

# SchoolPay<sup>®</sup> Training

Learning to use the SchoolPay system is done via a mix of training videos and a live (webinar) training session.



Five videos have been created for school and district staff to familiarize you with SchoolPay. It is our experience, at SchoolPay, that if you watch the five videos prior to your live training session, you will have a much more productive session.



Introduction and Overview

<https://www.youtube.com/watch?v=vAeNvHHtjVg>



Working with Payment Items

<https://www.youtube.com/watch?v=jklUFgltI5g>



Reporting Module

<https://www.youtube.com/watch?v=SlrpqXBei9A>



Promote Module

<https://www.youtube.com/watch?v=BLaf0L1zh9I>



Virtual Terminal

[https://www.youtube.com/watch?v=0H\\_r1A6ViyI](https://www.youtube.com/watch?v=0H_r1A6ViyI)

After your training session you can always reach out to the SchoolPay customer support staff via email at [support@schoolpay.com](mailto:support@schoolpay.com) and via toll-free call to 888-88-MYPAY (888-886-9729). We're here to help you!