



## 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 School ID/Lunch Number

Password=Student's Last Name (case sensitive)

3. Select the Student you are shopping for



### Making a Purchase

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

Item	Qty	Amount	
DEVICE PROTECTION PLAN	<input type="text" value="1"/>	<input type="text" value="25.00"/>	<input type="button" value="Buy"/>

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



## Paying a Student's Fine

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

User Name=Student's School ID/Lunch Number

Password=Student's Last Name (case sensitive)

### To Log In

Username: Student ID

Password: Last Name (as listed in Powerschool/case-sensitive)

Must log in separately for each student.

User Name	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>
<input type="button" value="Sign In"/>	

3. Select the Student you are shopping for.



4. Once you select the Student, all fees and fines will be visible by selecting view.



5. Check the box next to any/all fees/fines that customer wishes to pay at this time.
6. Click on the [blue Checkout](#) icon on bottom right hand side.
7. The customer will be directed to a payment screen where all of the credit card information is entered.
8. Click Pay **Now** and complete the transaction.
9. The customer has the opportunity to print and/or save a copy of the payment receipt.
10. All purchases on student accounts will reflect on their Purchase History.

### Reports

