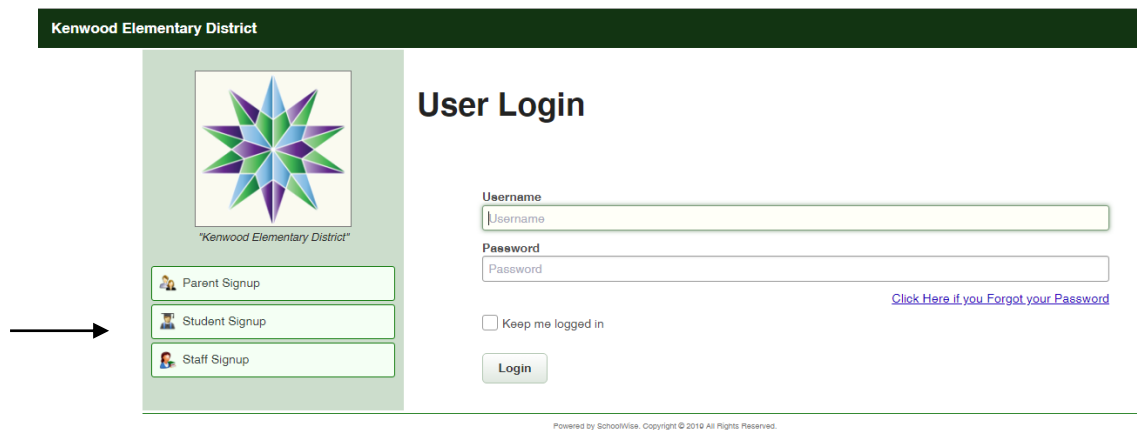


How To Set Up Staff Payment Accounts

1. Check with the office to make sure your email is entered in SchoolWise. If you have a school issued email, please use that one; otherwise use your personal email.
2. Go to kenwood.schoolwise.com
3. Log into Staff Sign Up located on the left.



Kenwood Elementary District

User Login

Username
Username

Password
Password

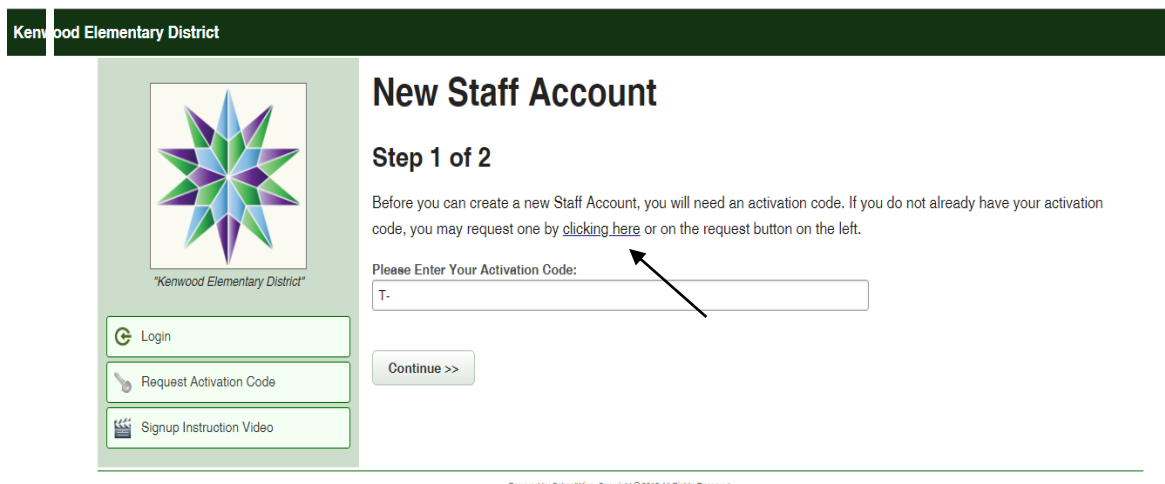
Keep me logged in

[Click Here if you Forgot your Password](#)

Login

Powered by SchoolWise. Copyright © 2010 All Rights Reserved.

4. To create an account, hover over and click on “clicking here”.



Kenwood Elementary District

New Staff Account

Step 1 of 2

Before you can create a new Staff Account, you will need an activation code. If you do not already have your activation code, you may request one by [clicking here](#) or on the request button on the left.

