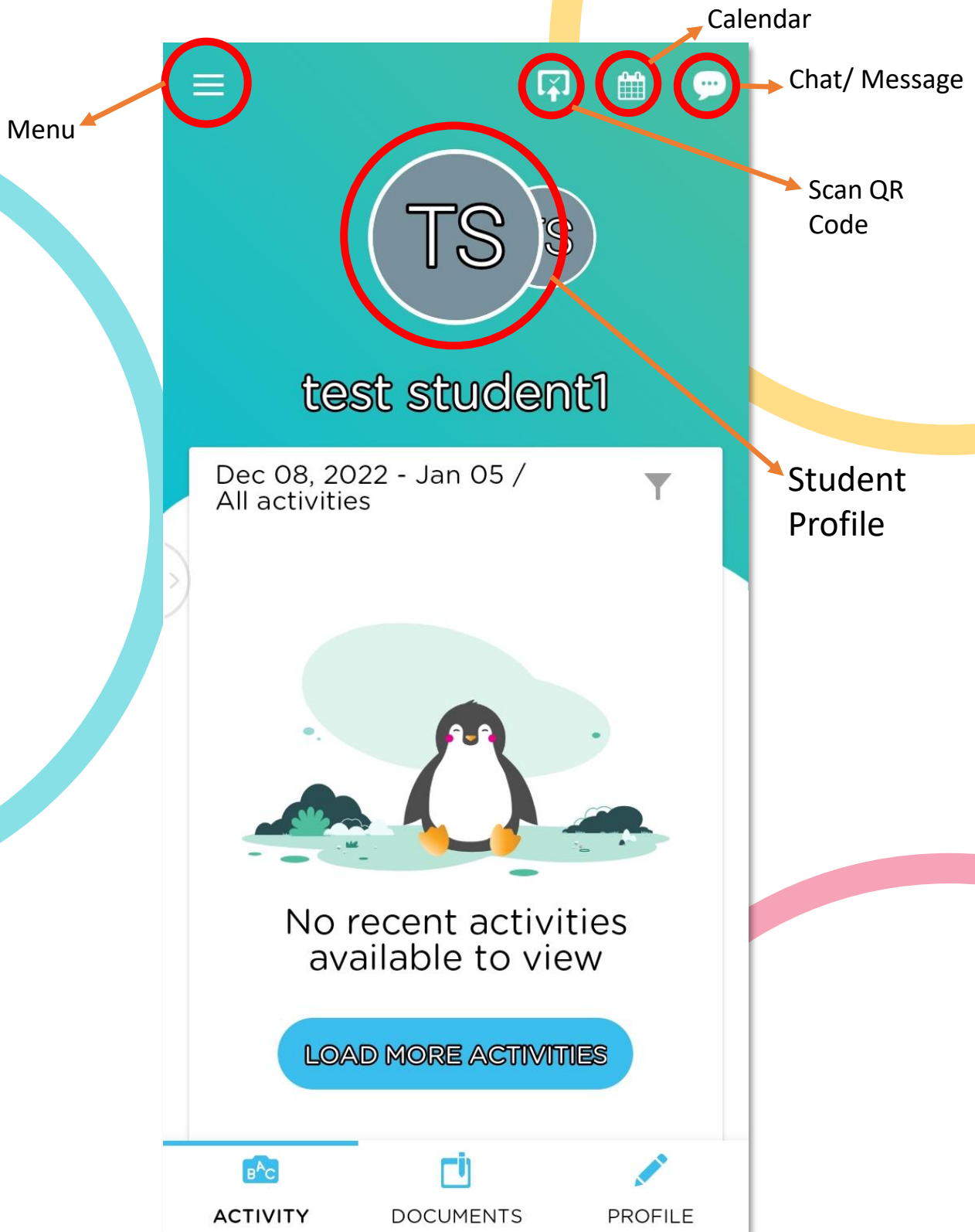
SUBMIT

Already have an account? [LOG IN](#)

The 10 character code can be found in the email message received.
Find a sample mail on the page 4.



