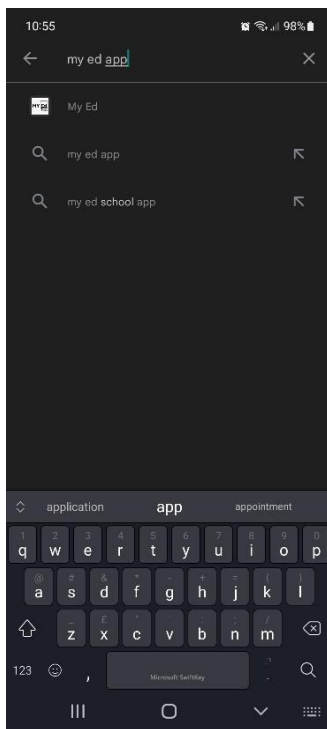


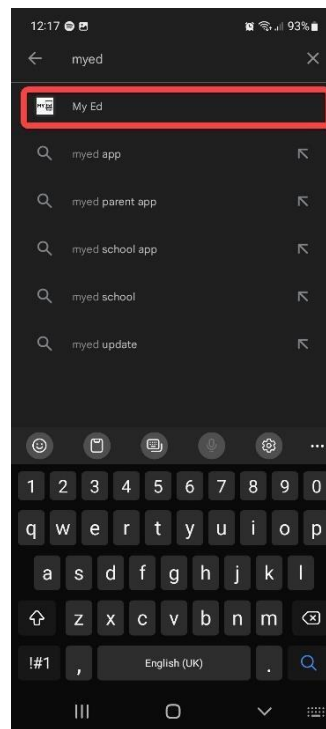
MyED is a free app that provides a communication platform between the School, Parents and Carers. Use the app to find out about the School Diary and Key information, along with access to our weekly newsletter. You can also use the app to make payments for school trips or events taking place.

Step 1: Installing and Registering the MyED App

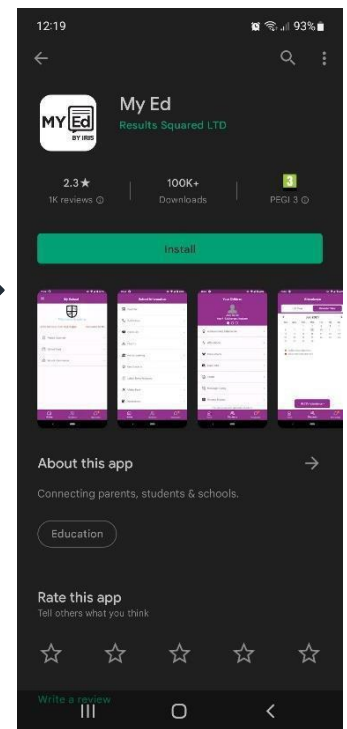
Note: If you already have the MyED app installed, skip Step 1, and go to Step 2.



