

## Parent Portal – online access

New Hope offers a parent portal, through our database software company, Procare/Tuition Express. To set up and access your account, navigate to **myprocare.com**. Your portal account is linked to your New Hope account via your e-mail address. You must provide the same e-mail address that you have provided to the school. You will then receive an e-mail with a link to create your password and complete your portal registration.

Once registered you can:

- Generate Reports
  - Generate and print ledger statements (shows all activity)
  - Generate and print charge/credit summaries (great for taxes and childcare reimbursement)
- Verify 'Contacts' information...make corrections or updates
- View 'Center' information and hours of operation for New Hope
- Make payments by debit or credit card (Home page, green PAY button)
- ***Please remember the preferred payment options are Tuition Express ACH, cash, or check.***

New Hope is not currently using 'Schedules' or 'Activities.'

If you have any questions or are having trouble registering, please ask Ms. Diana or Ms. Debbie. 817-428-9393