### **SchoolPay - Parent Guide**

Steps to make an easy online payment! #1 - Login to your Parent PowerSchool Account

- #2 Click on the arrow at the top right of your screen to locate your applications
- #3 Select SchoolPay from the slideout menu



Select SchoolPay from the slideout menu.

#### #4 - This will bring you to the SchoolPay website(see below)

→ C 🔒 schoolpay.com/parent/paym	ents/general							• •	Guest
						History 🗸	Payments 🗸	HELP	E
Payments							⊕ Lang	uage: en Color As	sistance:
School Payments	School Payments	6			Item Sea	rch	All items by name	~ ~	
<ul> <li>Food Services</li> <li>Nonprofit Groups</li> </ul>	Welcome to SchoolPay! It appears you either do not have any students or your student's school is not currently offering SchoolPay. If your school does offer SchoolPay for payment and you have students, but they are not yet added to your account add them here. Add students Thank you for registering for SchoolPay.								
			Motivation Monday: http://www.http:///www.htttp://www.http:///w	s://t.co/YbSdUzTpif This i	s the kind of thing you only see in m	ovies! #Motivation	Monday <b>&gt; f</b>	🖌 💿 ir	n 🤞
	About	~	Products	~	<b>C</b> 833-731-2600	¢	support@schoolpay	.com	
								-	

### #5 - Click the Green "Add Students" button

#6 - Start typing "Sparta Area Schools" - When it appears below where you are typing click the link

## Add Student

Select your student's school type:				
Public School	Charter School	Independent School		
			I live more than 25 miles away from my student's school district	
			Please type the name of your school district	
			Sparta	
			Sparta Area Schools (Sparta MI)	
			Jost as musshed district	
			ruon see my schoor disincr	

# #7 - Select the school your student attends (if you have more than one student attending Sparta Area Schools, you can add them later!)

Please select your school:

Appleview Elementary	
Early Childhood Center	
Ridgeview Elementary	
Sparta ECSE	
Sparta High School	•

#8 - Type your students First and Last name in the boxes below the school field. Please use the students full legal name that is in Powerschool - Click the Green "Add Student" button

#9 - You will get a pop-up message (see below!)

<u>j</u> en	Your student has been created.	
tons r		
ury (		

### #10 - Navigate to "Payments" (top of the screen) and to "School Payments"

History 🗸	Payments 💊	•
School Payme	ents	Lang
Food Services		+ Ad
Nonprofit Grou	adı	

#11 - This will bring you to a screen that shows all the options you can purchase for that student (based on their school and grade)



#12 - Click the Green "Add to Cart" button next to the Athletic Camp you wish to purchase#13 - Enter the necessary information for the student/camp

#14 - Scroll all the way to the bottom and select "check out"

After this you will need to fill in your payment information.

Please let me know if you have any questions!!

Brandi Coxon Accountant Sparta Area Schools brandi.coxon@spartaschools.org 616-606-9156 Office Hours : Monday - Thursday 8AM - 4PM