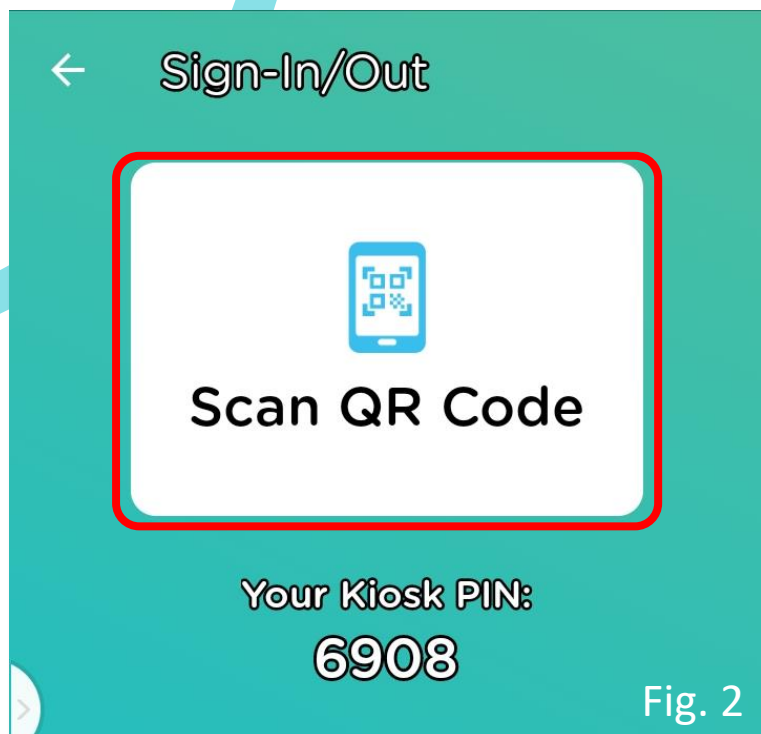
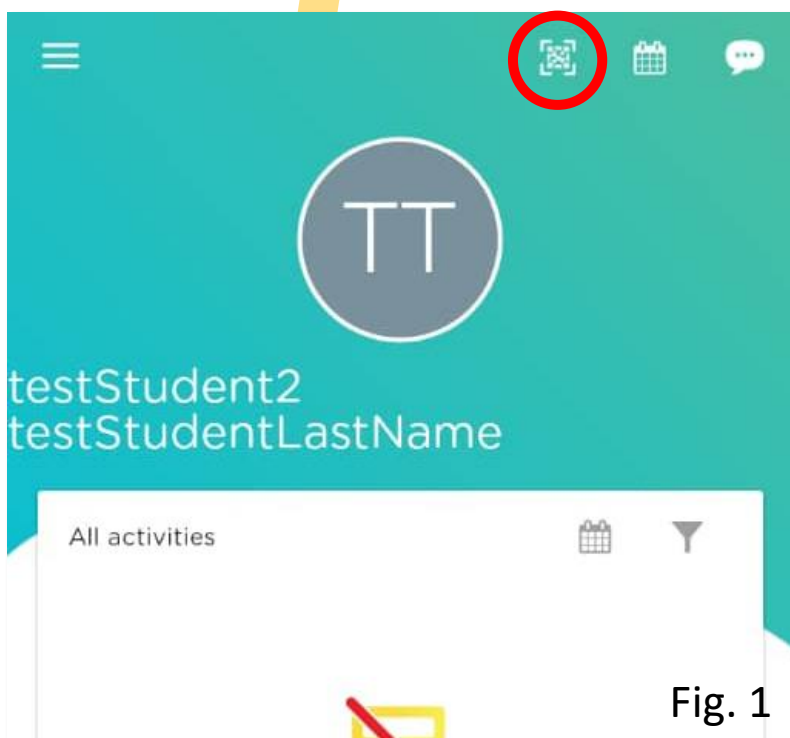
PROCARE - Parent User Interface



NOTE: Swipe **Student Profile** icon to view activities of any other ward.