1. Go to the Apple App Store or Google Play app store on your device and search for **My Ed app**.

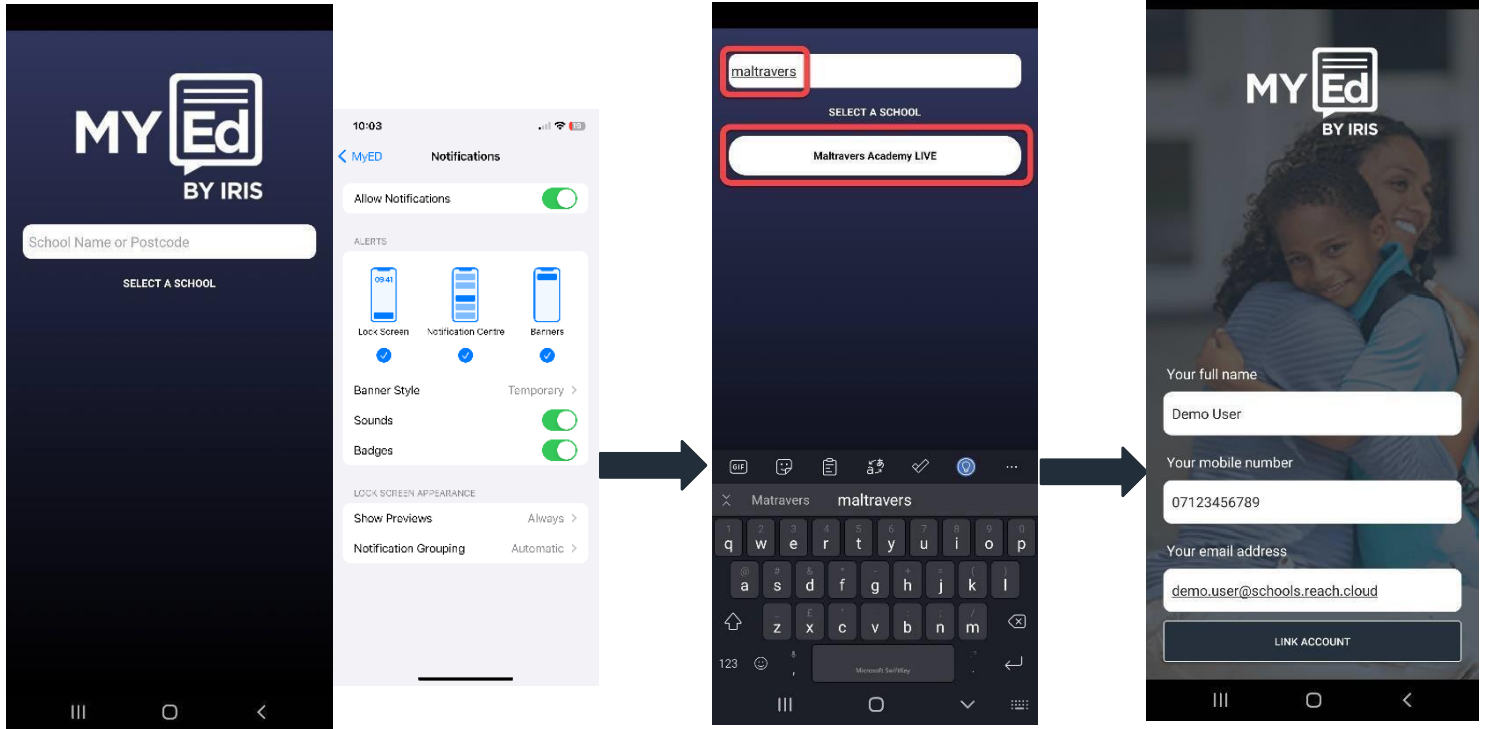


2. Select **My Ed**.

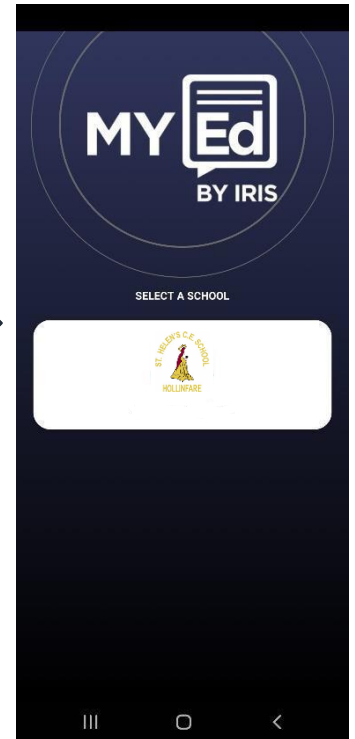
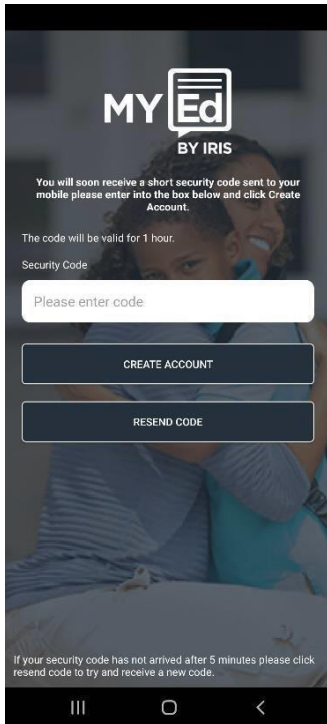


3. **Install** the app.

