



BELOW ARE A FEW THINGS THAT WE HAVE FOUND WITHIN THE DISTRICT THAT WILL HELP TO AVOID ANY ERRORS OR PROBLEMS WHEN TRYING TO SET UP YOUR FAMILY ACCOUNT. THERE ARE ALSO A FEW TIPS LISTED FOR ONCE YOU ARE REGISTERED AND WANTING TO PAY FEES.

- DO NOT USE THE AUTOFILL OPTION WHEN FILLING IN YOUR ADDRESS/PHONE NUMBER TO CREATE YOUR ACCOUNT
- THE REGISTRATION PROCESS SEEMS TO RECOGNIZE "SAINT JOSEPH", BUT NOT ALWAYS THE ABBREVIATED "ST. JOSEPH"
- ONCE YOU HAVE AN ACCOUNT, YOU NEED TO ADD YOUR CHILDREN
- IF YOU DO NOT KNOW YOUR STUDENT'S ID NUMBER, YOU WILL FIND IT IN POWERSCHOOL, OR EASIER YET, THEY KNOW THEM 😊
- YOUR STUDENT'S NAME **MUST BE ENTERED** HOW IT APPEARS IN POWERSCHOOL. PAYSCHOOLS PULLS STUDENT DATA FROM THE POWERSCHOOL SYSTEM. IT WILL NOT RECOGNIZE YOUR STUDENT IF THE NAME YOU ENTER IS DIFFERENT
- ONCE YOU HAVE ADDED YOUR STUDENT/STUDENTS, LOG OUT AND LOG BACK IN. NOT ALL USERS NEED TO DO THIS BUT WHEN IT ISN'T ALLOWING YOU TO SEE FEES OR CLICK ON YOUR STUDENT, THAT SEEMS TO RESET THE SYSTEM
- NOT ALL STUDENTS WILL HAVE ASSIGNED FEES. THESE ARE USED FOR THINGS LIKE TESTING, COMPUTER FEES, OR OTHER FEES THAT ARE ACTUALLY ASSIGNED TO SPECIFIC STUDENTS. IF YOU ARE WANTING TO PAY FOR SOMETHING THAT IS NOT SHOWING AS AN ASSIGNED FEE, CHOOSE THE OPTIONAL FEES AND SEARCH