



GUIDE FOR PARENTS

MANAGING YOUR SCOPAY ACCOUNT

This Guide provides help with the following

- How to register your child's SCOPAY account
- How to link your child to an existing SCOPAY account
- How to update your billing address
- How to change your login details
- How to change your contact details
- How to reset your password

Other Guides for Parents

All parents:

How to **Make Payments** on SCOPAY

How to Set up **Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners** Online

How to Book Clubs Online

How to Book a Parents' Evening Meeting

How to Save Card Details / Recurring Payments

You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.



HOW TO REGISTER YOUR CHILD'S SCOPAY ACCOUNT

① If you already have an account for a child at this school or at another school, it is not necessary to create a new account. Simply refer to the section below How to link your child to an existing SCOPAY account.

To enable you to register your child's SCOPAY account you will need a letter or email from your school with a unique Link Code. You will also need an active email address. Once your account is created, you will receive an email with a link which will enable you to verify the account.

Step 1

Using the letter or email sent to you by your child's school, go to the www.scopay.com website or SCOPAY MobileApp and select

LOGIN



SCOPAY

LOGIN

Email Address

Password

LOGIN

[Don't have an account yet? Register as a new user](#)

[I've forgotten my password](#)

[I can't verify my email address](#)

[Account activation process](#)

[See our frequently asked questions](#)

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Step 2
Select
Register as a new user

LET'S
GET
STARTED.

Step 3

Complete the Login and Registration information

REGISTER

Please fill in all the fields to complete registration.

Your password must be at least 8 characters long. You should also enter the online link code that has been provided to you.

An email will be sent asking you to visit a link to verify your email address. You will not be able to login until you have completed this procedure.

YOUR LOGIN INFORMATION

Email:

Confirm new email:

Password:

PASSWORD MUST CONTAIN:

- ✗ At least 8 characters
- ✗ At least 1 lower case letter
- ✗ At least 1 upper case letter
- ✗ At least 1 number

Confirm password:

By registering, you agree to Tucasi's [privacy policy](#) and [terms and conditions](#).

Title:

First name:

Last name:

Online link code:

I don't have an online link code [Register without one](#)

YOUR BILLING ADDRESS

Address 1

Address 2

Town/city

County/state/province

Postcode

Country

CONFIRM

USEFUL NOTES

Enter your full Email address.

Enter your full email address again to verify that you have typed it correctly.

Enter a Password which contains:

- ✓ At least 8 characters (letters or numbers)
- ✓ At least 1 lower case letter
- ✓ At least 1 upper case (capital) letter
- ✓ At least 1 number

Enter the Password again to verify that you have typed it correctly.

Enter your Title (Mr, Mrs, Miss, Ms, Dr) First name and Last name

Enter the Online link code provided by your school (copy and paste the link code if it was emailed to you).

Note that the Online link code is for one time use only. It is no longer needed once your account has been activated. If you require a second link code for another parent or carer, please contact the school.

Enter your full Billing Address.

The billing address must match the address of the bank card you will use for online payments.

Tap on

CONFIRM

You will receive an email with an activation link. Tap on the link to verify the account. If you don't receive the email, check your Spam or Junk folder.

HOW TO LINK YOUR CHILD TO AN EXISTING SCOPAY ACCOUNT

❶ If you already have a SCOPAY account for a child at this school or at another school, or for yourself if you are staff, it is not necessary to create a new account.



LOGIN

Email Address

Password

LOGIN

Step 1
Go to the www.scopay.com website or SCOPAY MobileApp and login with your email address and password

BASKET ALERTS 0 **YOUR INFO** LOGOUT

Step 2
Tap on **YOUR INFO** at the top right of the screen

Step 3
Tap on **LINK ACCOUNTS** and enter the Online link code for the new child/pupil

SCOPAY VIEW PRODUCTS PARENTS' EVENING LETTINGS HELP BASKET ALERTS 0 YOUR INFO LOGOUT

MARC ACKROYD ▾
SCOPAY School

LINK ACCOUNTS

- ADDRESS
- LOGIN DETAILS
- LINK ACCOUNTS**
- PAYMENT HISTORY
- ALERT CONFIGURATION
- GIFT AID
- PAYMENT AGREEMENTS

Please enter the link code of the account to which you would like to create a link. Once be able to access the details of each associated account.