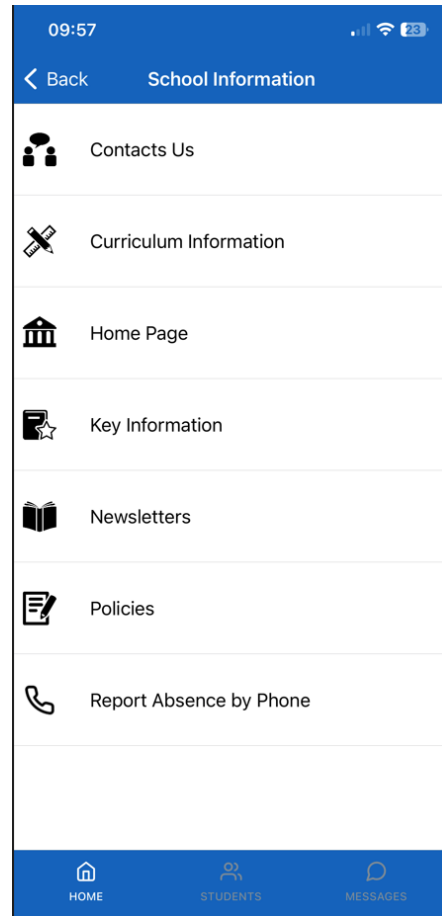
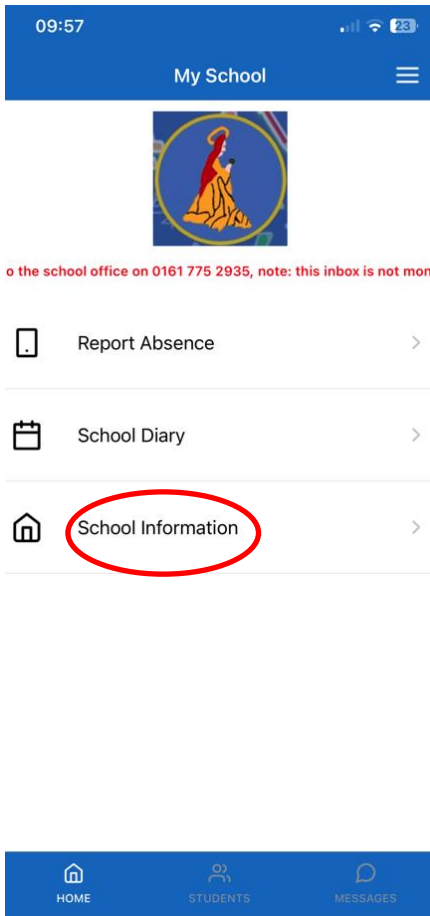




4. Open the MyED app. If prompted, **allow notifications to be displayed when receiving messages.**
5. Search for and select your child's school.
6. Enter your full name, mobile number, and email address, then select **LINK ACCOUNT**. These must match the details given to the school.



7. You will receive a text message from MyED containing a security code. Enter the code, then select **CREATE ACCOUNT**.
8. MyED checks your entered name, mobile number, and email address held by the school against student data. If a match is found, a connection is made.
9. Select the school.

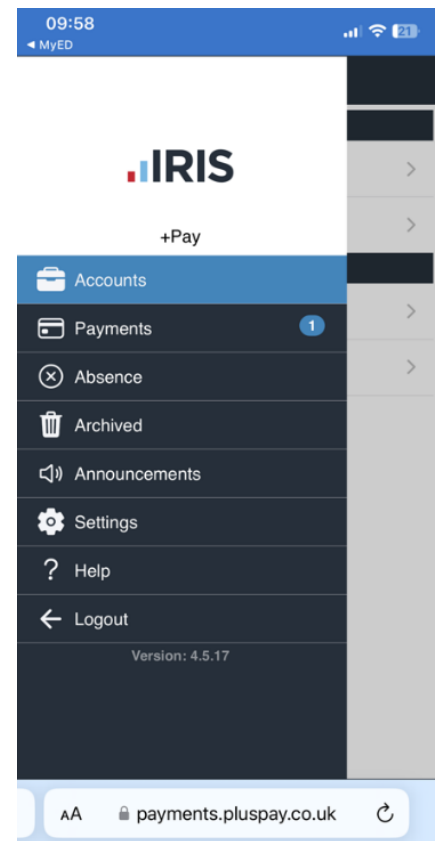
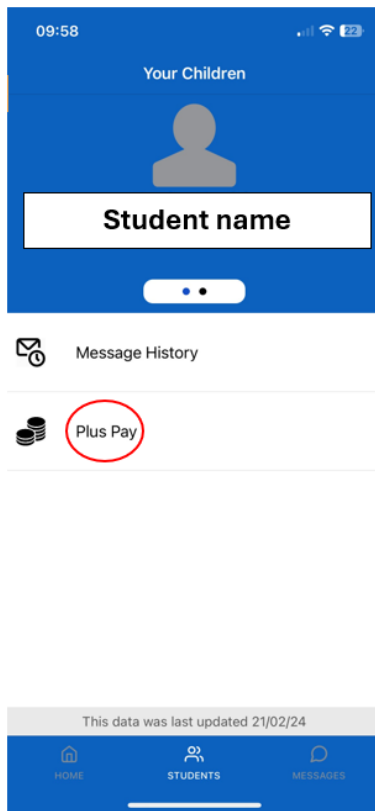


