

School Payment Portal

**Parents' Guide to
Getting Started**

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Creating a New Account

To create a **new** account, click the green “Create Account” button.

The screenshot shows a website interface for 'School Online Payment Processing'. At the top, there is a navigation bar with three links: 'Home', 'About', and 'Contact'. Below this, the main heading is 'School Online Payment Processing'. A descriptive paragraph follows: 'The School Payment Portal website allows schools and school districts of all sizes to safely and securely accept online payments from parents for school fees, cafeteria, and more.' A prominent green button labeled 'Create Account' is centered below the text. A horizontal line separates this section from the user role sections. On the left, under the heading 'Parents', there is a sub-heading and a paragraph: 'Already have an account? Login to the Parent Portal to view information related to your kids and their district.' Below this is a blue button labeled 'Parent Login'. On the right, under the heading 'Administrators', there is a sub-heading and a paragraph: 'The Administrative Portal provides district and school administrators with the ability to view reports and configure items specific to their district.' Below this is a blue button labeled 'Admin Login'. At the bottom left of the page, there is a footer: '© 2001-2015 Focal Tech, Inc. Site Powered by LunchTime Software.'

Fill in the information:

Create a New Account

Fill in the information below to create a new account to use with the School Payment Portal website.

First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Email Address:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

First Name:	<input type="text" value="Anne"/>
Last Name:	<input type="text" value="Robinson"/>
Email Address:	<input type="text" value="anne.robinson@thegraduate.net"/>
Password:	<input type="password" value="....."/>
Confirm Password:	<input type="password" value="....."/>

Click the blue "Create Account" button.

Create a New Account

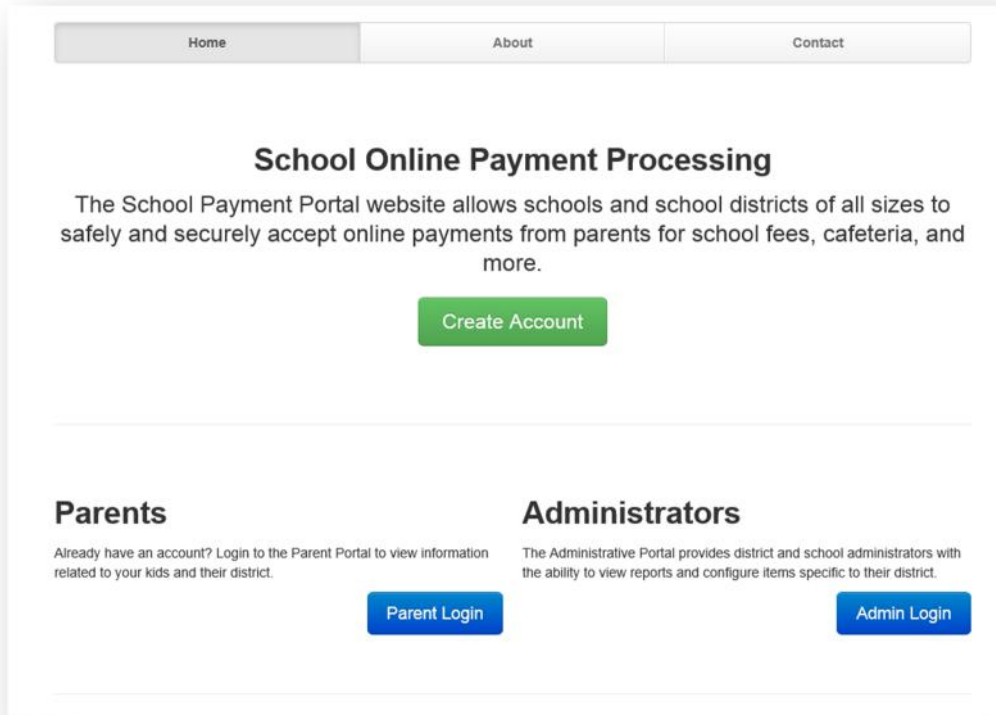
Fill in the information below to create a new account to use with the School Payment Portal website.

