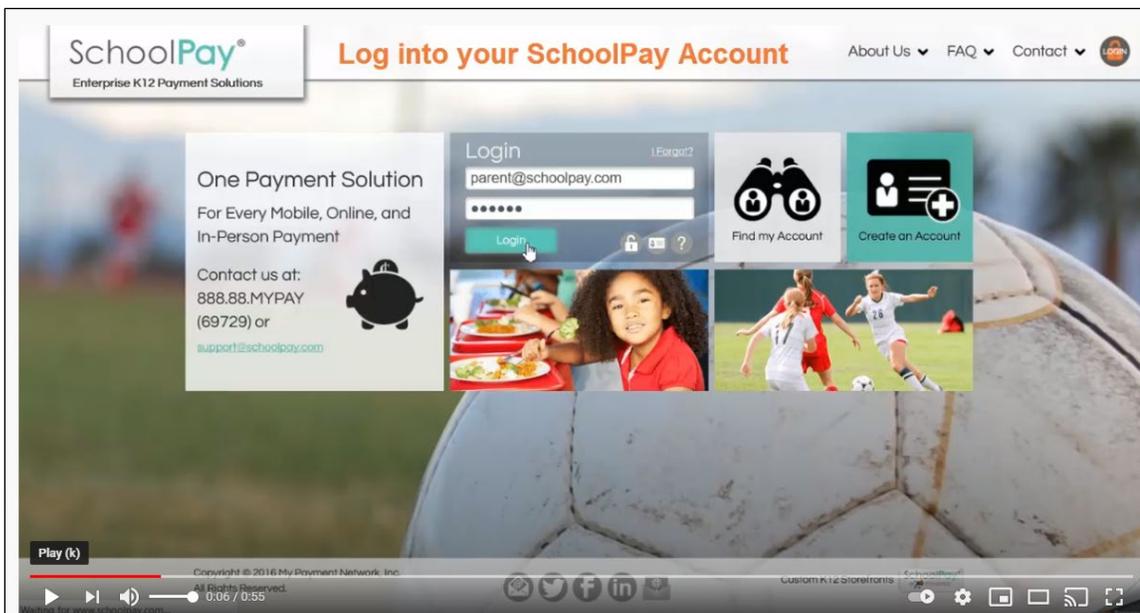


## ADDING A CHILD TO YOUR ACCOUNT

1. Sign in to your [SchoolPay](#) account
2. **Click on your first initial** (top right corner of the screen)
3. Select **Profile Management** (drop down menu on right)
4. Then select **Student Management** (drop down menu on left)
5. Finally, select **Add New Student**
6. Choose **Pelican Rapids School District 548**
7. Select **School Name** if adding student (or select **Pelican Rapids Staff** if you are registering yourself)
8. Enter **student first and last name** (this field is used for staff as well)
9. Repeat for each child

Questions: [ASK@VIKES.US](mailto:ASK@VIKES.US) or call Becky at 218-863-5910 x4250 (Tues-Fri).



SchoolPay<sup>®</sup> Payment Center

## Select Student Management

History ▾ Payments ▾

Profile

Billing Address

password

Student Management

Payment Info

Nancy Jones Madison Wisconsin

parent@schoolpay.com 53703 United States

parent@schoolpay.com Preferred Contact Number (888) 886 9729

100 S. Baldwin St.

Street Address Line 2

Save

Disable my account. Are you sure?

It's National School Lunch Week! Make sure your student has enough \$\$ in the

About ▾ Products ▾ 888.88.MYPAY support@schoolpay.com

Play (k)

0:21 / 0:55

© 2016 SchoolPay. All Rights Reserved

SchoolPay<sup>®</sup> Payment Center

## Select Profile Management

History ▾ Payments ▾

Welcome, Nancy Jones

Home Page

**Profile Mgmt**

Log Out

Payments

School Payments

Food Services

Parent Groups

### School Payments

2016-2017 Athletic Participation Fees

Please select all fees you would like to pay for your student(s). Questions can be

[View More](#) [Full Item](#)

2016-2017 Senior Dues

[View More](#) [ADD TO CART](#) × \$100.00

Drama Club Play: "The Sound of Music"

The Washington HS Drama Club invites you to attend their rendition of the timeless

[View More](#) [ADD TO CART](#) × \$10.00

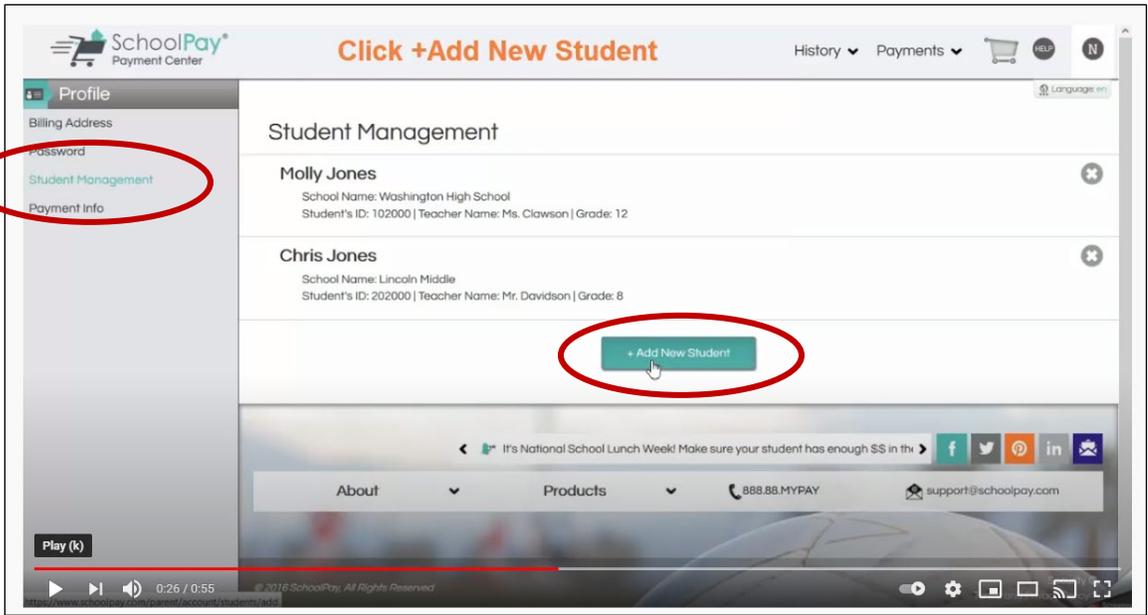
Rushmore School District Registration Fees

