

## How to pay fees and view schedule

Pasco High School is excited to offer a Virtual Registration process that will be available on Monday, July 25<sup>th</sup>-July 27<sup>th</sup> prior to the Freshmen/New Student Orientation on July 28<sup>th</sup>. This option has been designed for families to follow the 3 P's: PAY school fees, PREVIEW student schedules and PRINT student schedules and ACORN receipt.

This virtual option will be accessible for students and families starting at 8am on Monday, July 25<sup>th</sup> via the myStudent platform. Students must have an account through the online portal (myStudent) to be able to view and print their schedule.

9<sup>th</sup> grade families may PAY, PREVIEW & PRINT from home and then are invited to attend our Freshmen/New Student orientation on July 28<sup>th</sup>. If you do not have a printer, you may take a screenshot or photo with your phone.

### Paying School Fees

Please follow the directions below to obtain the student schedule and pay school fees.

Note:

- You must have a major credit card or debit card available to pay student fees online.
- Students who still need to enroll at PHS are not eligible for this virtual option. *Please call the school to schedule an appointment for enrollment.*

### Three EASY Steps!

**STEP 1:** Already a myStudent user? Do you have a myStudent parent portal account already created? If yes, skip this step and proceed to step 2.

Create a myStudent parent portal account to ensure that it's activated in time for virtual orientation. Log on to [studentquickpay.com/pasco](http://studentquickpay.com/pasco) and CREATE A myStudent ACCOUNT.

Once the account has been created, you will be able to proceed to step 2 on Monday, July 25<sup>th</sup>

**Step 2:** On Monday, July 25<sup>th</sup> at 8:00 am, you will be able to log on to your myStudent parent portal account. The first step is to pay student fees. There is a link in the messages section of the home page. Click on the text "Pay Student Fees" to initiate the process.



Activate your Parent Portal Account by selecting "Activate Account" on the screen. Enter the email address associated with your myStudent account and select "Send Email" which generates an email to activate the account. Go to your email and select the link. Continue by creating your password. Once this is completed, you will be able to see the school fees. Please be sure to click on the other fees tab to pay other fees such as class fees, parking tag, locker, and other fees relevant to your student.

**Step 3:** After paying fees, return to the myStudent home screen. Complete the steps below to view the student schedule.

1. Open the "My Child Tab" on the left side of the screen.
2. Open the "Class Schedule" tab in the box that opens to the right.

