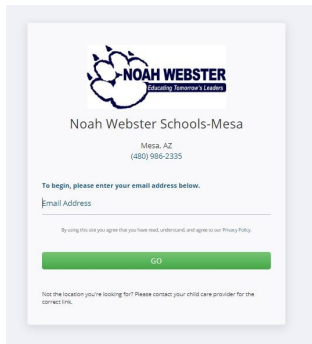


Noah Webster Schools

On-Site Support Services Program

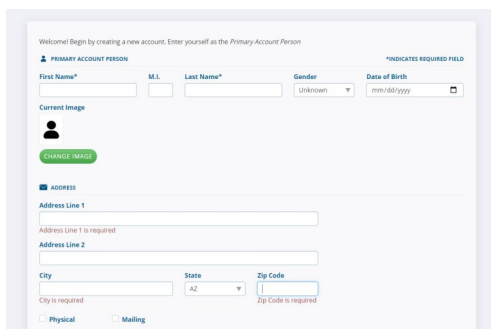
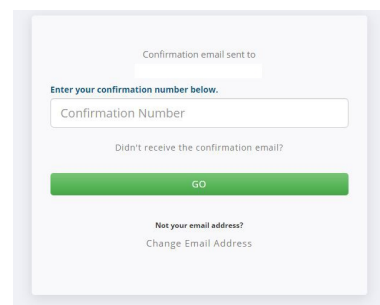
2020 - 2021

Noah Webster Schools is offering an On-Site Support Services program. Application Registration will open on Thursday, August 13, 2020. **Students must be enrolled in the program to be eligible to attend.** Please follow the steps below to create a family account as well as completing the online program application. Please note: Only a parent/legal guardian can create a family account and the individual creating the account will be responsible for the student(s) listed.

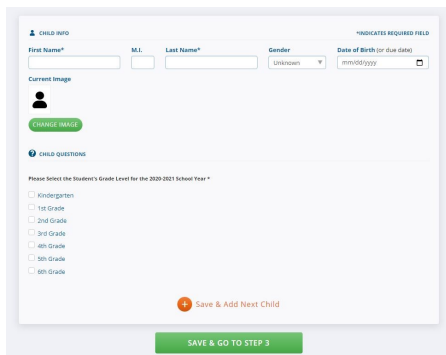
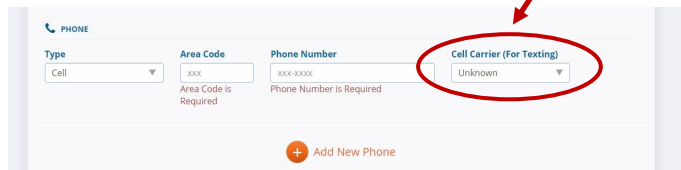


Step #1: Create a Family Account

- Click on the correct campus website via the On-Site Support Services Program page under Distance Learning on the Academics menu.
- Please note: Only a parent/legal guardian can enroll the student(s) in the programs
- Enter the email that you would like associated with this account. Please note: this email will be used for future logins and communication regarding the program.
- A confirmation email will be sent to the address provided, enter the confirmation number located in the email.

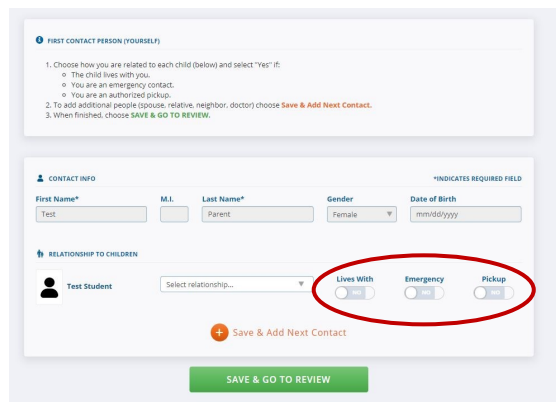


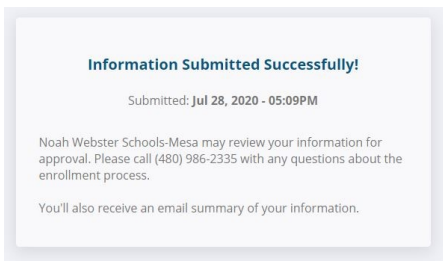
- Enter Parent Information:
 - ◇ Name
 - ◇ Gender
 - ◇ Address
 - ◇ Cell phone number and select service provider to receive text messages (Please note: Individual data rates apply)
 - ◇ Add additional phone numbers by selecting the orange plus sign.
- Select **Save & Go to Step 2**



