

SchoolPay

Instruction to configure iPad Credit Card Reader

The iPad reader for schoolPay usually needs to just be plugged in to the port of an iPad to work, but sometimes it may need to be configured. If your iPad reader is not working properly please follow the steps below:

1. Go to the app store and download/install the following app: "ID TECH uniMag Reader".
2. Insert the uniMag swiper into the microphone jack.
3. Start the uniMag Reader application. You'll be prompted to allow the application to access the microphone jack; choose "Allow."
4. Tap the "Connect with Reader" link near the bottom middle of the screen. The result should be a green bar above the link that reads "ATTACHED / CONNECTED."
5. If Step 4 is successful, go back to the App Store and download/install the "SchoolPay Virtual Terminal" application.
6. Open the SchoolPay application, select the item to pay for, and proceed.