ProClass Provider Tip Sheet

❖ The ProClass account is tied to the child care center. Staff/teachers are contacts of the account. Therefore, staff/teachers will not need a separate account but will be listed as separate contacts and have their own username and password.

1. Select **New User? Start Here** at the top right-hand corner. If you already have an account, log in with your username and password and skip steps 2&3.
2. Complete Primary Account Information.
   a. Account Type- Child Care Center/Home.
   b. Center/Home Name- Enter name of your center.
   c. Primary Contact First Name – Enter director's first name.
   d. Primary Contact Last Name- Enter director's last name.
   e. Date of Birth- Enter director's date of birth in format mm/dd/yyyy.
   f. Username- Create a unique username for director.
   g. Password-Create a unique password for director. The password must be at least 8 characters and include at least 1 uppercase letter, 3 lowercase letters, a number, and a character. Ex: Abcd1234!
   h. Confirm Password- Re-enter your password.
   i. Primary Phone- Enter your primary phone number. Most likely this will be the landline number for the center.
   j. Mobile – Enter the director's cell phone number.
   k. Email- Enter the director's email.
   l. Last 4 of SSN- Enter the last 4 digits of the director's social security number.
   m. Primary Address- Enter the address of the child care center.
3. Select Submit.

Add Staff

1. After logging in, select **"My Account"** at the top right-hand corner.
2. On the left-hand side, you will see your personal info. You can update changes here. If you do make changes, make sure to select "**SAVE**" at the bottom. Scroll down and select **"Add New Contact".** You will be prompted to enter staff information similar to the information you entered as the primary contact. You will have the option to allow staff to edit their own data, register themselves for classes and register others. Please choose these options carefully! We suggest only allowing assistant directors the option to register others.
   **It is very important to correctly enter staff information. Inaccurate or incomplete information may impact our ability to assign credit or contact participants of class changes.
3. Select **"SAVE"** after entering staff information. The staff person will now be able to sign in under their unique username and password and view classes. If you allowed it, they will be able to edit their data and register themselves or others for classes.
4. Please repeat these process until all staff are entered.

Viewing Account Information

1. Log in as the primary account contact/director.
2. Select "My Account" at the top right-hand corner.
3. Scroll to the bottom of the page. You will see the following:
   a. **Contacts.** This is a list of all your staff. You can edit information, by selecting the person icon to the right of their name.
   b. **Addresses.** This is the address we have listed for your child care center. It may also contain home addresses of your staff.
   c. **My Registrations.** This is a list of all registrations for the primary account contact/director.
   d. **Account Registration.** This is a list of all registrations for your staff. You can view/print a PDF receipt for each registration.
   e. **Invoices.** This is a list of all account invoices. You can view/print a PDF receipt for each invoice.
   f. **Payments.** This is a list of all payments made to your account.
   g. **Memberships.** This is a list of all account memberships. Select the notepad icon to the left of your membership to see the membership dates and contacts/staff linked to the membership.
      * It is important to note, contacts/staff will not automatically be added or deleted from your membership. You will need to revise your membership contact list when you hire or terminate staff.
   h. **Credit Cards.** This will list all credit cards you have chosen to save to your account. We suggest you choose this option carefully.

Registering for Classes

1. You can view classes without logging in. However, to register for a class, you will need to log in to the account with your username and password. (If the primary contact/director did not allow staff to register themselves, the director will need to log in with the director username and password and register staff.)
2. On the left-hand side, you will see **"Search Options"**. Some options are voluntary; however, you must select the month in which you want to search. Pay careful attention to the location of the classes you are searching as well.
3. Select **"Search".**
4. The middle of the page will list **"Search Results"**. This will include all results within your search. You can select the title of the class to view the description. Select **"Register"** below the class you want to attend.

5. A memo will pop up notifying you that you that a spot will be held for you in that class for the next 30 minutes. You can select **"Continue"** to continue adding classes to your cart or **"Checkout"** to complete your order. If you do not complete your order and checkout within the next 30 minutes, you will lose that spot.
6. Once you are ready to view your cart and checkout, select the shopping cart icon at the top of the page. The number next to the cart indicates how many registrations are in your cart.
7. When you view your cart, you will see a list of the participants and classes on your order. You will have the option to delete any registrations by selecting the X next to the participant's name. If you are approved as a purchase order account, you may see the option to "pay later". All others will be required to pay the full amount to complete the order. If you have a membership, you may see the non-member cost crossed out and the member cost will show.
8. If you have a coupon code, select the link **"I Have A Coupon Code".** You will then be prompted to enter your code. Make sure to select **"Apply Coupon Code".** If you need to delete the coupon, simply select **"remove coupon".** * You can only use one coupon code per order.
9. If you have an amount due, it will list the total. Select **"Continue"** to make a payment with a credit card.
10. Select **"new card"** or you may have the option to select a saved credit card if you have chosen to save this information.
11. Enter credit card information. Make sure to select the billing address for the card. If you would like a receipt emailed to you, please enter your email address.
12. Select **"Submit"** to process the order. You will then see a confirmation of your order with the option to print a receipt. The primary account contact/director will receive a confirmation order.

KIDS MATTER®
Invest early. Invest often.

🛒 2   Hello, Carrie Burks | My Account | Change Password | **Log Out**

Your balance is USD 20.00   Make Payment

Home   Search

Select Language ▾   Powered by Google Translate

Items in your shopping cart

Action	Participant	Type	Description	Action	Fee	Additional Fees	Additional Items	Payment Options	Amount Due Today
✖	Burks, Carrie	2 hours	June 2018 Linking Assessment & Curriculum with Intentional Strategies	Register	USD 25.00	USD 0.00	USD 0.00	◉ Full (USD 25.00) ○ Pay Later	USD 25.00
✖	Burks, Carrie	6 hours	June 2018 Orientation 1&2 for Early Care & Education Professionals	Register	USD 45.00	USD 0.00	USD 0.00	◉ Full (USD 45.00) ○ Pay Later	USD 45.00

Total: USD 70.00   Fee + Additional Fees + Additional Items

🏷 I Have A Coupon Code

Total Due: **USD 70.00**

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✖	Burks, Carrie	6 hours	June 2018 Orientation 1&2 for Early Care & Education Professionals	Register	USD 45.00	USD 0.00	USD 0.00	◉ Full (USD 45.00) ○ Pay Later	USD 45.00

Total: USD 70.00   Fee + Additional Fees + Additional Items

Coupon Discount: - USD 0.00   [   ]   🏷 Apply Coupon Code

Total Due: **USD 70.00**

Amount Due Today: - USD 70.00   Deposit + Registration Fee (if applicable)

Your credit card will be charged USD 70.00 today.

Continue