- Enter Child Information
 - ◇ Name
 - ◇ Gender
 - ◇ Date of Birth
- To add another child, please select **Save & Add Next Child**
- Once all children have been added, select **Save & Go to Step 3**

- Add Emergency Contacts:
 - ◇ For Yourself:
 - * Select your relationship to the child
 - * Select Yes if the child lives with you
 - * Select Yes if you are an emergency contact
 - * Select Yes if you authorized to pick up the student(s)
 - ◇ Click on the orange plus sign to **Save & Add Next Contact** (optional)
 - ◇ Select the **Relationship, Lives With, Emergency and Pick Up** if it applies
 - ◇ We recommend putting the same individuals that were listed as emergency contacts when the students were enrolled in NWS for the 2020-2021 school year.
- Select **Save & Go to Review**

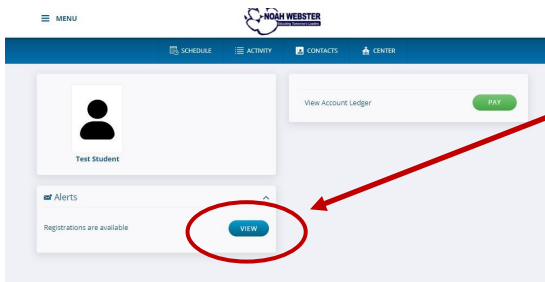
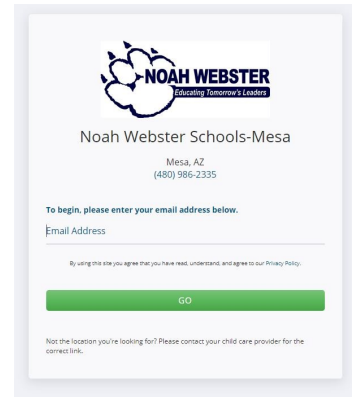




- Review the Account Information, Children Information and Contacts
- Select **Submit** to send the information for approval.
- An Information Summary Email will be sent to the account email
- Please allow 24 hours after registering for the system to fully update

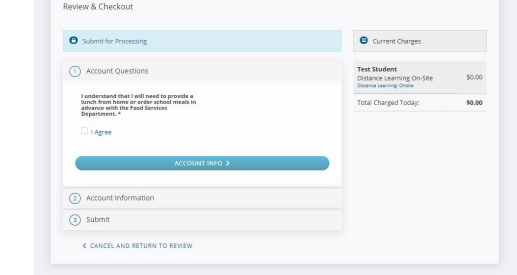
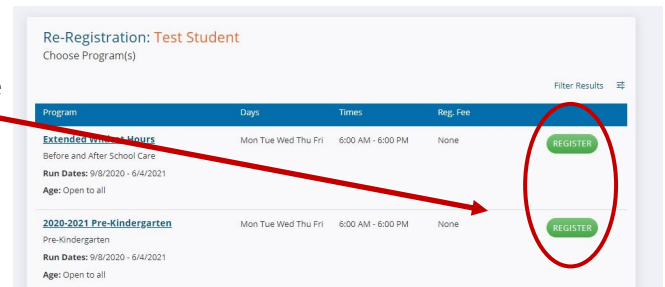
Step #2: Apply for the On-Site Support Services Program

- Go to **myprocare.com**
- Enter the email address used to create the family account
- Enter the confirmation number received in the new confirmation email (this 2nd confirmation number will be sent to the account email)
- Create a password. Passwords must contain:
 - ◇ One letter
 - ◇ One number
 - ◇ Have a minimum of 7 characters



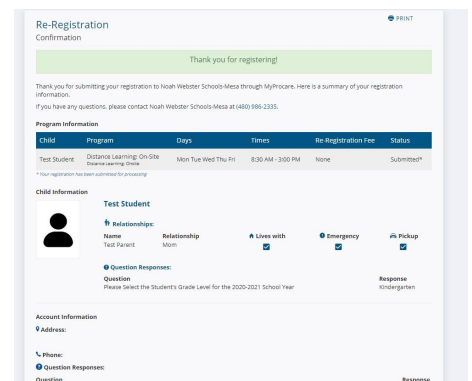
- On the main Account page, in the **Alerts** notification box, it will say *Registrations are Available*. Please click **View** to see the available programs.
- Select **Begin Re-Registration**
- Click on the child you would like to register then click **Select Programs**

