

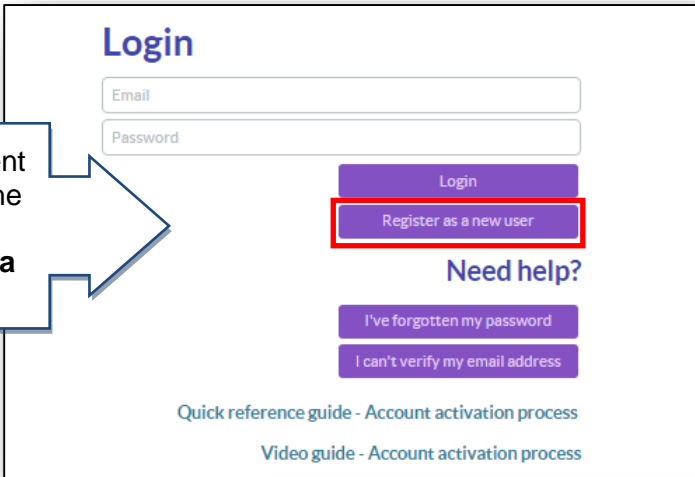
## How do I register my child's account?

**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>

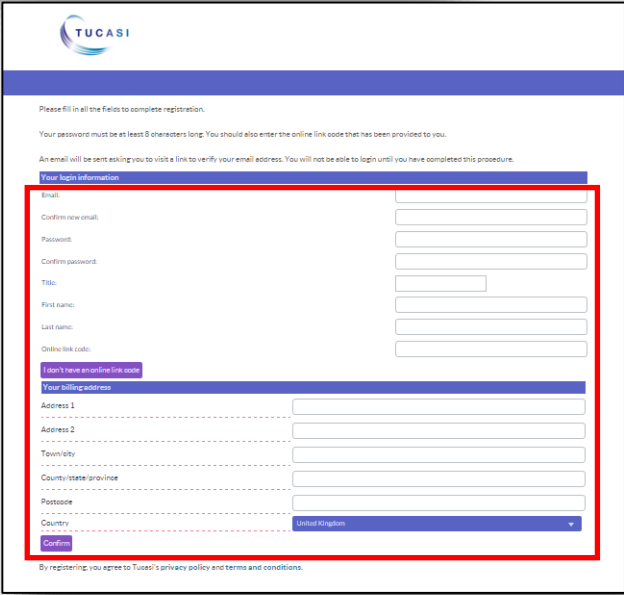
You **do not** need to register your child's account if you already have a Tucasi online payments account for a child at this or any other school. Please refer to "How do I link my children to my existing account" section below.

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



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.



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

**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**

**Address**

Modify your address with the following form.

**Your billing address**

Title

First name

Last name

Street

Town/city

County/state/province

Postcode

Country

[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

## 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](http://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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