

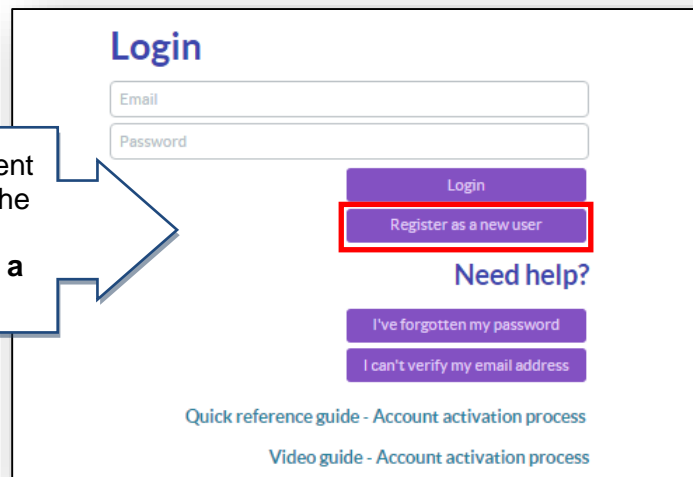
How do I register my child's account?

Important:

To allow you to use the school Online Payment website you **must** have 'cookies' enabled. The following website gives instructions on how to enable cookies in your web browser: <http://www.google.com/cookies.html>

You **do not** need to register your child's account if you already have a Tucasi online payments account for a child at this or any other school. Please refer to "How do I link my children to my existing account" section below.

1. Using the letter sent by the school load the scopay website
Select **Register as a new user**



Login

Email

Password

Login

Register as a new user

Need help?

I've forgotten my password

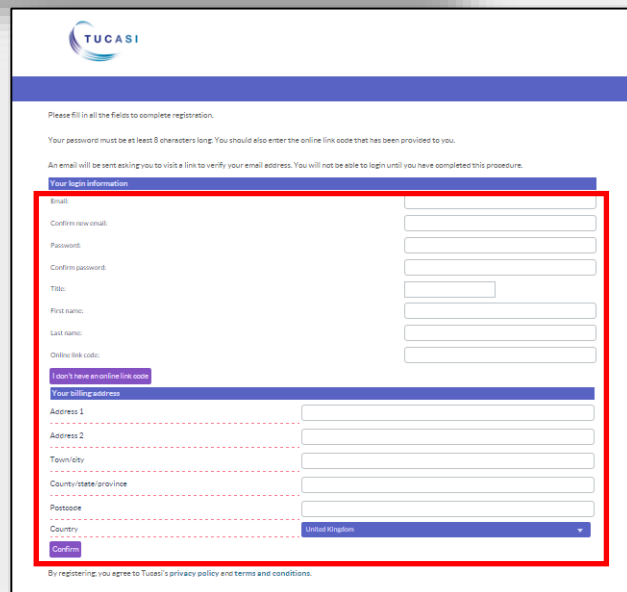
I can't verify my email address

Quick reference guide - Account activation process

Video guide - Account activation process

2. Enter your email and password details.
Enter the link code provided in the letter
Now enter your billing details and click **Confirm**

Note: Online link code is for **one time use only**. It is no longer needed once the account has been activated.



TUCASI

Please fill in all the fields to complete registration.
Your password must be at least 8 characters long. You should also enter the online link code that has been provided to you.
An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

Your login information

Email:

Confirm new email:

Password:

Confirm password:

Title:

First name:

Last name:

Online link code:

[I don't have an online link code](#)

Your billing address

Address 1:

Address 2:

Town/city:

County/state/province:

Postcode:

Country:

Confirm

By registering, you agree to Tucasi's privacy policy and terms and conditions.

You will receive an email with an activation link
(this may go directly to your spam/junk email)

How do I link my children to my existing account?