Please Enter Your Activation Code:


T-

Continue >>

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5. Fill out information and submit request.

Kenwood Elementary District



"Kenwood Elementary District"

Signup Instruction Video

Login

New Staff Account

Request Activation Code

To Request a Staff Activation Code, you must be a current staff member at a school in this district.

All fields are required, and must match the school's records exactly. If your request is accepted, you will be sent an email containing your activation code, with a link to create your account.

First Name
First Name

Last Name
Last Name

Email Address
Primary Email Address


Date of Birth (mm/dd/yyyy)
mm/dd/yyyy

Submit Request

6. Check your email and click on link in the email.

7. After clicking on the link, return to the login page and click on the Staff Sign Up again.

Kenwood Elementary District




"Kenwood Elementary District"

Parent Signup

Student Signup

Staff Signup

 Your Activation Code has been sent to your email address.
Try checking your spam folder if you do not see the email.

User Login

Username
Username

Password
Password

[Click Here if you Forgot your Password](#)

Keep me logged in

Login

8. Enter activation code from email.

Kenwood Elementary District

New Staff Account

Step 1 of 2

Before you can create a new Staff Account, you will need an activation code. If you do not already have your activation code, you may request one by [clicking here](#) or on the request button on the left.

Please Enter Your Activation Code:

Continue >>

- Login
- Request Activation Code
- Signup Instruction Video

9. Hit continue and a new screen will open with your username.

10. Create your password and hit “create account”.

11. You will again return to the login page. Login in with your username and password.

12. Click on \$Meal Accounts on the left.

13. Click on Setup Payments.

Payments can be setup with Credit/Debit cards or a bank account number. A fee of 3% will be added to Credit/Debit payments and a fee of 0.8% will be added to check payments. The minimum fee is 25 cents.

Payments will be rounded up to the nearest 5 cents.

Schools cannot absorb the transaction fees as businesses do and therefore they must be passed on to staff.



My Payment Methods

Add Credit/Debit Card...

Add Bank Account...

Setting Up Payment Methods

Use the Buttons above to add one or more payment methods to your account to enable online payments.

You can save on processing fees by adding your bank account information directly, instead of using a Credit or Debit Card.

Close

Choosing *Add Credit/Debit Card* brings up the following form where you enter the account number, expiration date and a nickname for the card.



Add Credit/Debit Card

Account Number

Exp Mo

Exp Yr

Nickname for this Payment Method

Our Visa Card

Save Changes

Choosing *Add Bank Account* brings up the following form where you enter the following information.



Add Bank Account

Account Type

Checking Account

Routing Number

Account Number

Account Owner Type

Personal Account

Nickname for this Payment Method

Our Checking Account

Save Changes

The check below shows where the Routing and Account numbers are found.

