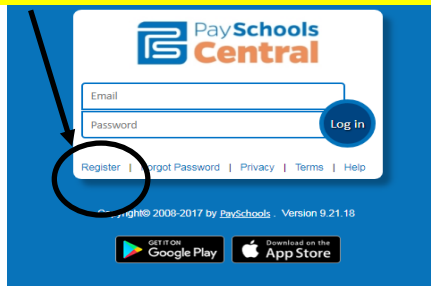


# PaySchools Central Parent Quick Start Guide

1

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



Manage Students/Patrons Add Student / Patron

District Name Student Id School Name First Name Last Name



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.



English(US) \$0.00 Messages User Help

All Students

Student 1

Student 2

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.

Fees

ASSIGNED OPTIONAL

Filter Reset

(Search based on Fee Category, Fee Description or Due Date)

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.



English(US) \$0.00 Messages User Help

All Students

Student 1

Student 2

5

Click on this shopping cart to pay!

Fees - Andrew Staniec

Schedule Fees View Fees History

ASSIGNED OPTIONAL

Filter Reset

(Search based on Fee Category, Fee Description or Due Date)

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							
<input checked="" type="checkbox"/> 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	

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.



REMEMBER!

