



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 1—QR Code Scan Using the Mobile App on Your Phone

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 your child in or out by scanning your school's QR code with the mobile app on your phone. This option is only available to parents/guardians. No PIN is required.

Before You Start

- Have the Procure Child Care Mobile App installed and signed in on your phone.

Sign In or Out

1. Open the app and tap the sign-in icon in the top right corner.
2. Select Scan QR Code.
3. Scan the QR code posted at your school (on a device with the Procure Sign-In Kiosk, printed and posted around the school, or shown on a computer monitor).
4. 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.

Two buttons are shown: Open Settings and Try Again.

Open Settings takes you to your device's Privacy > Location settings so you can turn location access back on for the app.

Once location is turned on, return to the app and tap Try Again. This is the only way to move forward; there is no skip option.

“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.

Method 2—QR Code Scan Using Your Phone's Camera and Your PIN

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 by scanning your school's QR code with your phone's camera and entering 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

5. Open your phone's camera and scan the QR code posted at your school (on a device with the Procure Sign-In Kiosk, printed and posted around the school, or shown on a computer monitor).
1. Tap the link that appears to open the sign-in webpage.
2. Enter your 4-digit PIN.
3. Select your child (or children), then tap Sign-In or Sign-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 confirmation page with the message “Sign-in successful!” or “Sign-out successful!” displays once your sign-in/out is complete.

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.

Two buttons are shown: Open Settings and Try Again.

Open Settings takes you to your device's Privacy > Location settings so you can turn location access back on for the app.

Once location is turned on, return to the app and tap Try Again. This is the only way to move forward; there is no skip option.

“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.

Method 3—Contactless Curbside (GPS) Sign-In/Out Using the Mobile App on Your Phone

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 your child in or out using the mobile app on your phone, accessing your phone's location. This option is only available to parents/guardians. No PIN is required.

Before You Start

- Have the Procure Child Care Mobile App installed with location access allowed. GPS sign-in cannot work without this, so if you are not sure it is turned on, check now.
- Be within the radius your school has set. If you're not sure, ask your school.

Sign In or Out

1. Open the app and tap the sign-in icon.
2. Tap Sign-In/Out.

Note

If your screen reads "You are not in close proximity of your school," contact your school to confirm where you need to be to use GPS sign-in/out.

Having trouble with location access? Delete and reinstall the app; this prompts you to allow location access again.

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.

Two buttons are shown: Open Settings and Try Again.

Open Settings takes you to your device's Privacy > Location settings so you can turn location access back on for the app.

Once location is turned on, return to the app and tap Try Again. This is the only way to move forward; there is no skip option.

“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.

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.

Method 5—Parent Kiosk 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 Parent Kiosk by selecting the child's name from a list on the school's device. This option is available to parents/guardians and authorized pickups. No PIN is required.

Sign In or Out

1. Locate the Parent Kiosk at your school.
2. Choose the correct tab at the top: Tap the Signed-Out tab if your child is currently signed out and you are signing them in. Tap the Signed-In tab if your child is currently signed in and you are signing them out.
3. Select your child from the list. You can use the search bar to find your child's name.
4. Select your name from the list of authorized pick-ups.
5. Select your child (or children), then tap Sign-In or Sign-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.