PAYSCHOOLS CENTRAL

REQUIREMENTS FOR CREATING AN ACCOUNT:

Student ID No.
Student First Name
Student Last Name

Google Chrome works best with PaySchools Central.

PaySchools Central Login (Parents)
User Guides

Creating Parent Account
Adding Payment Methods

http://www.chippewavalleyschools.org/for-parents/payschools-central/
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 preferred browser for using PaySchools is Google Chrome

PaySchools is not compatible with Internet Explorer 11 and above!
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.

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.

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.
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!

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.

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

Once you are done registering all of your students you can click on the X of the Add Student/Patron box and then click the “Back” button on your screen.
Once you have added all of your students to your account you will see their names under their star. You will have an "All Students" view which will show you one big list of items available to you. You can also click on your student's star to see items available specifically to them.

You will now have access to the "Assigned" and "Optional" fees available for your students.

*Assigned fees* are things that the school may assign your student. Things like lost library books, text books not returned, missing sports equipment. If a fee is assigned by the school will appear here.

*Optional fees* are things that the school is selling or sports that your student may participate in. Athletic Fees are listed under Optional.
You can find specific items that you may be looking for a few different ways.

The first way is to use the filter option. Type the name of the item you are looking for in the box and click the filter button.

You can also rollup each category by clicking the downward facing arrow next to the category name.

You can use the Expand/Collapse arrows to make the item screen larger and show more items.

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Remember - The preferred browser for using PaySchools is Google Chrome. If you are using Internet Explorer 11 or above you will not see an item list when you click on “Optional”
You can rollup each category by clicking the downward facing arrow next to the category name. You can also use the Expand/Collapse arrows to make the item screen larger and show more items.

When you find the item you wish to purchase you can add it to your shopping cart by clicking on the shopping cart icon the right of the item. You will need to confirm adding the item to your cart by clicking on the blue “Add to Cart” button on the pop-up box.
Once you have confirmed that you want to add your item to the cart you will see the shopping cart at the top of the screen has 1 item and a dollar value in it. These numbers will continue to increase with each item you add to the cart. When you have added all of the items you wish to purchase to the cart you are ready to check out. Click the shopping cart icon at the top to begin the checkout process and then click the blue checkout button to confirm.

The checkout pop-up box will open for you to begin the checkout process.
When the checkout box pops up you must first select your payment type. You will select the Use New Card option.

Once you have select the Use New Card option you will need to check the check box in the lower left hand corner and click Submit Payment.

The Enter Your Card Details screen will pop up and you can enter your credit card information and click Submit. Once your card is processed you will receive the confirmation message below.

You have now successfully paid for shopping cart items!
A receipt for your purchases will be emailed to the email address that you registered with.

Wed 8/1/2018 1:11 PM
noreply@payschools.com
Transaction processed for ECR-ChippewaValley on 8/1/2018 12:19:00 PM

To: Your Name

PaySchools

ECR-ChippewaValley - Transaction # 1 - Subtotal: $150.00 - Transaction Fee: $0.00 - Convenience Fee: $0.00 - Total: $150.00

Your Student 1 (12345678910) - DHS Football Varsity (Fees) - Amount: $150.00

Regards,
Payschools Central Support
Paying with a Credit Card

Start by clicking the drop down next to “User”

Scroll down to Manage Payment Methods

When the box opens, click on “Add New Payment”

This opens the “Add Payment Details” screen on the right. Click on the drop down arrow under Payment Type and select Credit/Debit Card.

Follow the steps to link your credit/debit card to your PaySchools Central Account.
Paying with an Electronic Check

Start by clicking the drop down next to “User”

Scroll down to Manage Payment Methods

When the box opens click on “Add New Payment”

This opens the “Add Payment Details” screen on the right. Click on the drop down arrow under Payment Type and select ACH/Check.

Follow the steps to link your checking account to your PaySchools Central Account.