

How to Re-Register



1. Go to www.myprocare.com and sign in with your existing account information **OR** from our preschool website: www.hopemtcarmel.org,
Preschool > Enrollment > *Re-Registration*
2. Sign-in with your existing account information
3. Click on “Registrations are available” OR **VIEW**
4. Click on **BEGIN RE-REGISTRATION**
5. Select your child and click **SELECT PROGRAMS**
6. Choose your 1st choice by clicking **REGISTER** scroll down:
****on the following screen, you will be asked to type in a 2nd choice so please look at the schedule here before proceeding**This section is not a drop-down list so you will have to refer to the schedule to type in your 2nd choice.**
7. Click **REVIEW CHILD INFORMATION** and update any info as needed and
click **CONTINUE**
8. Re-Registration Review screen, click **CONTINUE**
9. Re-Registration Review and Checkout: Pick a 2nd choice of class and type in church member, current family, alumni, or new family
10. Click **ACCOUNT INFO** and update; please select a phone carrier in the
event that I use group messaging and click **SUBMIT**
11. Re-Registration Review and Checkout: Review Information and **SUBMIT**
12. The family and the Director will both receive an email confirmation. Confirmation letters with class placements will then be sent within a week or so with directions for additional paperwork to be completed.

Revised: 1/10/23