



## TouchBase Parent Sign In Instructions

### Logging In

1. Go to <https://az-deervalley.intouchrecepting.com/>
2. Log into Student Account using student's user name and password

User Name=Student's PowerSchool ID Number

Password=Student's Last Name (case sensitive)

3. Select the Student you are shopping for

The screenshot shows the top navigation bar of the TouchBase interface. On the left is the Deer Valley Unified School District logo. On the right, the text reads "Deer Valley Unified School District" with the tagline "Extraordinary educational opportunities" below it. Below the logo and tagline are navigation links: "Your Family", "Sign Out", "Your Account", "Contact Us", and "Checkout" with a shopping cart icon. Below the navigation bar is a dropdown menu labeled "Who are you shopping for?"

### Making a Purchase

1. Select **Shop/Items at Your School**
2. Choose a **Category**
3. Select Item and click **Buy**

The screenshot shows a shopping cart table with three columns: "Item", "Qty", and "Amount". The "Qty" column contains the number "1". To the right of the table is a "Buy" button.

Item	Qty	Amount
	1	

4. When all items have been added to the cart, click on the **Checkout** link, in upper right corner. Verify the cart contents and click on the **blue Checkout** icon.
5. The customer will be directed to a payment screen where all of the credit card information is entered.
6. Click **Pay Now** and complete transaction.
7. The customer has the opportunity to print and/or save a copy of the payment receipt.
8. All purchases on student accounts will reflect on their Purchase History.

### Reports

The screenshot shows a button labeled "Purchase History" located in the Reports section.