 Account successfully created.

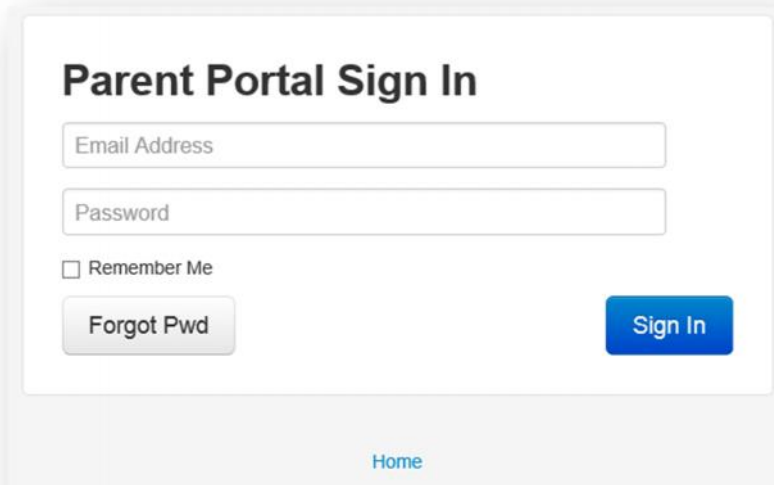
[Login Page](#)

Once the New Account has been successfully created, Click the blue “Login Page” button to complete the Login process.

Logging into the School Payment Portal



Click on the blue "Parent Login"



Enter your credentials and Click the blue "Sign In" button.

Parent Portal Sign In

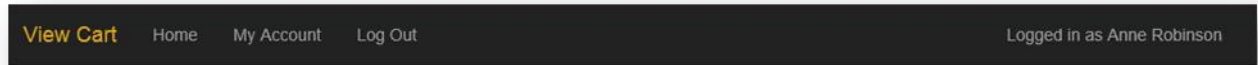
anne.robinson@thegraduate.net

•••••|

Remember Me

[Forgot Pwd](#) [Sign In](#)

Site Logout



Along the top black bar, click on Log Out to end your session

Adding Students to Account

On the Student Access Page, Click the blue “Add Student” button. The Student Access Page will be your first page if you have not added any students. You can also click on **Home** in the black bar along the top.

View Cart Home My Account Log Out Logged in as Anne Robinson

Student Access

[Add Student](#)

Name	School	Grade	ID #	PIN
No records to display.				

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Click on the blue "Add Student" button.

[View Cart](#) [Home](#) [My Account](#) [Log Out](#) Logged in as Anne Robinson

Add A Student -- Step 1

Enter the zip code of the school the student you wish to add to your account attends.
For schools located in the United States, please enter the 5 digit zip code (ie: 16803).
For schools located in Canada, please enter the 6 digit zip code (ie: T3H 4A8).

Zip Code:

[Cancel](#) [Continue](#)

Enter the Zip Code of your students' school. Click the blue "Continue" button on the bottom.

Available schools will be displayed. Click on the blue "Select" to the left of your students' school.

Add A Student -- Step 2

Select the school of the student you wish to add from the list below. If the school you are looking for is not listed, click the Start Over button to restart the process.

	School	District/Organization
Select	Diocese Elementary	MMS Testing District
Select	MD Area Middle School	MMS Testing District
Select	Middle School	MMS Testing District
Select	Skills Elementary	MMS Testing District
Select	West Elementary	MMS Testing District

[Start Over](#)

Enter the Required information and Click on the blue “Continue” button in the lower right.

Add A Student -- Step 3

Enter the requested information for the student you wish to add to your account.

Last Name:

First Name:

Student ID:

[Start Over](#) [Continue](#)

Verify the information and Click on the blue “Add Student” to the left of your students’ name.

Add A Student -- Step 4

Click the Add Student link in the table below to add the selected student to your account.

	Name	Grade
Add Student	Alampi, Charles	12

[Start Over](#)

You will be returned to the Student Access page. You can add additional students as needed.