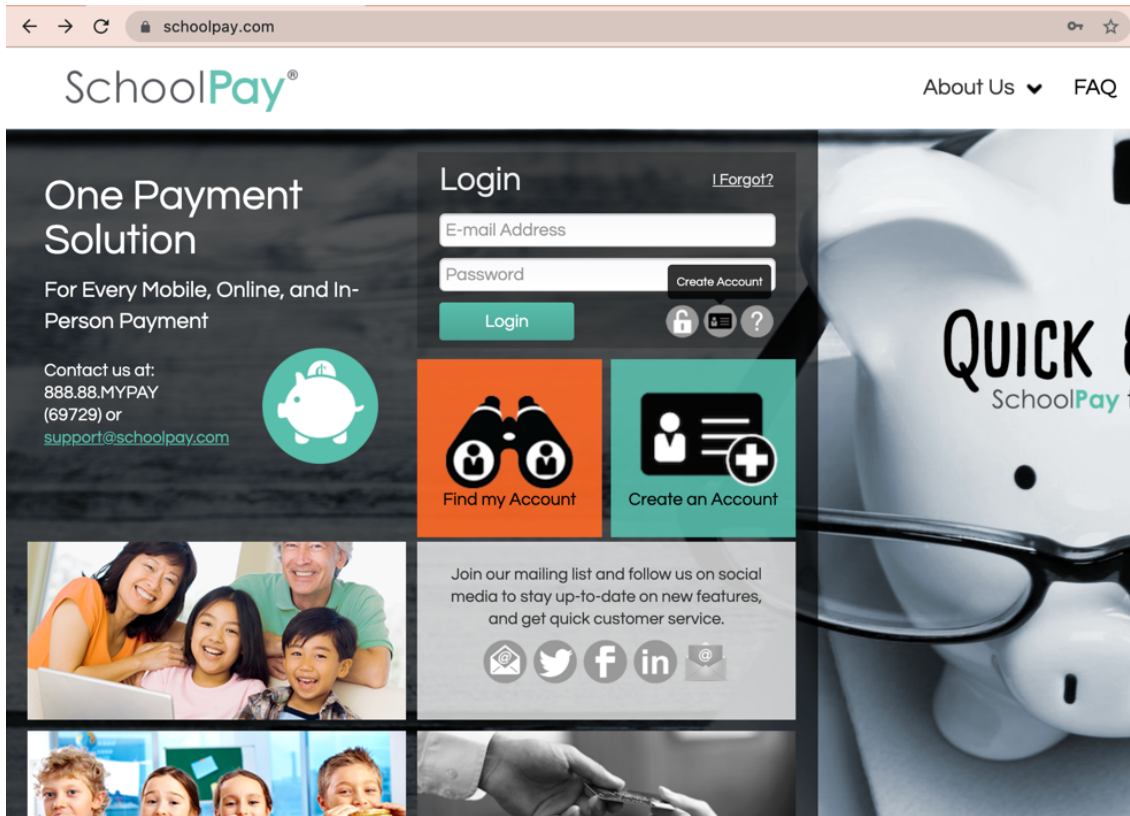
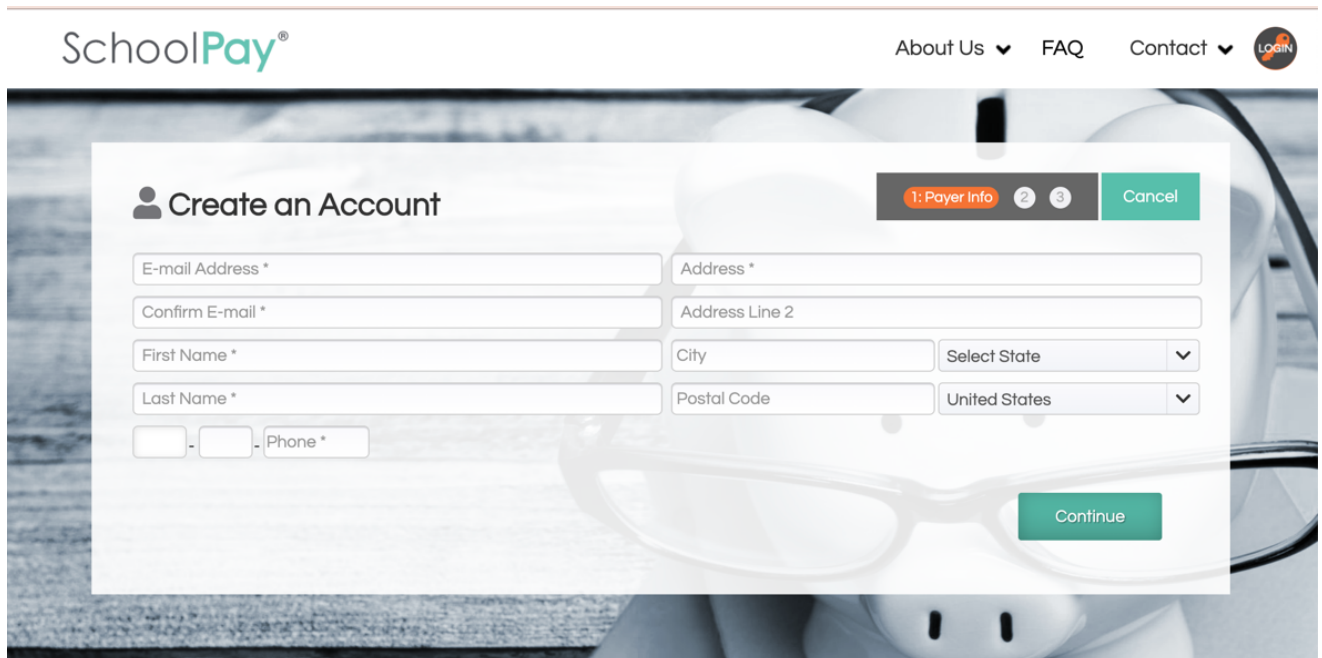