> [What is a link code?](#)

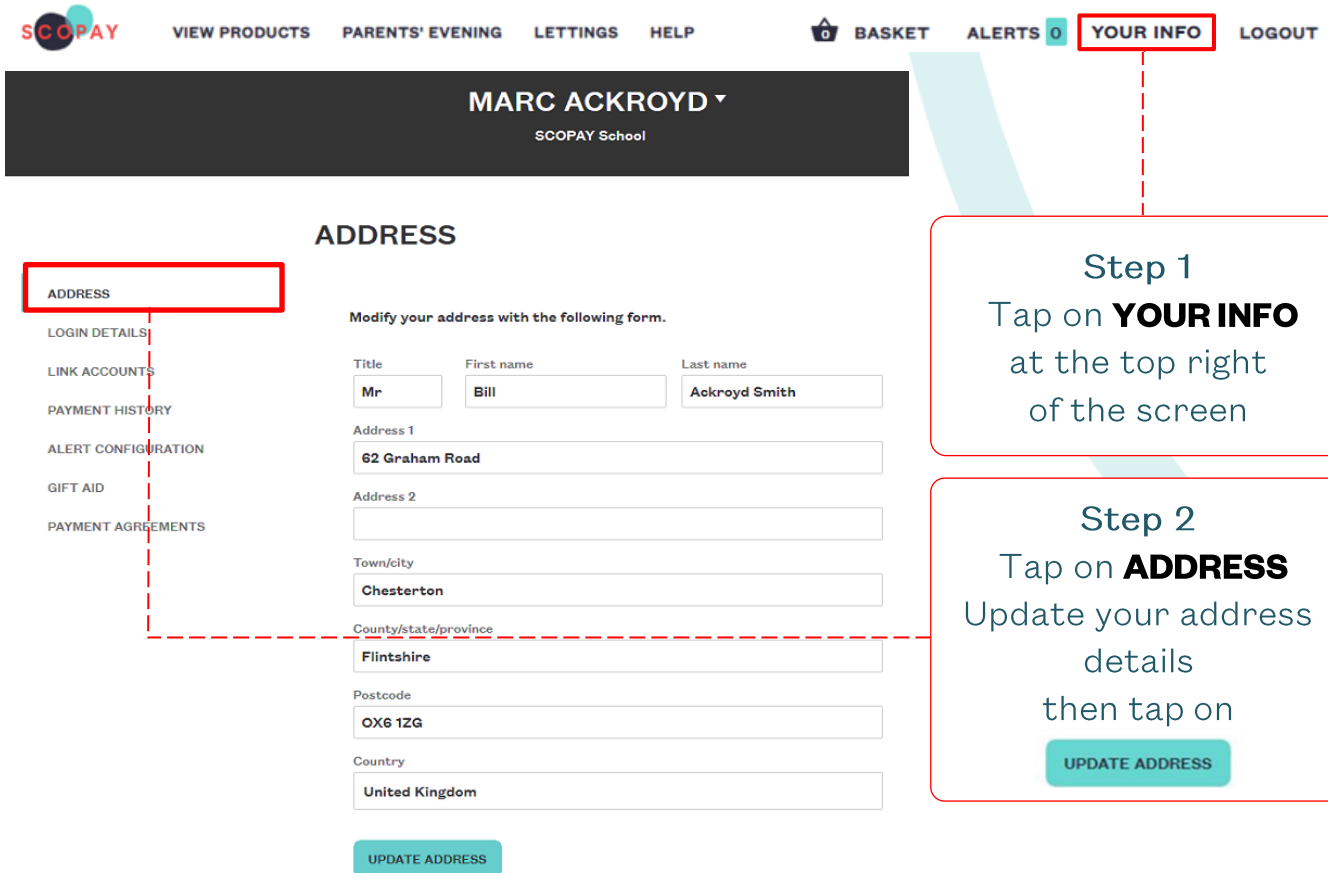
Online link code:

LINK ACCOUNT

Once linked, to switch between each child, tap on the child's name at the top of the screen and select another child.

