

Finding your user name and password

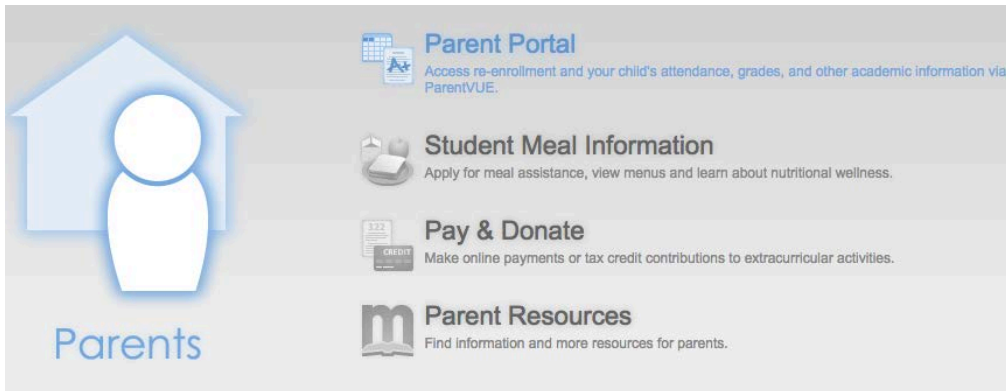
What is my Web Pay user name?

Your Web Pay user name is **not** the same as your Parent Portal user name. But you can find it in your Parent Portal account.

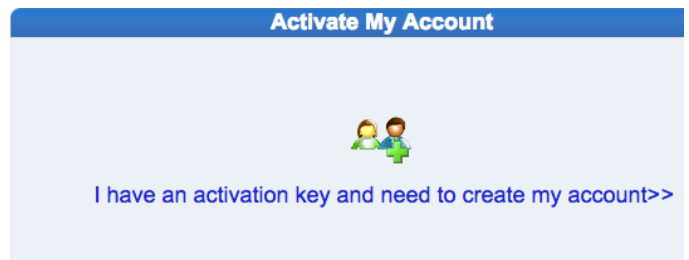
If you have never set up your portal account, please contact your school office.

Please follow these steps:

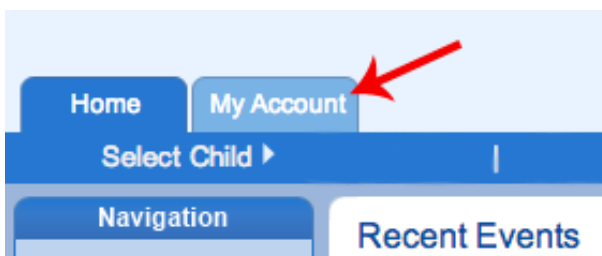
1. Click on this link or log in to the Parent Portal at <https://mymps.mpsaz.org/#parents>.
2. Click on **Parent Portal**.



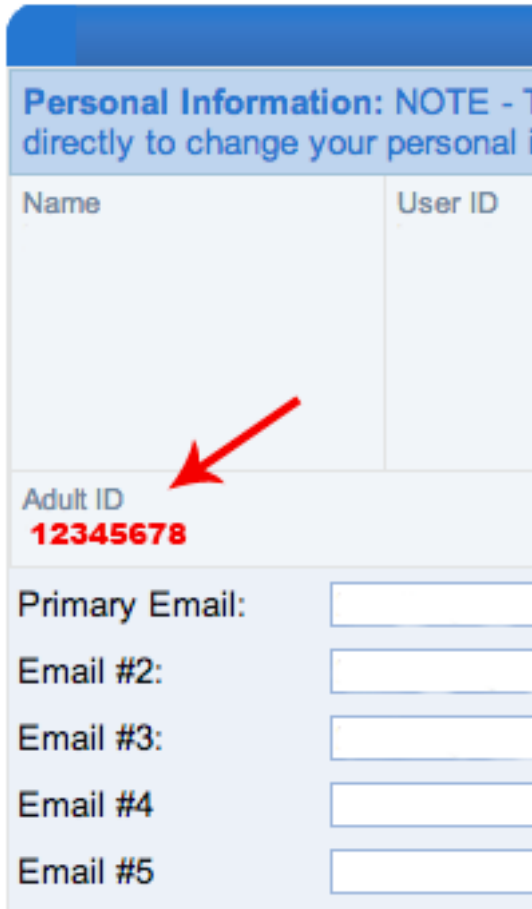
3. Input your Parent Portal user name and password. Click **Login**.

A screenshot of the "Login" form. It has a blue header with the word "Login". Below the header, there are two input fields: "User Name:" and "Password:". A red arrow points to the "User Name" field. Below the fields is a "Login" button. At the bottom, there is a link that says "Forget your password? Click here."

4. Click the **My Account** tab.



5. Locate the **Adult ID** 8-digit number just above the primary email address.



Personal Information: NOTE - T
directly to change your personal i

| Name | User ID |
|-----------------------------|----------------------|
| Adult ID 12345678 | |
| Primary Email: | <input type="text"/> |
| Email #2: | <input type="text"/> |
| Email #3: | <input type="text"/> |
| Email #4 | <input type="text"/> |
| Email #5 | <input type="text"/> |

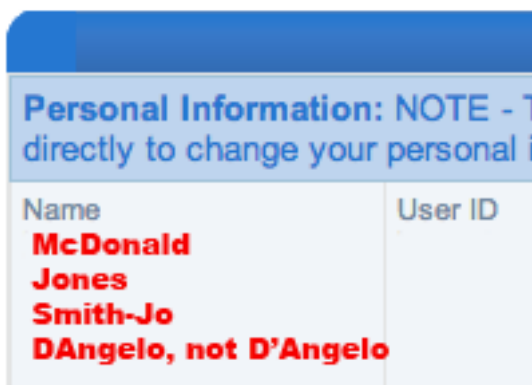
This is your Web Pay user name.

If you have previously changed your user name or password, please use that account log in information.

What is my Web Pay password?

Your password is up to the first eight characters of the parent's last name.

- is case-sensitive
- may be less than eight characters
- contains spaces and hyphens
- but not apostrophes



Personal Information: NOTE - T
directly to change your personal i

| Name | User ID |
|------------------------------|---------|
| McDonald | |
| Jones | |
| Smith-Jo | |
| DAngelo, not D'Angelo | |