

INSTRUCTIONS FOR FIRST TIME USERS

- At initial log on page press 'Create new account'
- You will then have the following screen

Internet Payments - Account Password - Microsoft Internet Explorer provided by Holyrood Academy

https://www.scopay.com/FirstTimeLogin.do;jsessionid=5E8259E920837D9F0961712F2DE972D7.scopayc

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Internet Payments - Account Password Hello : Logout

Please enter your email address and password to complete registration. Your password must be at least 6 characters long. You should also enter the pupil link code that has been provided to you (if the box is not prefilled).

An email will be sent asking you to visit a link to verify your email address. As your email address is used to send order receipts, you will not be able to purchase any products until you have completed this procedure.

If you have already registered using your email address, you can enter it again (with your password) to link a pupil to the existing account.

Fields marked with (*) must be completed

Your Login Information

Email: *

Confirm Email: *

Password: *

Confirm Password: *

Pupil Link Code: *

Your Billing Address

This address should match your current credit/debit card.

First Name:

Last Name:

Address 1:

Address 2:

City:

County:

Postal Code:

Country:

Insert e-mail address and password (at least 6 characters)

Input pupil link code included in the letter overleaf

Complete billing address details

- Press confirm – you may find you get an error – this can be ignored - go to your e-mail account and you should receive an automatic e-mail asking you to activate the account.
- Once the account has been activated you can then log in and you should find the your child and any amounts owing listed

INSTRUCTIONS FOR EXISTING ACCOUNT HOLDERS

If you already have a child at the school and have an account set up, in order to add your Year 7 child please follow the instructions on the reverse of this page titled '**Link new Pupils/Siblings to an existing account**'