



School Pay is a place where parents and guardians, as well as family and community members, can easily go to pay for school costs, such as field trips or yearbooks, or to donate to the school—without having to go into the school or sending cash with their student.

Parents and guardians: Every parent or guardian who has an email address connected to a PPS student has already had an account set up for them. After an account has been created, items available for each of your PPS students will be available to view.

Family and Community Members: An account cannot be set up for extended family, friends or community members. A link to an item is needed to use school pay. Many items are set up for guest sign-in. Someone with a login simply needs to copy the web address when viewing an item and share it with interested family and community members.

This feature is completely free and 100% of the funds go directly to the school.

# PPS.SCHOOLPAY.COM

To get started click on “Find my account”.

The “find my account” page will open. Enter your associated email address and click “find”.

\*Every parent who has an email address associated with a PPS student has already been set up with a School Pay account.

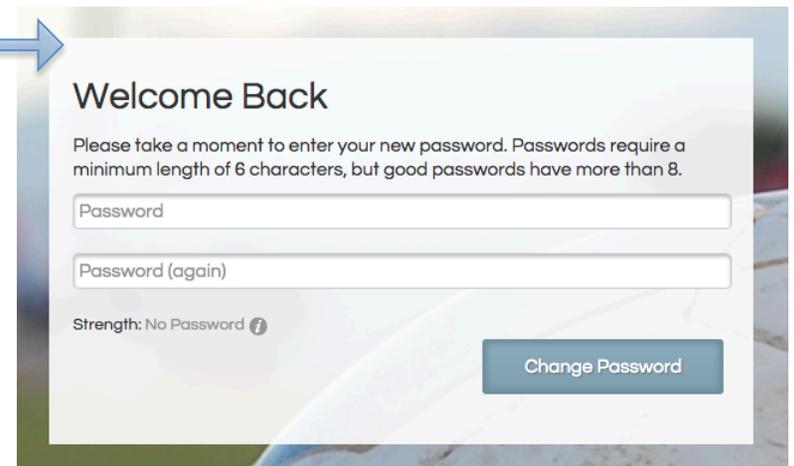
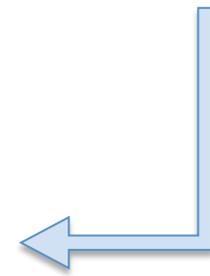
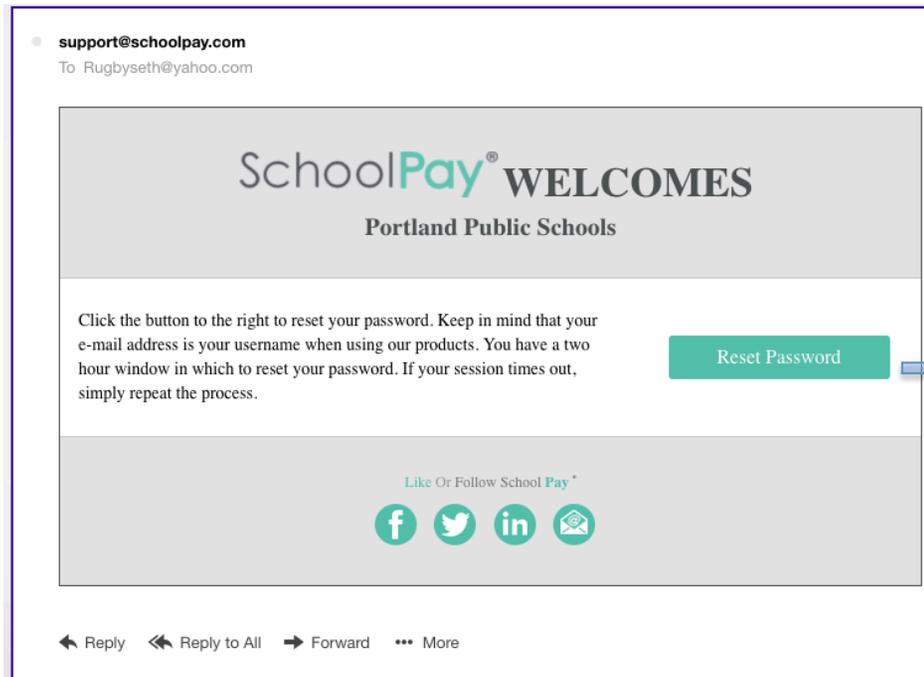
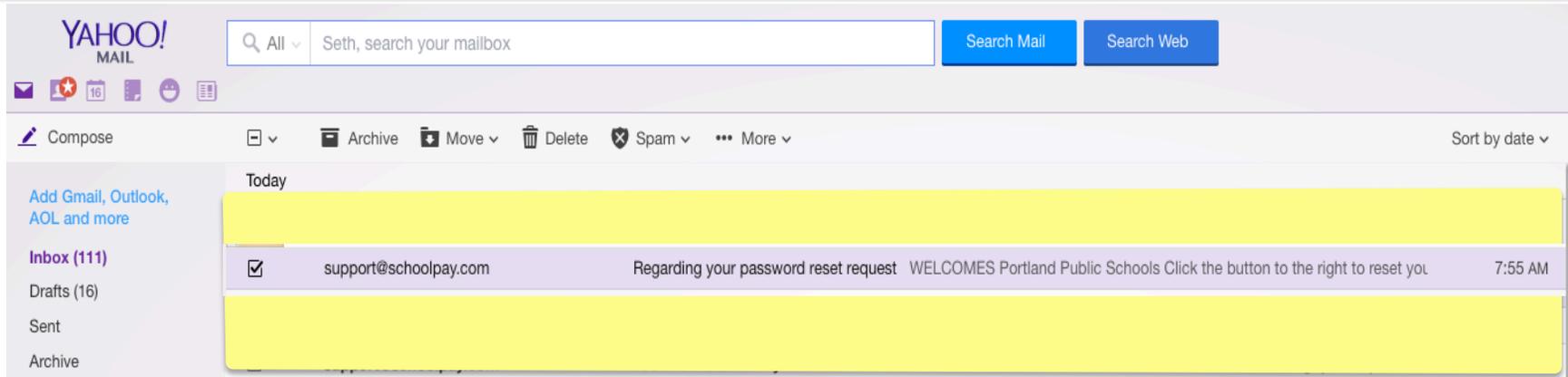
The screenshot shows the PPS School Pay website interface. At the top, the browser address bar displays <https://pps.schoolpay.com/login>. The website header includes the Portland Public Schools logo and navigation links such as "About Us". The main content area features a "Welcome to: Portland Public School Payments" message, a "Login" form with fields for "E-mail Address" and "Password", and two buttons: "Find my Account" and "Create an Account". A blue arrow points from the "Find my Account" button to a callout box. The callout box, titled "Find my Account", contains the following text: "Many schools elect to create accounts-in-holding for parents. Your account is not fully functional until you tell us you'd like to claim it. To see if an account was created on your behalf, simply enter your email address. If your email is not found in the system, registration is very easy. Simply [click here](#) to create an account. You will need your student's ID number to register manually. Enter your email address:" followed by an "E-mail Address" input field and "Cancel" and "Find" buttons. A second blue arrow points from the callout box back to the "Find my Account" button on the main page.