Using the QR Scanner (Sign-in/ Sign-out)

Tap on the First icon at the top right corner of your screen as shown in Fig. 1

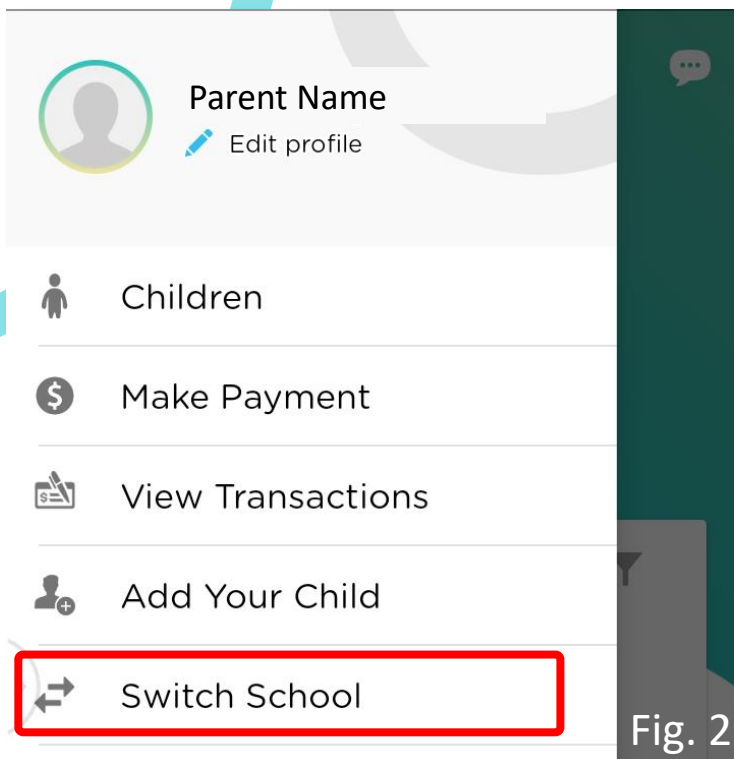
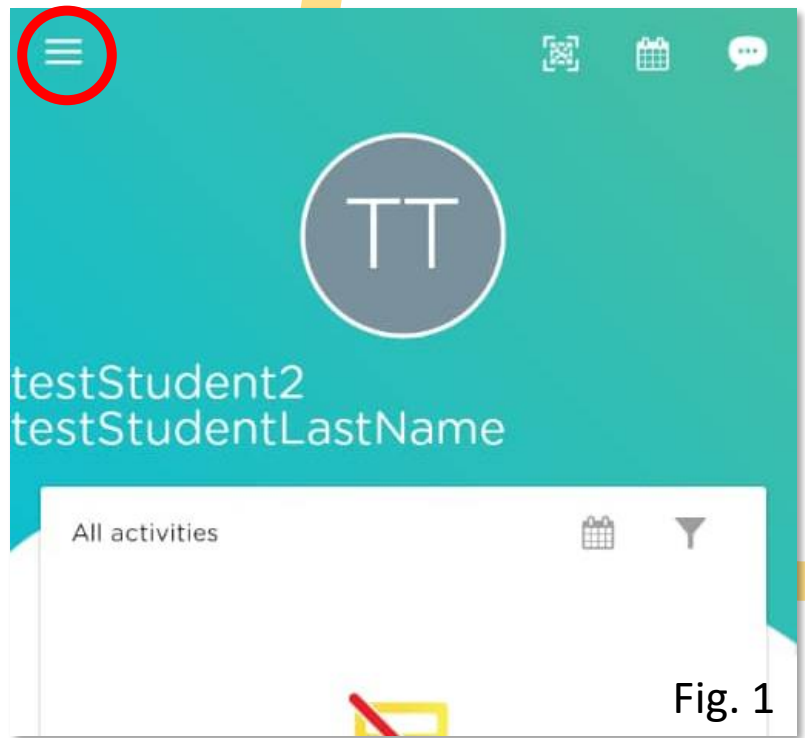


Tap on “Scan QR Code” as shown in Fig. 2

NOTE: On first use, you will need to **Allow** Camera permission on your Phone when prompted