TLC Member
123 Anywhere St.
Adrian, MI 49221

1025

DATE _____

PAY TO THE ORDER OF _____ \$ _____

_____ DOLLARS

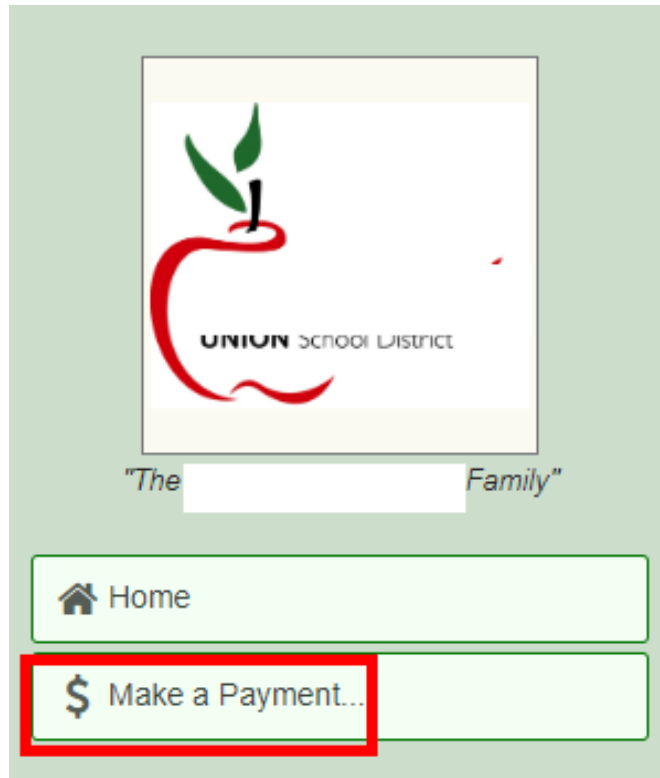
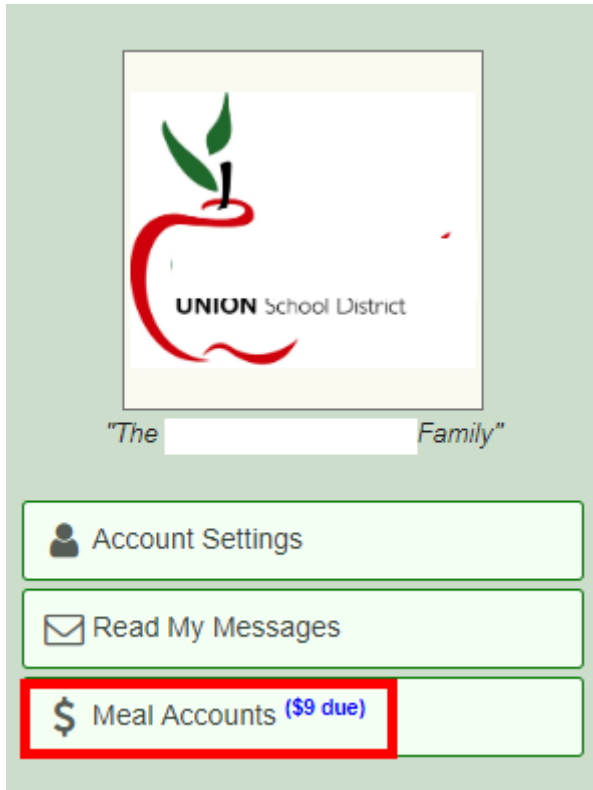
TLC Community Credit Union

MEMO _____

⑆000000000⑆ ⑆000000000⑆ 1025

Routing Number Account Number Check #

After at least one payment method is set up click on *Meal Accounts*:



Enter a payment amount in the Pay field and then click Pay.

Name		Balance Forward	Charges	Payments	Current Balance
St		\$0.00	\$191.50	\$181.75	-\$9.75
Jo		\$0.75	\$0.00	\$0.00	\$0.75

Current Family Balance: **-\$9.00**



Make a Payment

Select Payment Method

Visa ▼ Manage...

Payment Amounts for Each Student

Student	Current Balance	Pay	New Balance
St	-\$9.75	<input type="text" value="\$ 0.00"/>	-\$9.75
Jo	\$0.75	<input type="text" value="\$ 0.00"/>	\$0.75
Family Totals:	-\$9.00		

Pay →



Transaction History (Fiscal 2019)

Past 30 Days

Date	Description	Charges	Credits
Wed 02/13/2019	Lunch	\$4.50	
Thu 02/14/2019	☒ Online Card Payment		\$24.25
Tue 02/19/2019	Lunch	\$4.50	
Wed 02/20/2019	Lunch	\$4.50	
Mon 02/25/2019	Lunch	\$4.50	
Wed 02/27/2019	Lunch	\$4.50	
Thu 02/28/2019	Lunch	\$4.50	
Thu 02/28/2019	☒ Online Card Payment		\$23.25
Mon 03/04/2019	Lunch	\$4.50	
Tue 03/05/2019	Lunch	\$4.50	
Wed 03/06/2019	Lunch	\$4.50	
Thu 03/07/2019	Lunch	\$4.50	
Fri 03/08/2019	Lunch	\$4.50	
Mon 03/11/2019	☒ Online Card Payment		\$26.25
Mon 03/11/2019	Lunch	\$4.50	
Tue 03/12/2019	Lunch	\$4.50	
Wed 03/13/2019	Lunch	\$4.50	

Total for Past 30 Days: \$63.00 \$73.75

Beginning Balance from Last Year: \$0.00

Total Charges YTD: \$191.50

Total Payments and Credits YTD: \$181.75

Current Balance Due: \$9.75