Parent Account Setup and Paying Fees Online

PaySchools Central Parent Portal

To create a parent or emancipated student user account for access to PaySchools Central:

1. Go to https://payschoolscentral.com
2. Click the Register link

New User Registration

Complete the New User Registration form, check the box at the bottom agreeing to the term of the User Agreement, then click on **Register** to submit.

* Please note, if you have already registered with PaySchools Forms you will still need to register with PaySchools Central, but you can use the same email address and password for both systems.

After you click Register, you will see the pop-up below indicating that you will receive an email message to confirm your registration and set your password. You must open the email and complete the confirmation process within 30 minutes, or begin the registration process over again.

After confirming your account and setting your password, you will need to log into the site and you will be prompted to create three (3) security questions.

After you complete the security questions, your account setup will be complete and you are ready to add a student(s) to your account.

Adding a Student

From the Pay Schools Central homepage:

1.   Click on the **Click Here** link
2.   Click on **+Add Student/Patron**
3.   From the State field, choose **Ohio** from the list
4.   From the District List, choose **Butler Tech**
5.   Enter your student's nine (9) digit ID Number beginning with 999
6.   Their legal First Name
7.   Their legal Last Name
8.   Click **Register**

You should then receive a confirmation indicating that **Student successfully added!** If you have additional students to add, repeat steps 5 - 8, otherwise click on the X in the upper right corner of the Add Student/Patron window.
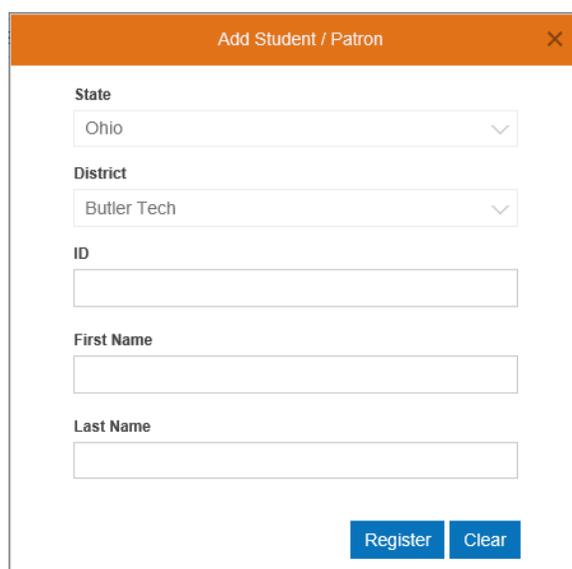
Paying Fees

After adding your student, they will appear as an icon at the top of the screen. By clicking on them, you will be able to see the fees associated with them. To the right of each fee is a shopping cart you can click on to add the fee to your cart. After adding the fees to your cart, choose your cart from the top of the screen and click **Checkout.**

Please Note: Some fees may appear on your student's statement that do not apply, such as Parking Pass. If your student does not need a Parking Pass, please do not add the fee to your cart.

Follow the prompts to complete the checkout process. We accept Credit Cards and ACH Check.