

# Registering or adding a student to PayForIt

## PayForIt

The screenshot shows the PayForIt.net website interface. At the top, there are logos for PayForIt.net and PaySchools Online Payment Processing System. Below the logos is a navigation bar with links: HOME, ADD/VIEW STUDENTS, HISTORY, FEES, LUNCH, MY ACCOUNT, FUNDRAISER, SUMMER SWEEPS, HELP, HOW DO I..., and LOGOUT. A red arrow points to the 'ADD/VIEW STUDENTS' link.

Below the navigation bar, the 'Register Student' section is highlighted. It contains a form with the following fields:

- Select School: Early Intervention Services (dropdown menu)
- Student ID: (text input)
- First Name: (text input)
- Last Name: (text input)
- Select Grade: Pre-K (dropdown menu)

Below the form are two buttons: 'Reset' and 'Register'. A red arrow points to the 'Register' button.

Below the form is a link: [Click here for Instructions on this page.](#)

To the right of the form is a section titled 'Currently Registered Students' which contains a table:

ID	Name	School Grade	Active	Balance	
					<a href="#">Remove</a>

Below the table is a 'Messages' section with a list of instructions:

- All Fields are required, please contact the school/child development site if you are missing any information.
- The information you enter for your student must match what the school has sent us.
- Student ID's should not have any leading zeroes, for example "00123" should be entered as "123".
- If your student's record is not found, try adding the middle initial without a period to the first name. Example: David J
- After you register your student(s), you can process a transaction in the Payments menu.
- The Student ID is typically not the same as the student's PIN.
- If your last name has an apostrophe, please try using a space instead of the punctuation mark. Example: O'Hara = O Hara.

At the bottom of the page, there are links for 'TERMS OF USE' and 'PRIVACY STATEMENT', and logos for 'ANDROID APP ON Google play' and 'Get it on iTunes'.

Log into PayForIt and click on ADD/VIEW STUDENTS

The information required to register a new student can be found by logging into PowerSchool

Log into PowerSchool and go to the Meal Account/Menus page to find the required information.

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## PowerSchool

The screenshot displays the PowerSchool website interface for Moorhead Area Public Schools. The top navigation bar includes the PowerSchool logo, the school name, and links for 'Welcome', 'Help', and 'Sign Out'. Below this is an orange banner with the text '<-- Select Student by Clicking on Name.' and icons for user management, notifications, and printing.

The left sidebar contains a 'Navigation' menu with the following items: 2015-2016 Annual InfoSnap Registration, Absence Reporting, Account Preferences, Automated Notifications, Email Notification, Haiku LMS, Home, Meal Account/Menus (highlighted with a red arrow), School Announcements, School/Teacher Contact Information, SPUDS Landing, and Student Documents.

The main content area is titled 'Transactions:' and has tabs for 'Transactions' and 'Meal Menu'. The 'Meal Menu' tab is active, showing 'Meal Account Transactions'. It includes two red asterisked notes: '\* Meal account transactions are updated periodically throughout the day.' and '\* Cash or check meal account deposits are credited as they are received in the school's main office.'

Below the notes, there are links for applying for free or reduced meal status online and for a paper application form. A 'PayForIt.Net Registration Information' box is highlighted with a red border and contains the following fields: School (Moorhead High School), Student ID, First Name, Last Name, and Grade (10). A red arrow points from the 'Meal Account/Menus' link in the sidebar to this box.

To the right of the registration box is a 'PayForIt' logo with the tagline 'Pay for activity fees, meals, and more online'. An orange arrow points from the registration box to the PayForIt logo.