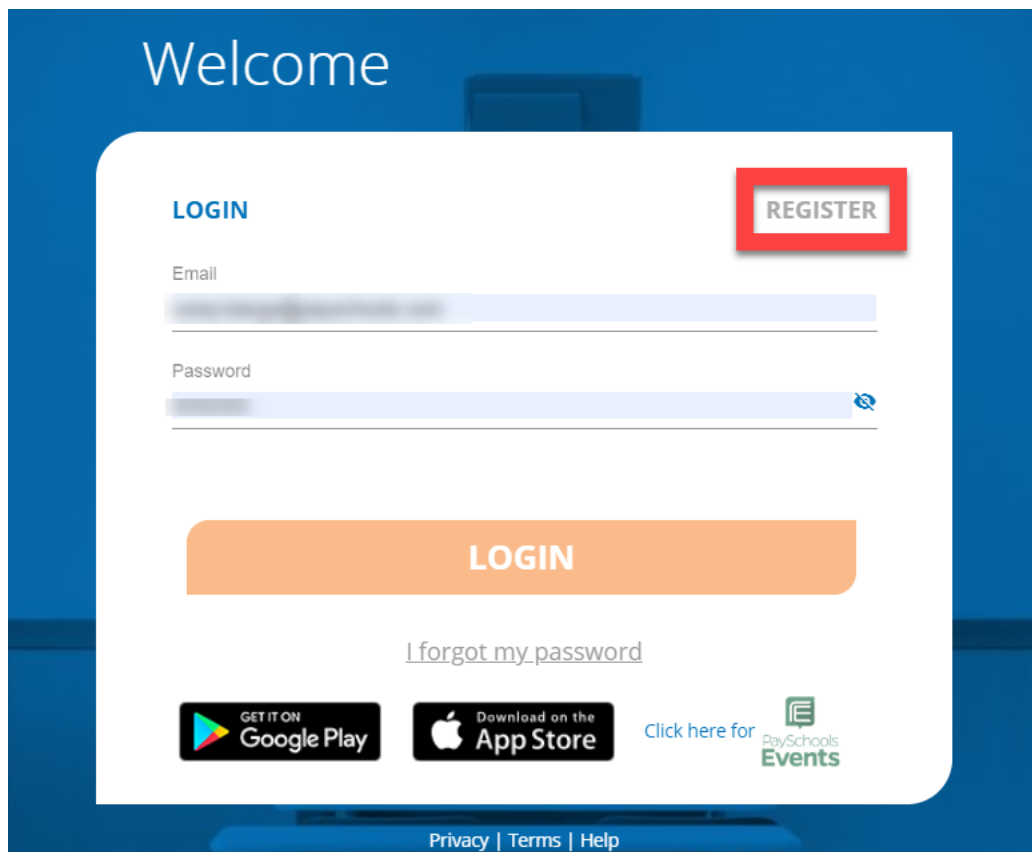# Registration

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 in 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 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.

3) Review the User Agreement and check the box before clicking .

4) Click in the pop-up window and check your email inbox for a confirmation email.
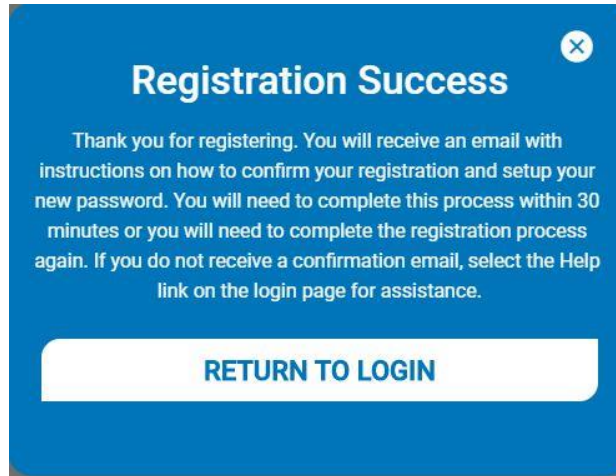
5) You MUST click the link in the email in order to continue. This link is **ONLY VALID FOR 30 MINUTES.** If you do not activate the link within 30 minutes, please return to www.payschoolscentral.com and click I forgot my password to request a new email.

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

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 **SECURE** to continue.

Add Student and\or Staff

1) You have the option to **SKIP** 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 *
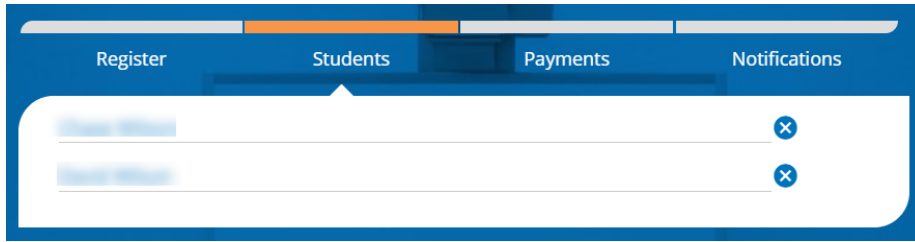
Clear All

ADD STUDENT / STAFF

SKIP

Privacy | Terms | Help

PaySchools
Central

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.