



23 November 2016

Dear Parent/Carer

Online e-payments for school meals and HE, Art, Design & Technology course materials.

Payments are now due for pupils who study the following practical courses:- **Art, Home Economics, Design & Technology.**

The online payment for recoveries will go live on **Wednesday 30th November.**

Aberdeenshire Council has introduced a new way of accessing the online payment system, called **Myaccount**, which many parents and carers have already been using to pay for school meals.

Myaccount was set up by the Scottish Government as a simple approach to accessing public services. It allows parents and carers to top up their accounts whilst ensuring their details are protected.

If your child is eligible for free school meals, the system will recognise this and automatically allow meal purchases. You can still create an account to see meal purchase histories.

From 7th December 2015 all parents/carers using the online school payments were required to create a Myaccount username and password by following the steps below.

Please note, if you have not yet begun using online payments, ensure you have your child's unique reference number which was issued with their recoveries letter.

MYACCOUNT – SIGNUP

Step 1: Visit the Aberdeenshire Council website at www.aberdeenshire.gov.uk and choose "Pay" from the list of online services, then select "School Meals".

Step 2: If you already have a myaccount, click on the sign-In logo above then move to step 4, if you do not have a myaccount choose "Register" then "Create New Account". Please note if your child has an NEC card you can use this for a quick registration process.

You will be asked to add your name, Date of Birth, email address and home address, and you will be asked to create a username. You can use your email address if you wish.

Following this step you can complete further information or bypass this and “Complete registration”.

Step 3: *You will be sent a temporary password to the email address you provided, follow the instructions in the email by clicking on the link and entering the temporary password. You will then be asked to provide a permanent password. Once you are signed in, you will be directed to school payments system.*

Step 4: *If you are an existing school payments user and have used the same email address to register through myaccount the system will recognise this and you will be asked to link your logins by entering your original password. Your login will then be joined and you will be able to continue to use the system. You will only need to complete this step once.*

OR

If you are a brand new customer, please choose “Link Childs Account” and enter your child’s reference number from the letter your child brought home or contact the Academy office who can supply the reference number. You will then go on to link all children’s accounts to your login.

To watch a YouTube Video go to :

https://www.youtube.com/watch?v=YwH9_3n7O4I&feature=youtu.be

If you have any concerns or issues with this new process please contact the helpline on **03456 08 12 02.**

For all school payments please go to <https://www.aberdeenshire.gov.uk/pay/> and select “School Meals”

Please be aware that your online receipt will show School Meals under the Fund Heading to check that payments are correct check under the Reference Heading:

Reference ending E24099 refers to Technical payments

Reference ending E21899 refers to Home Economics payments

Reference ending E20199 refers to Art payments

Letters are being issued to pupils prior to the “go live” date of 30/11/2016 with pin numbers to create new Myaccounts. To request a copy of your child’s unique pin number please contact the School Office.

Yours sincerely

Miss C Mclver

Support Services Co-ordinator