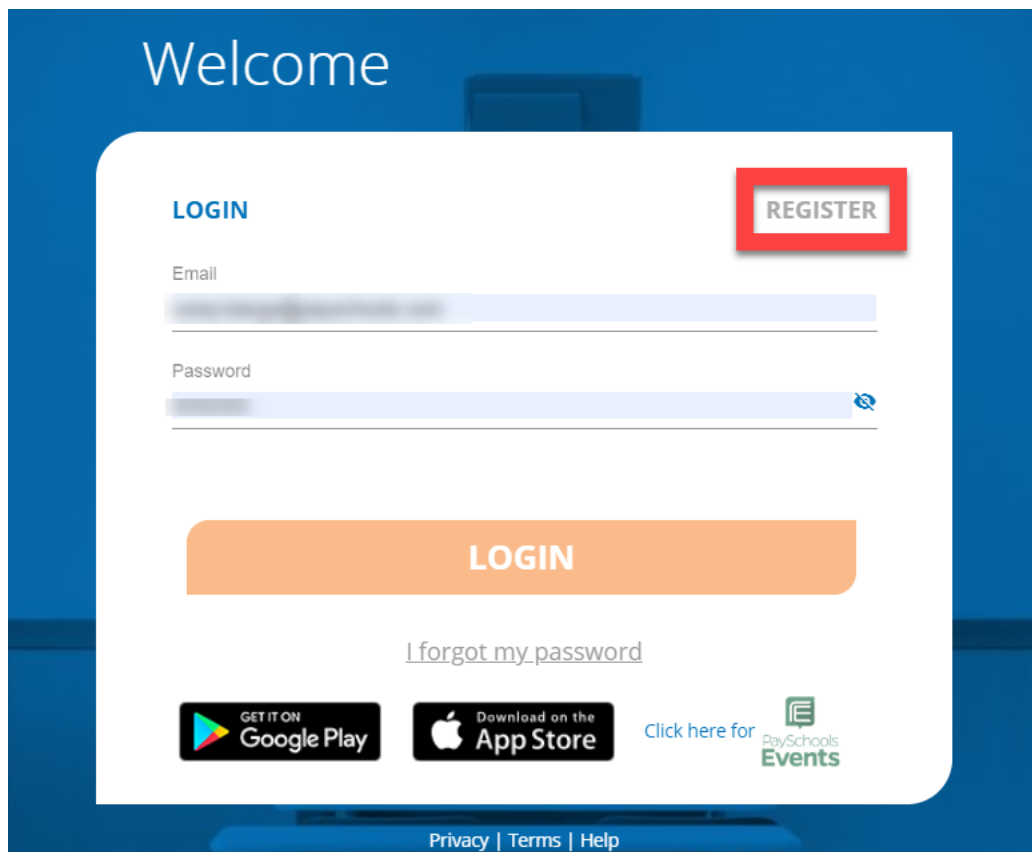


# Registration

Registration is quick and easy. Make sure to have all ID numbers for the people you wish to add to your account. For privacy purposes, PaySchools is unable to give out student information. Please contact your school if you need to validate.

## Create User

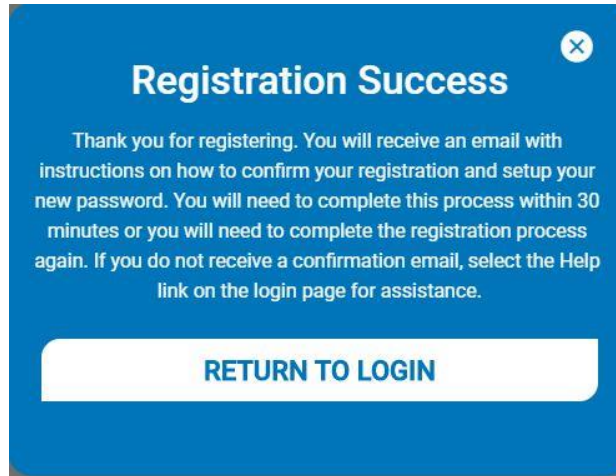
- 1) To set up an account, go to [www.payschoolscentral.com](http://www.payschoolscentral.com) and click **REGISTER**.



- 2) Fill out all fields marked with an asterisk. We strongly suggest adding a mobile number as it will help you reset your password via text if you ever have trouble logging in.