Select the appropriate school fees to pay for your student(s) registration fees for the

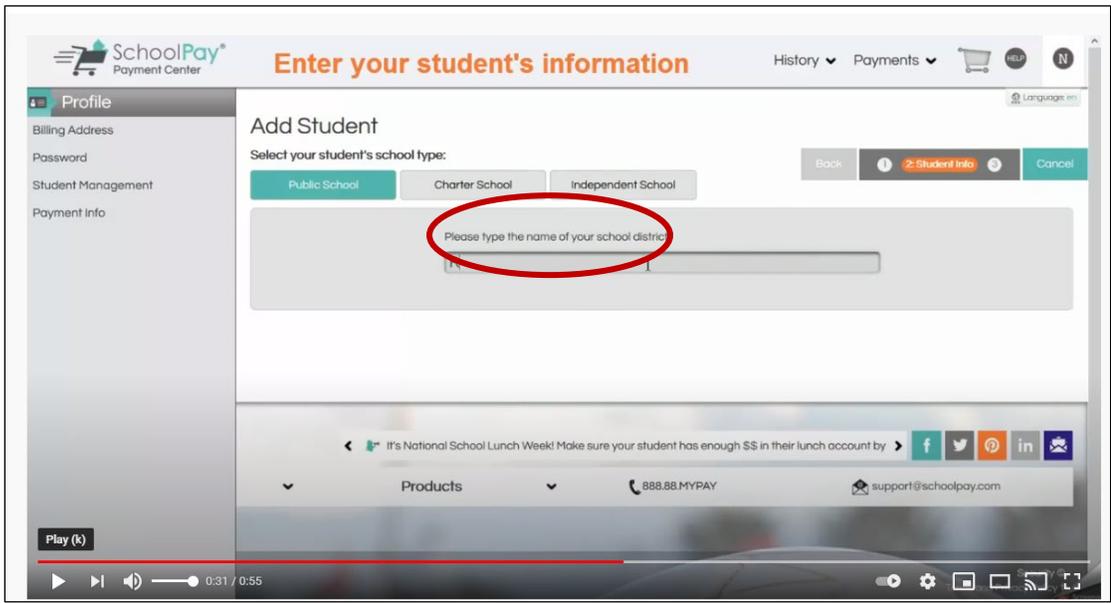
[View More](#) [Full Item](#) [VIEW ITEMS](#) ×

Play (k)

0:15 / 0:55



This screenshot shows the 'Student Management' page in the SchoolPay Payment Center. The page header includes the SchoolPay logo, the text 'Click +Add New Student', and navigation links for 'History' and 'Payments'. A sidebar on the left contains a menu with 'Profile', 'Billing Address', 'Password', 'Student Management' (circled in red), and 'Payment Info'. The main content area lists two students: Molly Jones (Washington High School, Grade 12) and Chris Jones (Lincoln Middle School, Grade 8). A green '+ Add New Student' button is circled in red. The footer contains social media icons, a banner for National School Lunch Week, and contact information: '888.88.MYPAY' and 'support@schoolpay.com'. A video player is visible at the bottom with a progress bar at 0:26 / 0:55.



This screenshot shows the 'Add Student' form in the SchoolPay Payment Center. The page header includes the SchoolPay logo, the text 'Enter your student's information', and navigation links for 'History' and 'Payments'. The sidebar on the left contains a menu with 'Profile', 'Billing Address', 'Password', 'Student Management', and 'Payment Info'. The main content area is titled 'Add Student' and asks the user to 'Select your student's school type:'. There are three buttons: 'Public School' (circled in red), 'Charter School', and 'Independent School'. Below these buttons is a text input field with the placeholder text 'Please type the name of your school district'. The footer contains social media icons, a banner for National School Lunch Week, and contact information: '888.88.MYPAY' and 'support@schoolpay.com'. A video player is visible at the bottom with a progress bar at 0:31 / 0:55.

SchoolPay<sup>®</sup> Payment Center

History Payments

Profile

Billing Address

Password

Student Management

Payment Info

### Add Student

Select your student's school type:

Public School Charter School Independent School

Back Student Info Cancel

Please type the name of your school district:

Rushmore School District

Lincoln Middle

Roosevelt Elementary

Thomas Jefferson Elementary School

Washington High School

Woodrow Wilson Charter Academy

Samantha Jones

Add Student

Play (k)

0:45 / 0:55

Products

888.88.MYPAY

support@schoolpay.com

11-11-21