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 or call Becky at 218-863-5910 x4250 (Tues-Fri).











