**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.**

4. **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. 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.

5. **Click on this shopping cart to pay!**