\*Check your email for the email from **support@schoolpay.com**.

You might need to check your junk mail.

\*Open the email and click “Reset Password”.

\*Create a password.



## You will be taken to the home page.

-Here you will see all the available items for all of your students at any PPS school.  
For example, I see items for my 5<sup>th</sup> grader at Peninsula and for my 8<sup>th</sup> grader at Ockley Green on the same screen.

-You will only see items that are applicable to your students.

You will however occasionally see district-wide items, such as “The PIL open” that is listed below.

SchoolPay Payment Center

History Payments

Payments

School Payments

Food Services

Nonprofit Groups

School Payments

5th Grade Field Trip to Maverick Main Stage

5th grade students are going to see the Maverick Main Stage Production of "Aftershocks", an original production

ADD TO CART

Open Amount

Donate to Peninsula School

Help us to offer more robust services to all of our students by making a donation to our school. Every dollar is very much

VIEW ITEMS

Postcard Set

Send your friends and family a Peninsula School postcard and make a donate at the same time. Each set of postcards

ADD TO CART

\$2.00

Reusable Water Bottle Donation

We encourage every student to bring a water bottle so that they don't have to get a disposable cup everytime they want

ADD TO CART

Open Amount

The PIL Open 2017

The PIL Open is your chance to be a part of building the Portland Public Schools middle school

VIEW ITEMS

Donate to Peninsula School

Help us to offer more robust services to all of our students by making a donation to our school. Every dollar is very much

VIEW ITEMS

Donation to Peninsula School

Giving to Peninsula School's general fund to helps us purchase gauch as (but not limited to) school supplies or

ADD TO CART

Open Amount

Donation to Field Trip Fund

Giving to Peninsula School Field Trip fund helps cover the cost of a trip for students who cannot afford to pay.

