



Parent Guide

Signing Your Child In & Out — Texas Locations

Five ways to sign in and out, each including the Sign-In/Out Verification steps

What's New: Sign-In/Out Verification

Every sign-in and sign-out at Texas locations now includes two extra steps after your signature: a live photo of the parent or pickup person and a quick location check. Both are quick, required and cannot be skipped.

Each method in this guide is written to stand on its own, with these verification steps and what to do if either one runs into trouble included in full. Your school may share just the page for the method they use.

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Method 4—Sign-In Kiosk with Your PIN on a School Device

What's New

Two steps were added after your signature: a live verification photo and a location check. Both are quick, required, and cannot be skipped. They are covered in full below.

Sign a child in or out at the Sign-In Kiosk using the school's device and your PIN. This option is available to parents/guardians and authorized pickups.

Before You Start

- Know your 4-digit PIN.
 - Ask your child's school if you're unsure what it is and you don't have access to the Procure Child Care App.
 - If you have access to the Procure Child Care App, you can find your PIN in two places:
 - Open the app and tap the sign-in icon in the top right corner. The Kiosk PIN is noted in the middle of the Sign-In/Out page.
 - Open the app and tap the Menu icon in the top left corner, then select Edit Profile. The Sign In-Out PIN is on your profile page, just below your name, email address, and mobile phone number.

Sign In or Out

1. Locate the Sign-In Kiosk at your school.
2. Enter your 4-digit PIN. You are taken to the next screen automatically.
3. Select your child (or children), then tap Sign In-Out.

If Your School Asks for More

- Kiosk form questions — answer them, then tap Submit.

Verify Pickup

After you select your child(ren) (or finish the kiosk form questions), complete three more steps before sign in/out is complete.

Step 1: Sign Your Name

- ✎ Sign your name in the signature field, then tap Done.

Step 2: Take a Verification Photo of Yourself

The Capture Parent or Pickup Photo screen opens automatically so you can take a photo of yourself.

Before you shoot

- Turn on **Flash** (top right) if the lighting is low.
- Tap **Switch camera** (bottom right) to swap between the front- and back-facing camera.
- Tap the **Back arrow** (top left) to return to the signature screen if you need to redo it first.

Take a photo of yourself

- Make sure your face is in frame and then tap the **white shutter button** (bottom middle).
- **Required:** this must be a live, in-the-moment photo taken through the app's camera. There is no way to upload or choose a photo from your camera roll or photo library.

After you shoot

- Tap **Use Photo** to continue to the next step.
- If needed, tap **Retake** to take another photo (no limit).
- Tap the **Back arrow** (top left) to return to the signature screen.
- Tap the **X** (top right) to cancel and return to the child-selection screen.

Step 3: Confirm Your Location

A map preview shows a pin already dropped at your captured location.

- Tap **Sign-In** or **Sign-Out** to finish signing your child in/out.
- If the location looks incorrect, tap **Try Again** to update the pin. The pin cannot be dragged or manually adjusted.

A green confirmation message displays “Sign-In successful” or “Sign-Out successful” once your sign-in/out is complete, and you’ll be returned to the Sign-In or Sign-Out child selection screen.

If Location Cannot Be Confirmed

Location is required to complete your sign-in; you cannot skip this step. Two error screens may appear:

“Location is turned off” (permission denied or no access)

A location is required to complete this sign-in. Turn it on and try again.

Request help from a school staff member to update the device's settings.

“We couldn’t get your location” (unavailable or timeout)

Location is allowed, but there's no fix right now—this can happen indoors. A location is required to complete this sign-in, so please try again.

A single Try Again button is shown.

This means permission is already granted, but the device could not lock onto a GPS signal in time (common indoors or in areas with weak signal). Moving closer to a window or door can help.

Try Again is the only way forward; there is no skip option.

Request help from a school staff member if the issue persists.