

TROY SCHOOL DISTRICT SCHOOLPAY: HOW TO PAY FOR TSD SCHOOL- RELATED FEES & FINES

VERSION 2.0

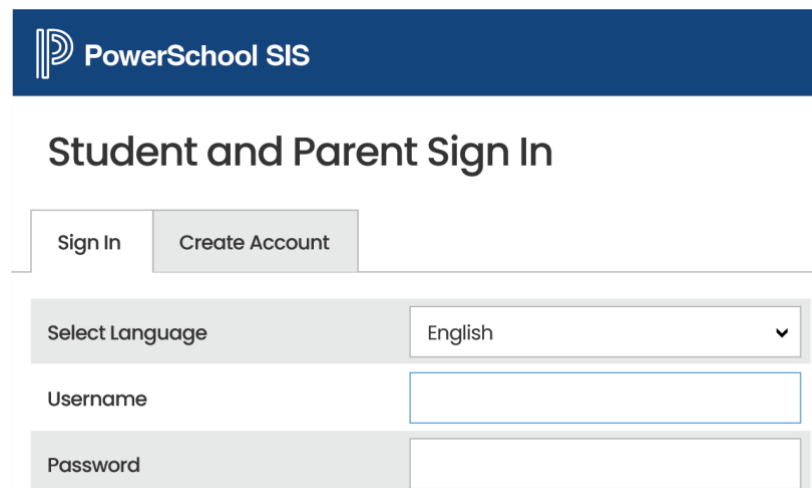
21 NOVEMBER, 2026

Introduction

The Troy School District has integrated **SchoolPay** into the **PowerSchool Parent Portal**. Parents may now pay for their child's school-related fees such as Food Services, iPad Insurance, Club Fees, and Media Fines through **SchoolPay** directly from their **PowerSchool Parent Portal**. All payments and fines can be viewed and managed from one location, and it is easy to use.

Step 1: Sign into PowerSchool

Log into your **PowerSchool Parent Portal** <https://ps.troy.k12.mi.us/> and select your child. In addition to viewing your child's grades and attendance, you can now conveniently pay for school-related fees, fines, and dues or view Food Service meal account balances and add funds, as needed.



The screenshot shows the PowerSchool SIS login interface. At the top is a dark blue header with the PowerSchool SIS logo. Below the header is the title "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs is a "Select Language" dropdown menu set to "English". Below that are two input fields: "Username" and "Password".

Step 2: Select SchoolPay Link

Click the **popout** icon (circled in red at the top of image). A popout menu will appear with available options. Click **Schoolpay** from the menu. *If this is your first time accessing **SchoolPay** through **PowerSchool**, please skip to **Step 4: First Time Access** and follow instructions.

  	
Applications	Description
Forms	Your available forms.
SchoolMessenger	SchoolMessenger - Notification solutions.
SchoolPay	SchoolPay, safe and easy school payments.
Special Programs Home	Go to your PowerSchool Special Programs home page.
State Assessments	State Assessment Data

Step 3: Select & View Payments

School Payments & Food Services

Listing of School Payments related to your child's school, Food Services fees, and account balances can be viewed from the menu option.

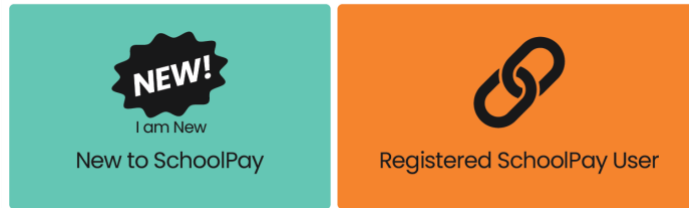


Step 4: First Time Access

If you are accessing this link for the first time, you will be presented with a **One-Time Authentication** page. If you already have a **SchoolPay** account, select the **Registered SchoolPay User** and enter your credentials.

One-Time Authentication

Select one of the following:



Once you have completed this process, you will not see this step again. **PowerSchool** will pass you directly to your **SchoolPay** account.

Step 5: Set Up Your Account for the First Time

If you do not have a **SchoolPay** account, select the **New to SchoolPay** link, as shown in Step 4 image and follow the directions to set up your account.

 **Create an Account**

1: Payer Info23

Cancel

E-mail Address*	Address*		
Confirm E-mail*	Address Line 2		
First Name*	City	State	▼
Last Name*	Postal Code	Select Country	▼

1. Enter your email, name, address, and phone number.
2. Click **Continue**.

Step 6: Enter Your District Student

Public School

Charter School

Independent School

☒ I live more than 25 miles away from my student's school district

Please type the name of your school district

Troy School District

I don't see my school district

Please select your school:

Troy High School

Troy Preschool

Troy Union

Wass Elementary

Wattles Elementary

Student ID or first name

Student's last name

+

 Add Student

1. Select the “**Public School**” tab and begin entering Troy in the school district field; **Troy School District** will show.
2. Select **Troy School District**, then select your school from the list that appears.
3. Look up your student the by Student ID, by First Name, or Last Name.
4. Click the “**Not a Robot**” box, then click **Continue**.

An email will be sent to the address you provided. You will need it to move on.



Set Your Password

An email was just sent to [your email address] 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.



1. Enter the password sent to your email, then set your preferred password and click the **Set Password** button.
2. You are now set up. Going forward you will be sent directly to your SchoolPay account.

Step 7: Adding a Student to Your SchoolPay Account

Follow the instructions below. A quick Youtube video: [How to Add a Student on SchoolPay](#) is also available to view.

1. When logged into **SchoolPay** click the circle with the initial in the top right corner.
2. Select **Profile Mgmt** from the drop down.
3. Select Student Management from the **Profile** menu.
4. Select **Add New Student** button.

The screenshot displays the SchoolPay user interface. At the top, there is a navigation bar with a shopping cart icon, a 'Help' button, and a circular profile icon with a hand cursor pointing at it. Below the navigation bar, on the left, is a dropdown menu with the following options: 'Home Page' (with a house icon), 'Profile Mgmt' (with a person icon), 'Language/Color Settings' (with a globe icon), and a green button labeled '+ Add New Student'. On the right side of the interface, there is a 'Profile' section with a dark header. Below the header, there are four menu items: 'Name & Address' (with a house icon), 'E-mail Address & Password' (with a lock icon), 'Student Management' (with a person icon and highlighted in green), and 'Payment Info' (with a credit card icon).