



Adding/Removing Students

- From the left menu at the top of the parent's home screen, click "Manage Account"
- Under the Manage Account dropdown click "Manage Students"
- Complete the required onscreen information. (Sample below)

A screenshot of a mobile application form titled "Add a Student". The form has a white background with a thin grey border. At the top, it says "Add a Student" in bold. Below that is a subtitle: "Select the State and Institution of the Student you wish to add." There are four input fields: "State:" with a dropdown menu showing "Georgia (GA)", "Institution:" with a dropdown menu showing "Please Select an Institution", "StudentID:" with a text input field, and "Student's Last Name:" with a text input field. At the bottom right of the form is a button labeled "Add Student".

- Once the information is complete and you've clicked "Add Student" your student will be added under "Your Managed Student" at the bottom of the screen.
- In the event that one of your students are graduating or no longer require the usage of a MyPaymentsPlus account, you can remove a student from your account by simply clicking "Remove" next to their profile under "Your Managed Student".

FAQ's for Managing Students

- Why is there an option to select "District" on the left side of the screen?
 - This option is available in the event that you have two students at different districts and you wish to keep them under the same parent account. Selecting the district from the dropdown will enable you to toggle between your student's accounts. (Please note: both school districts would have to be existing MyPaymentsPlus districts to utilize this function).
- What is my student's ID#?
 - If a parent either does not know their student's ID# or has one that is not working, they can contact our support team by clicking the "Need Help?" icon on the screen.