

Creating a Parent Account in PaySchools Central

The screenshot shows the Chippewa Valley Schools website. The top navigation bar includes 'OUR DISTRICT', 'FOR PARENTS', 'DEPARTMENTS', 'ACADEMICS', 'ATHLETICS', 'FINE ARTS', and 'SCHOOLS'. The 'FOR PARENTS' section is highlighted. Below it, there is a 'Parents' section with text about parent involvement and 'PARENT GUIDES' for Kindergarten, 1st Grade, and 2nd Grade. On the right side, a gray banner contains a list of links, with 'PaySchools Central' circled in black. A black arrow points from the 'FOR PARENTS' section to the 'PaySchools Central' link.

The PaySchools Central link for Chippewa Valley Schools can be found on the CVS website in the “For Parents” section. It is located on the right hand side within the gray banner.

Click the link to go to PaySchools Central. This will open to the PaySchools Central log-in screen. You will need to click on the word “Register”

The screenshot shows the PaySchools Central login screen. It features a search bar at the top right, a language selector set to 'English(US)', and a login form with fields for 'email' and 'password'. A 'Log in' button is to the right of the password field. Below the form, there are links for 'Register', 'Forgot Password', 'Privacy', 'Terms', and 'Help'. The 'Register' link is circled in black. At the bottom, there are links to 'GET IT ON Google Play' and 'Download on the App Store', and a copyright notice: 'Copyright© 2008-2017 by PaySchools - Version 7.25.18'.

This is the PaySchools Central Registration Screen. You will need to enter all of the information that it is asking for.

Once your information is entered you must agree to the terms and then click the “Register” button.

New User Registration

Email Address* <input type="text" value="ex: xya@gmail.com"/>	State* <input type="text" value="-- Choose your State --"/>
First Name* <input type="text" value="First Name"/>	Zip Code* <input type="text" value="Zip"/>
Last Name* <input type="text" value="Last Name"/>	Country* <input type="text" value="-- Choose your Country --"/>
Address Line 1* <input type="text" value="Address Line 1"/>	Phone <input type="text" value="Phone"/>
Address Line 2 <input type="text" value="Address Line 2"/>	Mobile <input type="text" value="Mobile"/>
City* <input type="text" value="City"/>	

By clicking this box, I agree to the terms of the [PaySchools User Agreement](#).

[Back to Sign In page](#) [Register](#)

You will get a message that looks like this. Follow the directions - you must open the email that PaySchools Central sends you and confirm your registration.

Successfully Registered ✕

Thank you for registering. You will receive an email with instructions on how to confirm your registration and setup your new password. You will need to complete this process within 30 minutes or you will need to complete the registration process again. If you do not receive a confirmation email, select the Help link on the login page for assistance.

[Go to Login Page](#)

Security Questions

If you need to contact our support desk for help at any time, we will use the answers to these security questions to determine who we are talking to. Please select 3 questions that may ask you, and provide the answers you will give us when we ask. All answers must be atleast 4 characters in length.

Security Question 1:
Select Question ▼
Your Answer:

Security Question 2:
Select Question ▼
Your Answer:

Security Question 3:
Select Question ▼
Your Answer:

You will be asked to choose security questions and type in your answers to those questions.

You can by-pass this (for now) by clicking on the Submit Later button.

Once you have entered or by-passed the security questions you are ready to begin adding your students to your account!



\$0.00 1 Messages User Help

Welcome to Payschools Central. To add family members to your account, please [Click Here](#)

Follow the directions to add your students to your account. You will need to know your child's student id number to add them.

Select your State - Michigan

Select your District - Chippewa Valley Schools

Enter your first child's student id and name on the appropriate lines.

Click "Register" to add the student.

State: Michigan

District: Chippewa Valley Schools

ID: [Empty]

First Name: [Empty]

Last Name: [Empty]

Buttons: Register, Clear

You should now see you student listed! Continue this process until you have all of your students added.

PaySchools Central

English(US) \$0.00 Messages User Help

Andrew Staniec

Manage Students/Patrons + Add Student / Patron

District Name	Student Id	School Name	First Name	Last Name
Chippewa Valley Schools	12345678	Dakota High School	My Child First	My Child Last

Back

You can now begin to purchase items for your children!