HOW TO UPDATE YOUR BILLING ADDRESS

 The billing address must match the address of the bank card you will use for online payments.

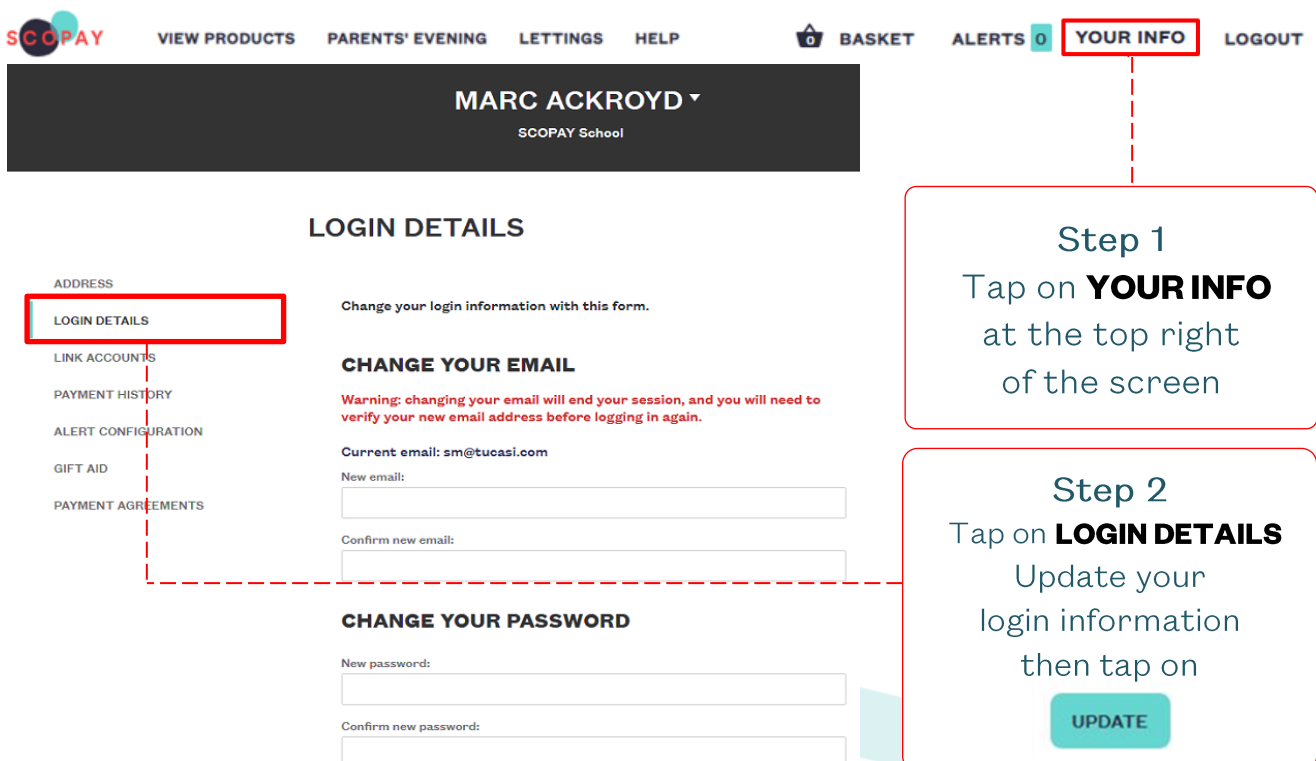


The screenshot shows the SCOPAY app interface. At the top, there is a navigation bar with 'SCOPAY', 'VIEW PRODUCTS', 'PARENTS' EVENING', 'LETTINGS', 'HELP', 'BASKET', 'ALERTS 0', 'YOUR INFO', and 'LOGOUT'. Below this is a user profile bar for 'MARC ACKROYD' at 'SCOPAY School'. The main content area is titled 'ADDRESS' and contains a sidebar menu with 'ADDRESS' selected, and a form to 'Modify your address with the following form.' The form fields are: Title (Mr), First name (Bill), Last name (Ackroyd Smith), Address 1 (62 Graham Road), Address 2, Town/city (Chesterton), County/state/province (Flintshire), Postcode (OX6 1ZG), and Country (United Kingdom). An 'UPDATE ADDRESS' button is at the bottom. A red dashed line connects the 'YOUR INFO' menu item to the 'ADDRESS' menu item in the sidebar.