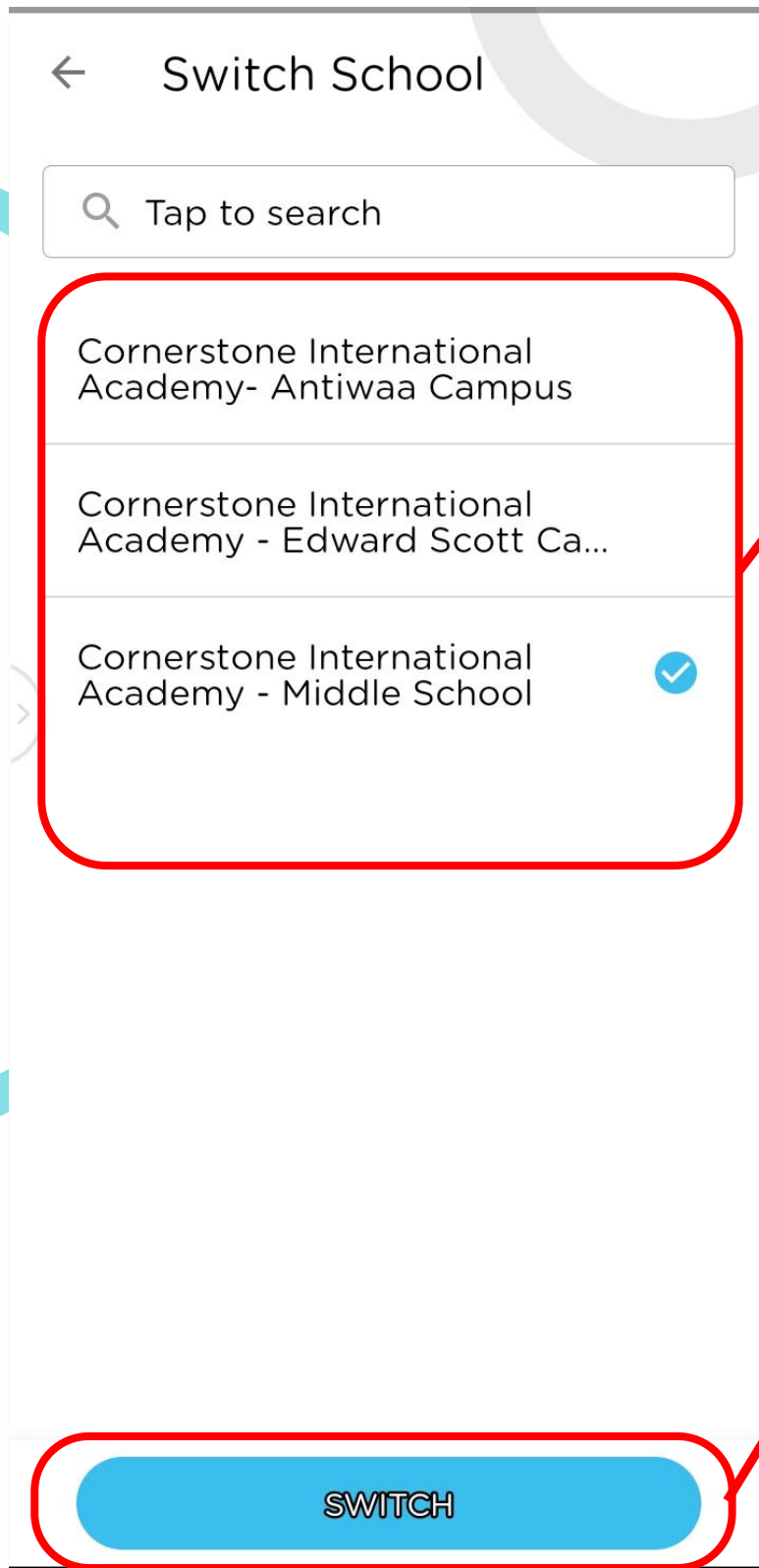
Switching Schools (Campuses)

Tap on the Hamburger icon (**Menu**) at the top left corner as shown in Fig. 1



Tap on “**Switch School**” in the list as shown in Fig. 2

Switching Schools (Campuses)



Step 1

In the **Switch School** menu, tap on the respective campus where your Child belongs

Step 2

Tap on the **“Switch”** button to access the selected campus profile