- Select **On-Site Support Services** by selecting **Register** on the right hand side
- Select **Review Child Information**
- Once the information has been reviewed and the grade level added for the school year, select **Continue**
- If there are multiple children listed on the account, it will ask you if you would like to enroll the other children.
- Complete the above steps for each student that you would like to enroll
- Once all students and the appropriate programs are selected, select **Continue**
- Review the Program Registration for the students then select **Continue**



- Answer the Account Application Questions associated with this program and select the blue **Account Info** button to proceed to the next section
- Please verify the Account Information and select **Submit**
- Select the green **Submit** button to complete and submit the program application
- Please note: There is no Registration Fee to participate in the On-Site Support Services program; therefore, you will see \$0.00 listed and no charges will be made.

- Once the application is submitted, an Registration Confirmation Page will appear and can be printed by selecting the Print Icon in the upper right hand corner. This registration summary will also be sent to the account email.

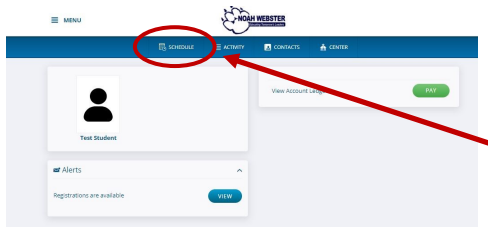


Date	Child	Program	Days	Times	Status
8/5/2020	Kiddi Smith	Distance Learning: On-Site Distance Learning: Online	Mon Tue Wed Thu Fri	8:30 AM - 3:00 PM	Pending

Status
Approved

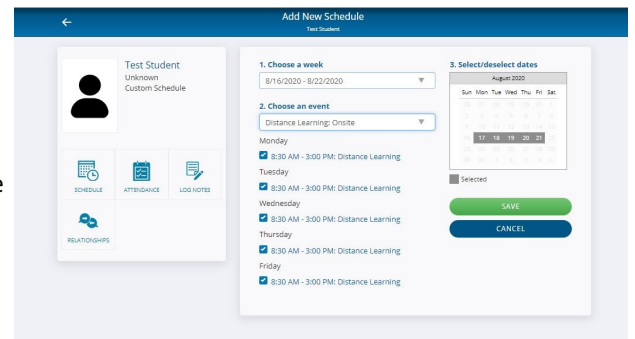
- The application will be sent to the Principals for review.
The Principal will contact you if there are issues concerning your application.
- Prior to approval, the status under the Registration History will say *Pending*
- Once approved, the status will change to *Approved*

Step #3: Submit Student Schedule

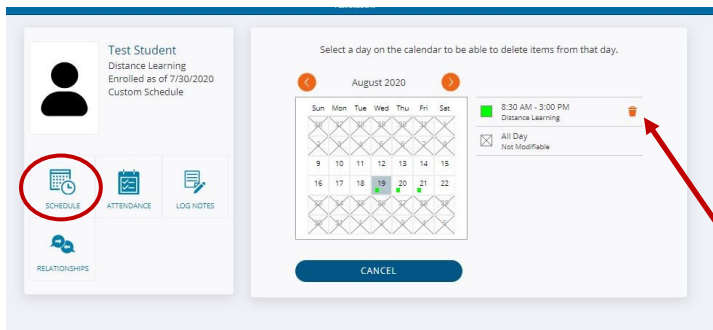


- It is vital that you submit your child's schedule on a weekly basis. This allows the school to ensure that they have proper staffing available.
- You are able to schedule 2 weeks at a time.
- Submitting schedules must be completed by the end of the day each Wednesday for the upcoming week.
- To submit your student's schedule, please select **Schedule** located in the blue header
- Select the child's name from the drop down box on the left side to view the schedule for that child
- Select **Add Items**

- Choose a week from the drop down box and the event/program (On-Site Support Services)
- It automatically selects all 5 days of the week for the student to attend. If the student will not be attending certain days, unselect those day(s) and click **Save**
- Please complete the schedule for each child enrolled in the program



If You Need to Delete Days Once the Weekly Schedule Has Been Submitted:



- On the main account page, select the Student
- Select the **Schedule Icon** under the student's information
- Select the green **Quick View** button
 - ◊ The green marks on the calendar are days the student is scheduled to attend the program.
- Select **Delete Items** under the calendar
- On the calendar, select the day you wish to remove
- Select the orange recycle bin located to the right of the time and program name
- Click **Save Changes** to delete
- If you need to make changes to your schedule for the upcoming week, please do so prior to the end of Wednesday