HOW TO CREATE AN ACCOUNT ON SCHOOL PAY

These instruction are to create a SchoolPay account through www.schoolpay.com. Information required:

- Email address
- Parent name, email, address and phone number
- Student name or Id
- School Site Name

1. Go to www.schoolpay.com

2. Click on Create an Account. This is where you enter your contact information. Your email address will be your username, ongoing, for your Parent Center account. Any field with an asterisk is a required field. You cannot go to the next step until you complete all the required fields.

3. This allows you to associate your children with your account. There are two things you need to do to associate your children:
   - Enter and select your child’s school
   - Enter your child’s student ID OR first name
   - Enter your child’s last name
In the field where you are asked to enter the name of your child’s school simply type the first few letters. You will see a list of schools whose names match what you have typed. You will see your child’s school on the list. Simply click on the name of your child’s school and the full name will appear in the field. When you enter your child’s ID number and last name, press the “Tab” key after you complete each field. If the data that you have entered matches the information in the SchoolPay database a green check mark will appear as shown above. Press the “Continue” button to go to the next step of the registration form.

4. The next screen is simply a confirmation screen. It allows you to review the information that you have entered before finalizing your registration.

5. Once you confirm and finalize your registration the final steps are to accept the terms and conditions and set your password to one of your choosing. You will need to get the temporary password that was emailed to you, to enter in the “Current Password” field.