

# MPS WEBPAY – STAPLEY JR. HIGH

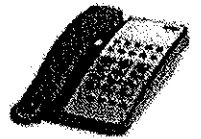
## PARENT LOG-ON INFORMATION


### STEP 1: Locating your Parent User Name and Password:

**OPTION 1.)** Use the Parent Portal to locate your 8-digit Parent ID #.  
Log onto the Parent Portal, then Click on the My Account Tab:  
Underneath your Name, you'll see your 8-digit Adult ID #.  
Use this 8-digit number as your User Name.  
Your Password will be the first 8-digits of your last name (It is case-sensitive).

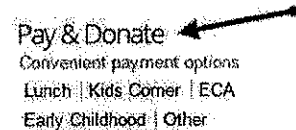


**OPTON 2.)** Call the Stapley Bookstore for assistance with your User Name and Password  
Sadie Ishikawa, Bookstore Manager @ 472-2727



**STEP 2:** Locate the MPS Website homepage:  [www.mpsaz.org](http://www.mpsaz.org)

**STEP 3:** Click on the "Pay & Donate" Lettering which is found towards the bottom of the Screen.

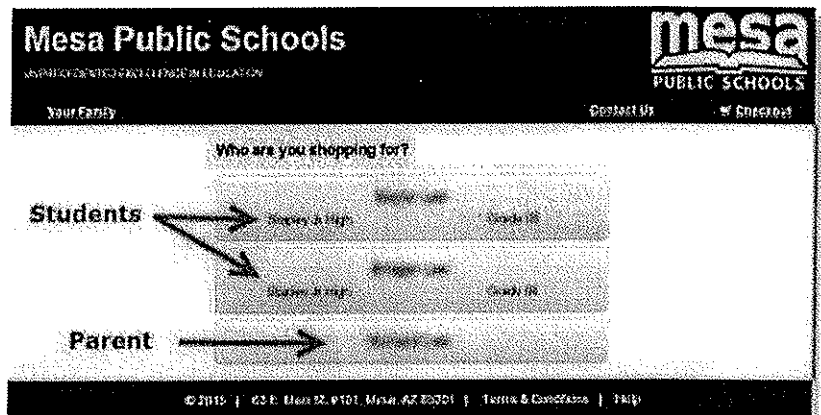


**STEP 4:** Enter **User Name**. (Use the 8-digit Adult ID #)  
Enter **Password**. (Use last name, up to the first 8 alpha characters. Remember, it is case sensitive).  
Click on "Sign in" box.

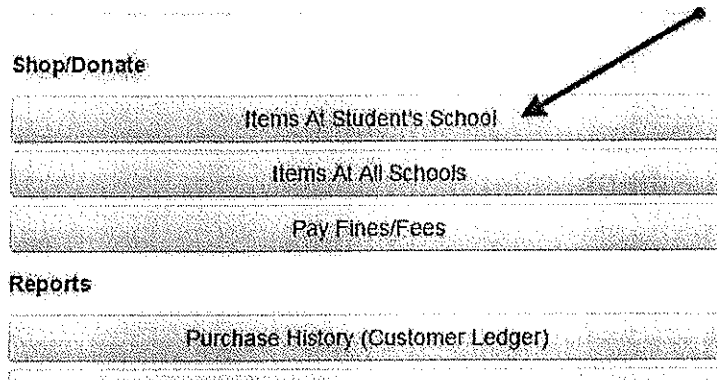
User Name	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Sign in"/>

**STEP 5:** The Parent should see their name along with all their MPS Students.

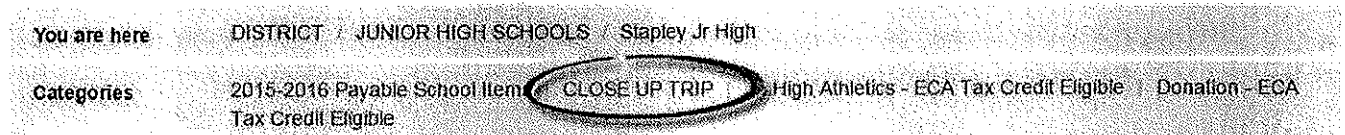
Click on the Student at Stapley that you wish to make a payment for.



STEP 6: Under the Shop/Donate Tab, Click on the bar that reads: "Items At Student's School."


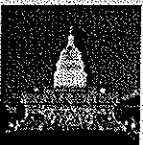


STEP 7: Click on "Close Up Trip."



STEP 8: Select either the CLOSE UP - ECA or CLOSE UP - CLUB Account.

Enter in the Amount you wish to pay. Click the "Add" button to put item in your Shopping Cart.

		CLOSE UP TRIP		
Item		Qty	Amount	
	8161 CLOSE UP - ECA This donation may be ECA tax credit eligible. Contributions are NONREFUNDABLE (Student Payments ONLY. NO ADULT Chaperone Payments are to be made into the ECA Account).	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="button" value="Add"/>
	7161 CLOSE UP - CLUB This donation is NOT ECA tax credit eligible. (Student Payments May be Made into this Account). ALL Adult Chaperone Payments MUST be made into this Account).	<input type="text" value="1"/>	<input type="text" value="0.00"/>	<input type="button" value="Add"/>

STEP 9: Click "Checkout" at the Top to finish and make your payment.

