During the process of setting up your new account with SchoolPay, we discovered that it isn’t so simple to add a secondary student and an elementary student at the same time. However, you do not need to create separate accounts. They can both be housed under the same account.

**Here’s how:** First, click on the circle in the top right corner with your first initial in it.

Second, click on the second item, “Profile Mgmt”.

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**SchoolPay.com**

**Instructions for Adding Another Student**

September 03, 2020
Third, click on “Student Management” (on the left).

Fourth, click on “+ Add New Student” (green button at the right).

Fifth, type in “Win”. “Win-E-Mac ISD 2609” will pop up. Click on it.

Last, choose the school that your “other” student is in and continue with the prompts!