SchoolPay Account Set Up Instructions



1. Go to schoolpay.com and select Create Account



2. Complete all information with an * and select Continue

Create an Account

Select your student's school type:

Public School Charter School Independent School

Back 1 2: Student Info 3 Cancel

Please type the name of your school district:

Oakes Public School

I'm not a robot reCAPTCHA Privacy - Terms

Continue

3. Type Oakes Public Schools in the search box

Create an Account

Select your student's school type:

Public School Charter School Independent School

Back 1 2: Student Info 3 Cancel

Please type the name of your school district:

Oakes Public School

Oakes Public School (Oakes, ND)

I'm not a robot reCAPTCHA Privacy - Terms

Continue

4. Select "Oakes Public School"; Select "I'm not a robot" and select Continue.

Create an Account

Select your student's school type:

Public School Charter School Independent School

Back 1 2: Student Info 3 Cancel

Please type the name of your school district:

Oakes Public School

Please select your school:

Oakes Elementary School
Oakes Jr-High School

Student's ID or First Name Student's Last Name

+ Add Student

I'm not a robot reCAPTCHA Privacy - Terms

5. To add you students select the school and enter in First Name and Last Name. Select Add Student.
6. Once you have added all your students select "I'm not a robot" and select Continue

Set Your Password

Back 1 2 3: Finalize Cancel

An email was just sent to kaharing@gmail.com with a randomly generated password. To set a new password, enter this randomly generated password into the first textbox below. Then, enter your new password in the two following textboxes.

