



Chippewa Valley Schools has adopted *PaySchools Central* as an online payment resource for the parents in our district. Our goal in utilizing *PaySchools Central* is to become “cash free” in our schools by April 2019. We started this initiative in August by rolling out *PaySchools Central* to our high schools. *PaySchools Central* is a secure payment system which simplifies school payments in an easy-to-use online portal. It enables parents to pay assigned and optional fees online quickly and easily. *PaySchools Central* can be accessed via a link on the Chippewa Valley Schools website (*For Parents, PaySchools*) or by typing in [www.payschoolscentral.com](http://www.payschoolscentral.com).

Our school will begin using *PaySchools Central* soon. In order to use *PaySchools Central* you will need to create a parent account. You can access the *PaySchools Central* web link from our Chippewa Valley Schools website and follow the directions for setting up an account. Once your account is created you will need to link your student (s) to your account. You will need your child’s student number to do this. You should have received a letter from the office with this information.

*Listed below are some tips for using PaySchools Central:*

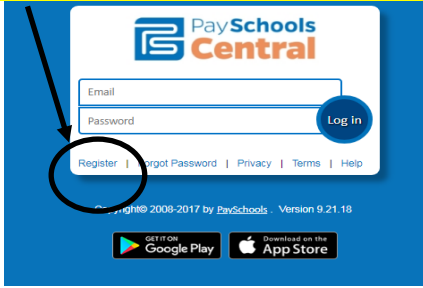
- 1. You must register for a new PaySchools Central account. Your “old” PaySchools user id and password will not work.***
- 2. Use Google Chrome. PaySchools does not work with Internet Explorer.***
- 3. PaySchools Central accepts Credit/Debit Cards and Checks (ACH).***
- 4. When linking your student (s) to your account replace apostrophes with a space. Example: O’Leary will become O Leary. This works for both first names and last names.***
- 5. Assigned fees are things that your student may owe - lost library books, un-returned sports equipment, damaged school property, etc. All other fees will be “Optional”. You will want to make most your purchases from this “Optional” tab.***

We have created a parent guide, which is posted on our website to assist you. This is a step by step guide to help you create an account and purchase an item. You can find this PDF document on the Chippewa Valley Schools district website under “For Parents” tab and then [PaySchools Central](#). There is also a parent quick start guide attached to this letter. It covers five main steps to make a *PaySchools Central* purchase.

# PaySchools Central Parent Quick Start Guide

1

Register for your PaySchools Central Account. Once registered PaySchools Central will send you an email to create a password.



2

Link your student to your account. You will need your child's student number for this step. When typing your child's name remember to replace any apostrophes with a space!

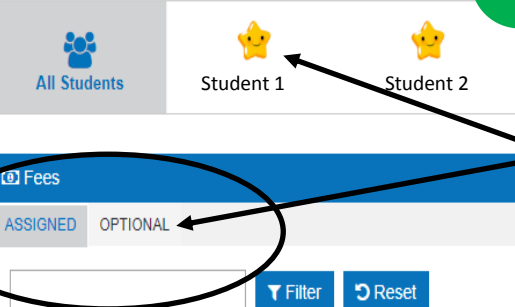
Click "Back" when you are done.



3

Once you have linked your student, click on their star to see what is available to them.

Click on Optional to see current items for purchase. Any unpaid fees that are assigned by the school will show up in the Assigned area.



Need more help? Scan this QR Code to Get our step-by-step user guide!



Student Name	Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
No items to display.								



5

Click on this shopping cart to pay!



4

You can use the Expand/Collapse to show more of the Optional screen. To open a category you can click on the arrow that is pointing up. This will open that category and show you items available for sale in that category.

Find the item you are looking for then click the shopping cart with a plus sign on it to add it to your cart. Once you add it to your cart you can click to shopping cart at the top of the page to pay.

Fee Category	Fee Description	Due Date	Amount Due	Amount To Pay	Amount In Cart	Fee Rules	Add To Cart
Walk-A-Thon							
Student Clubs							
Parking Pass							
National Honor Society							
Marching Band Fall							
Key Club							
DHS Cross Country Banquet							
DECA Club							
Boys Fall Sports							
Boys Fall Sports	1 Guest Ticket For The Boys Soccer Banquet	11/02/2018					
Boys Fall Sports	2 Guest Tickets For The Boys Soccer Banquet	11/02/2018	\$40.00	\$ 40.00	\$0.00	F S	
Boys Fall Sports	3 Guest Tickets For The Boys Soccer Banquet	11/02/2018	\$60.00	\$ 60.00	\$0.00	F S	
Boys Fall Sports	4 Guest Tickets For The Boys Soccer Banquet	11/02/2018	\$80.00	\$ 80.00	\$0.00	F S	



REMEMBER!