The screenshot shows the 'Register' page of the PaySchools Central website. The page has a blue header with the title 'Register' and a navigation menu with tabs for 'Register', 'Students', 'Payments', and 'Notifications'. The main content area is a white form with several input fields, each with a red asterisk indicating it is required. The fields are: Language Preference (dropdown), Email, First Name, Last Name, Address Line 1, Address Line 2, Postal Code (with a location pin icon), City, State (dropdown), Country (dropdown), Phone Number, and Mobile Number. Below the fields is a checkbox that is checked, with the text 'By checking this box, I agree to the terms of the PaySchools User Agreement.' At the bottom of the form is a large orange 'REGISTER' button, and below that are two links: 'Return To Login' and 'Clear All'. The footer of the page contains the text 'Privacy | Terms | Help'.

- 3) Review the User Agreement and check the box before clicking **REGISTER**.
- 4) Click **RETURN TO LOGIN** in the pop-up window and check your email inbox for a confirmation email.




- 5) You **MUST** click the link in the email in order to continue. This link is **ONLY VALID FOR 30 MINUTES**. If you do not activate the link within 30 minutes, please return to [www.payschoolscentral.com](http://www.payschoolscentral.com) and click [I forgot my password](#) to request a new email.
- 6) Create and confirm your password in the Account Activation screen after clicking the link in the email. You can view the password complexity rules by clicking [?](#)

A white form titled "Account Activation" on a blue background. The form contains the following elements:

- A blue instruction: "Please enter your email address and password to activate your account."
- An "Email \*" field with a blue placeholder and a blue eye icon.
- A "Password \*" field with a blue placeholder, a blue eye icon, and a blue lock icon.
- A "Confirm Password \*" field with a blue placeholder.
- An orange "CONFIRM" button.
- Two links: "Return To Login" and "Clear All".
- Footer links: "Privacy | Terms | Help".

## Secure Account

- 1) Fill out your 3 security questions and answers after setting up your password. Answers must be at least two characters long.
- 2) Click  to continue.

Secure Your Account

Register Students Payments Notifications

**WE TAKE YOUR ACCOUNT SECURITY TO HEART.**

If you contact our support desk for assistance, we'll ask you to answer security questions to confirm we're speaking with you.  
Please select three questions and provide answers at least two characters long.

**Security Question 1**

Select Question \*  
What was your favorite book as a child?

Your Answer \*

**Security Question 2**

Select Question \*  
What was your address phone number including area code? (e.g. 909-999-9999)

Your Answer \*

**Security Question 3**

Select Question \*  
What was the last name of your first grade teacher?

Your Answer \*

**SECURE**

[Return To Login](#)

Privacy | Terms | Help  
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## Add Student and/or Staff

- 1) You have the option to  this step and add your students/staff later via the [Dashboard](#).

2) Add your student(s) and staff by filling in all the required fields and clicking

**ADD STUDENT / STAFF**

You can add as many students to your account as you like, if they are in the same school district. If you have students in two or more districts, you will need to create separate accounts and use different emails/passwords for each district.

**Your student or staff information must exactly match the details provided by your school. If you are having trouble adding your student/staff, please contact your school. PaySchools is unable provide student information for privacy reasons.**

**Add Student or Staff**

Register Students Payments Notifications

**INFORMATION**

Due to privacy laws, PaySchools is unable to help you add students or staff to your account. The student or staff ID, first name, and last name you enter MUST match the information your district has provided to PaySchools. If you're having trouble adding a student or staff member to your PaySchools account, please contact your district to check their spelling or format of the name or ID number.

State \*

District \*

Student Id \*

First Name \*

Last Name \*

Relationship \*

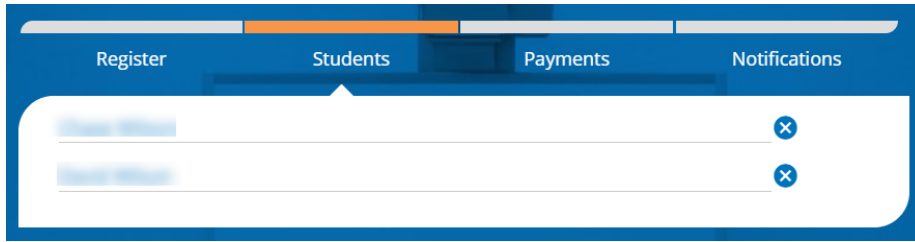
[Clear All](#)

**ADD STUDENT / STAFF**

**SKIP**

Privacy | Terms | Help

- 3) Once students and staff are added, they will appear at the top of the page where you can remove and manage your students/staff.



- 4) Click **CONTINUE** once you've added all of your students and/or staff.

- 5) A summary screen will display all students and staff who've been added. A green circle in a student/patron's card indicates they're active. A red circle indicates they're inactive. If your student or staff is showing up as inactive, please contact your school for assistance.