Step 1
Tap on **YOUR INFO** at the top right of the screen

Step 2
Tap on **ADDRESS** Update your address details then tap on **UPDATE ADDRESS**

HOW TO CHANGE YOUR LOGIN DETAILS



The screenshot shows the SCOPAY app interface. At the top, there is a navigation bar with 'SCOPAY', 'VIEW PRODUCTS', 'PARENTS' EVENING', 'LETTINGS', 'HELP', 'BASKET', 'ALERTS 0', 'YOUR INFO', and 'LOGOUT'. Below this is a user profile bar for 'MARC ACKROYD' at 'SCOPAY School'. The main content area is titled 'LOGIN DETAILS' and contains a sidebar menu with 'ADDRESS', 'LOGIN DETAILS' selected, 'LINK ACCOUNTS', 'PAYMENT HISTORY', 'ALERT CONFIGURATION', 'GIFT AID', and 'PAYMENT AGREEMENTS'. The 'CHANGE YOUR EMAIL' section includes a warning: 'Warning: changing your email will end your session, and you will need to verify your new email address before logging in again.' It has fields for 'Current email: sm@tucasi.com', 'New email:', and 'Confirm new email:'. The 'CHANGE YOUR PASSWORD' section has fields for 'New password:' and 'Confirm new password:'. An 'UPDATE' button is at the bottom. A red dashed line connects the 'YOUR INFO' menu item to the 'LOGIN DETAILS' menu item in the sidebar.

Step 1
Tap on **YOUR INFO** at the top right of the screen

Step 2
Tap on **LOGIN DETAILS** Update your login information then tap on **UPDATE**

HOW TO CHANGE YOUR CONTACT DETAILS

i You will only see the **CONTACT PREFERENCES** option if your child's school has purchased the SCO Communications module and have opted for you to update your own contact details.

The screenshot shows the SCO PARENTS' EVENING interface. At the top, there is a navigation bar with 'SCO PARENTS' EVENING' on the left and 'BASKET', 'ALERTS 0', 'YOUR INFO', and 'LOGOUT' on the right. Below this is a header for 'MARC ACKROYD' at 'SCOPAY School'. The main content area is titled 'CONTACT PREFERENCES' and includes a sidebar with options like ADDRESS, LOGIN DETAILS, and CONTACT PREFERENCES (which is highlighted with a red box). The main form contains fields for Email address, Home phone number, and Mobile phone number, along with radio buttons for contact preferences: Email, Letter, Text message or email (selected), Text message, and Email or text message. An 'UPDATE' button is at the bottom. Two callout boxes provide instructions: Step 1 points to 'YOUR INFO' in the top right, and Step 2 points to the 'CONTACT PREFERENCES' option in the sidebar and the 'UPDATE' button.

HOW TO RESET YOUR PASSWORD

The first screenshot shows the 'LOGIN' page with fields for 'Email Address' and 'Password', a 'LOGIN' button, and a link for 'I've forgotten my password'. The second screenshot shows the 'LOST PASSWORD?' page with an 'Email Address' field, an 'I'm not a robot' checkbox, a reCAPTCHA widget, and 'RESET PASSWORD' and 'BACK' buttons. Annotations include Step 1 pointing to the 'I've forgotten my password' link and Step 2 pointing to the 'RESET PASSWORD' button on the login page. A third callout box provides instructions for the 'LOST PASSWORD?' page: 'Enter your email address, tick the checkbox below and click 'Reset password'. You will receive an email containing instructions.'