ADD TO CART

Open Amount

Donation to the Arts

Your donation to the Arts will go towards art supplies, additional art instruction, exposure to different types of arts.

ADD TO CART

Open Amount

Donation to the Garden Fund

Every Peninsula student receives garden instruction, taught by Grow Portland, one day a month and takes a

ADD TO CART

Open Amount

You can filter by student or item here

Click here to view a list all options

Some items have a specific cost, such as the yearbook, however most Peninsula School items have a “suggested donation”.

For items with a suggested donation, pay only what you can for these items. If you are able, and would like to, you can pay a little more for an item to help cover a student whose family cannot afford it.

# After you've added all of your items to your cart, complete the check out.

You don't need to do anything else. A receipt will be emailed to you and the school will be notified of your purchase.

If you ever need or want to see past purchases, you can log in and see a history of your purchase at any time.



**SchoolPay**  
Payment Center

History ▾ Payments ▾

Language:

**Checkout**

- 1. Review Cart
- 2. Billing Information
- 3. Confirm Checkout

**Payment**

**Billing Information**

Seth ✓

Rugbyseth@yahoo.com

Rugbyseth@yahoo.com

Street Address

Street Address Line 2

Portland Oregon ▾

97217 United States ▾

**CREDIT CARD**

▼

Visa ▾

00000000000000000000

01 ▾ 2017 ▾

000 ✓

And save as my stored information.

**Total: \$38.00**

◀ CART REVIEW ORDER ▶

# Sharing with family, friends or other community members

Most Peninsula School items are set up for guest check out. To share with family or friends:

- Open the item you would like them to purchase or consider contributing to.
- Highlight and copy the address bar.
- Send it to them via email or other digital method.
- When the link is opened by someone not logged in, they will be given the option to complete proceed as a guest.

The image shows a screenshot of the SchoolPay Payment Center website. The browser address bar is highlighted with a blue arrow, pointing to the URL: <https://pps.schoolpay.com/pay/for/Donation-to-Field-Trip-Fund/ld5WO?mp=MbY6>. The page displays a checkout form for a 'Donation to Field Trip Fund' item, which includes a yellow school bus illustration. The form fields include 'Payment to: Peninsula School', 'Purchase for: Kaiden Lazcano-Huff', and an 'Amount' field with a placeholder 'Enter amount'. A note below the amount field states 'The minimum amount is \$1.00'. Below the form, there are sections for 'Additional Information Requested' and 'Comments'. A blue arrow points from the address bar to a pop-up modal window in the bottom right corner. The modal window has a piggy bank icon and the text 'Welcome to SchoolPay! Choose how you would like to proceed.' It contains two buttons: a green button labeled 'Thanks, just want to pay' and a grey button labeled 'I'm a registered SchoolPay User'.



## Coming Soon to School Pay

### Payments

 School Payments

 Food Services

 Nonprofit Groups 

- **Food Services:** The districts plan is to eventually activate the Food Services option to allow families to pay for school lunch via school pay, but there is no indication yet when that will happen.
  - If you are interested in donating money to an unpaid student lunch balance, go to the School Pay item “Donate to Peninsula School, and write that is what you would like the money to be used for in the comments.
- **Nonprofit Groups (such as the PTA):** The PTA is currently in the process of activating this option. Soon you will be able to do such things as donate to the PTA, purchase T-Shirts, buy special movie night tickets, reserve a table for Trivia Night, etc.

## Questions?

School Pay has fantastic customer service. Give them a call with any questions you may run into.

888-886-9729

Monday – Friday from 6am-6pm (pst)

You may also contact the school office with questions.

Peninsula School

503-916-6275