



Instructions for Setting up your Online Payments Account

Our aim is to make our payment system as efficient and safe. To help with this, each parent is asked to set up an online account in order to pay class costs (workbooks, copies, arts & crafts, pupil insurance, etc). It is envisaged that this account will also be used to pay for other school activities, e.g. school tours). We have outlined some guidance below which will help you to annual class costs and other payments electronically.

TO SET UP YOUR ONLINE PAYMENT ACCOUNT:

1. Go to <https://ams.enrol.ie/lucancns/Index.aspx>
(There is also an MIT icon on the homepage of the school website: www.lucancns.ie)
2. The picture of the lock and the 'https' in the address bar will reassure you that this is a secure site for use of debit/credit cards and storage of information.

The image shows two screenshots of the 'School Payments System' website. The left screenshot is the login page, featuring the 'etb' logo, the text 'School Payments System', and input fields for 'Username/Email' and 'Password'. A blue 'Login' button is present, along with a link for 'Forgot your password?' and a blue 'Create Account' button highlighted with a red box. The right screenshot is the 'Create Account' page, with input fields for 'Student First name', 'Student Surname', and 'Student PPSN'. It includes 'Cancel' and 'Next' buttons, and a link for 'Privacy | Terms | Help'. Red arrows indicate the flow from the 'Create Account' button on the login page to the 'Create Account' page, and from the 'Next' button on the 'Create Account' page to the next step in the instructions.

3. For your first time to login select the Create Account button.
4. Enter your child's first name, surname and PPS number.

If your child's surname has an apostrophe in it, please do not include this or a space. E.g. O'Connell will be OConnell.

5. Press .

6. You will be asked to:
 - a. Confirm if your contact phone number is correct.
 - b. You must enter an **email address** for further communication. (This email address will be used as your username)
 - c. You must also create and confirm a **password**.
 - d. Choose a recovery question

Keep a secure record of these as you will use them to login on future occasions.

7. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the **Edit** button and update once corrections have been made. Please tick the box confirming your details are now correct and click the **Confirm** button.
8. For future logins you will be asked to enter the email address and password you have entered into the system.

TO MAKE A PAYMENT:

1. You will see at least two tabs in the payment screen depending on how many children you have attending Lucan Community National School. Choose the **Family** tab if you wish to pay a number of fees or choose your **Child's Name** if you wish to make a payment against that individual.
2. Choose the amount you wish to pay from the payment dropdown and click the **NEXT** button.
3. Enter your credit/debit card details as instructed on the screen and click on the **NEXT** button. If you have any difficulties at this stage please contact the school office (014570432 – 9am-1pm).
4. You can print and/or save your receipt. All records of your payments will be saved for you and your own private page so you can see what you have paid to date.

If you are having trouble with the online system please phone us for assistance. We will be happy to assist anybody who would like us to go through it with them. Thank you for your patience in getting this system up and running and for your support of our efforts to reduce the amount of cash and cheques we deal with in the school office. Our aim is to make our payment system more efficient and safe, particularly given the current environment.

Yours sincerely,

Claire Downes
Principal