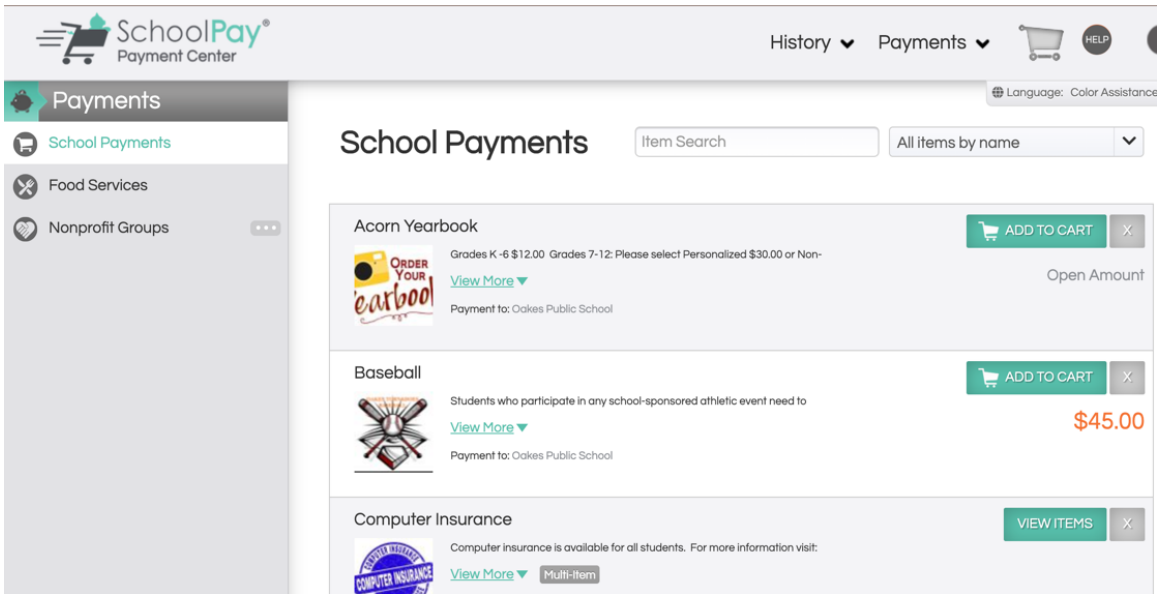
Random Password

New Password

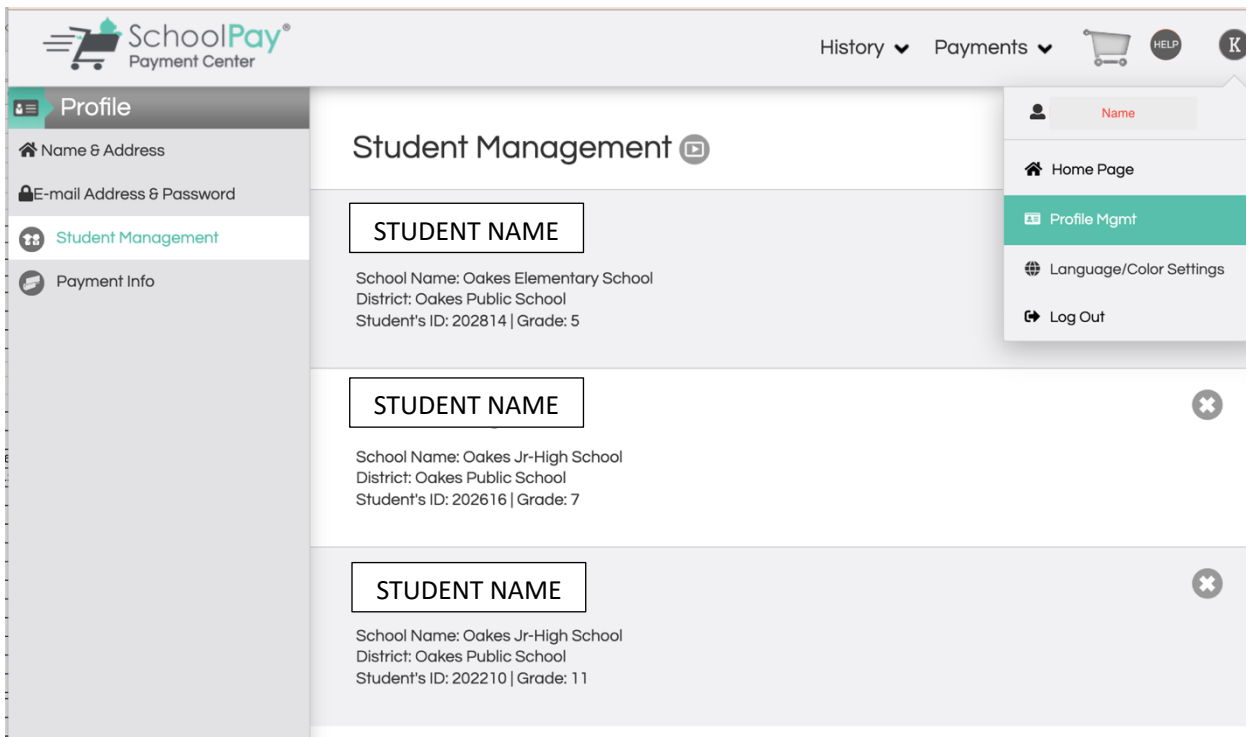
Reenter New Password

Set Password

7. A random password will be sent to the email entered in Step 2;
Enter the code in the "Random Password" box
8. Enter in a password in "New Password" and again in the next box. Select Continue



Home Screen of your new School Pay account.



Go to Account, Profile Management then Student Management to add students or staff to your account.