1. Select **Your info** and **Link accounts**
Enter the link code for your other child/ren in **Online link code** and click **Link account**

2. Using the drop down you can see all your children and move between their different accounts

TUCASI

View products | View basket | **Your info** | Parents' evening | Help

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1

Address | **Link accounts** | Payment history | Contact preferences | Payment agreements

Link accounts

Please enter the link code of the account to which you would like to create a link. Once this is complete, you will be able to access the details of each associated account.

[What is a link code?](#)

Online link code:

Link account

Your basket

Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	£2.00

How do I update my billing address details?

1. Select **Your info** and **Address**

2. Update your details and click **Update address**

View products | View basket | **Your info** | Parents' evening | Help | Logout

Mary Ackroyd
Tucasi School 1

Selected account :
Mary Ackroyd - Tucasi School 1

Address | **Address** | Login details | Link accounts | Payment history | Contact preferences | Payment agreements

Address

Modify your address with the following form.

Your billing address

Title	Mr
First name	Bob
Last name	Ackroyd Smith
Street	123 Street
Town/city	Town
County/state/province	County
Postcode	AB1 2CD
Country	United Kingdom

Update address

Your basket

Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	£2.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£15.00
London	£220.00
Music Tuition 2015/16	£150.00

Quick links

All items

How do I change my login details?

1. Select **Your info** and **Login Details**

2. Update your details, then re-enter your current password and click **Update**

View products | View basket | **Your info** | Parents' evening | Help | Logout

Mary Ackroyd
Tucasi School 1

Selected account: Mary Ackroyd - Tucasi School 1

Address | **Login details** | Link accounts | Payment history | Contact preferences | Payment agreements

Login details

Change your login information with this form.

Change your email

Warning: changing your email will end your session, and you will need to verify your new email address before logging in again.

Current email: afr@tucasi.com

New email:

Confirm new email:

Change your password

New password:

Confirm new password:

Change your name

Current name: Bob Ackroyd Smith

Title:

First name:

Last name:

Enter current password for security (required)

Current password:

Update

Your basket

Your basket is empty.

Account balances

After School Club	£0.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	£2.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£15.00
London	£220.00
Music Tuition 2015/16	£150.00

Quick links

All items

- Trips and events
- History
- MFL
- Uniform
- Sweatshirts
- Polo shirts
- Cardigans
- Music

How do I change my contact details?

IMPORTANT: You will only see the **Contact preferences** option if your child's school have purchased the SCO Communications module and have opted for you to update your own contact details.

1. Select **Your info** and **Contact preferences**

2. Update your details and click **Update**

View products | View basket | **Your info** | Parents' evening | Help | Logout

Marc Ackroyd - Tucasi School 1

Selected account: Marc Ackroyd - Tucasi School 1

Address | Login details | Link accounts | Payment history | **Contact preferences** | Payment agreements

Contact preferences

Set the preferred method of contact by Tucasi School 1.

Email address: example@tucasi.com

Home phone number:

Mobile phone number:

Contact preference:

Email

Letter

Text message or email

Text message

Email or text message

Update

Your basket

Your basket is empty.

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£0.00
Dinner money	-£18.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£10.00
London	£220.00

How do I create a second login?

Once you have registered your account you may wish to have a second login. For example, for use by your husband/wife/other family member who wishes to make payments to the school.

Contact your school and they will issue you with a new letter with a different code.

If you have any questions please refer to [See our frequently asked questions](#) link on the www.scopay.com login screen.

What do I do if I have forgotten my password?

1. On the online payments login screen click **I've forgotten my password**

TUCASI

Login

Email

Password

Login

Register as a new user

Need help?

I've forgotten my password

I can't verify my email address

[Quick reference guide - Account activation process](#)

[Video guide - Account activation process](#)

[See our frequently asked questions](#)

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2. Enter your Email and click **Reset password**. You will shortly receive an email with a link through which you will be able to set up your new password.

Lost password?

Enter your email address, tick the checkbox below and click 'Reset password'. You will receive an email containing instructions.

Email

Back **Reset password**

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