10. This is the home screen, by clicking school information you will be on screen 11.

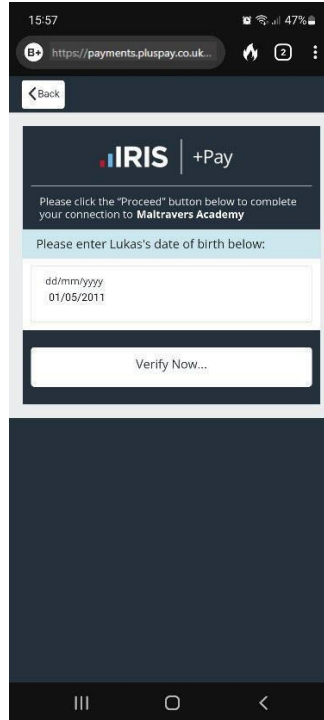
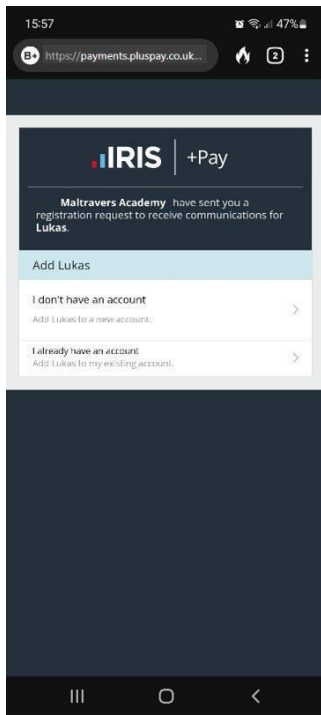
11. All details associated with connected children are available.
**Note: this inbox is not monitored.
 Please call 0161 7752 935 to contact the school office.**

Step 2: Registering for IRIS PlusPay

Note: You must wait at least 24 hours after registering with MyED before registering with IRIS PlusPay to allow your records to be created. The following procedure assumes you do not have an IRIS PlusPay account. If you do, skip Step 2, and go to Step 3.



1. Open the MyED app and select **Students**.
2. If you have more than one connected student, select the relevant student.
3. 3 lines, top left hand corner and select **Payments**.



4. If you have an IRIS PlusPay account, select **I already have an account**.

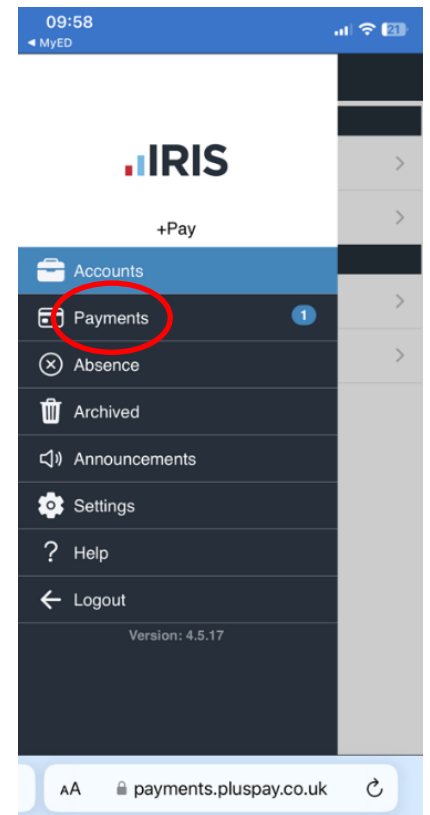
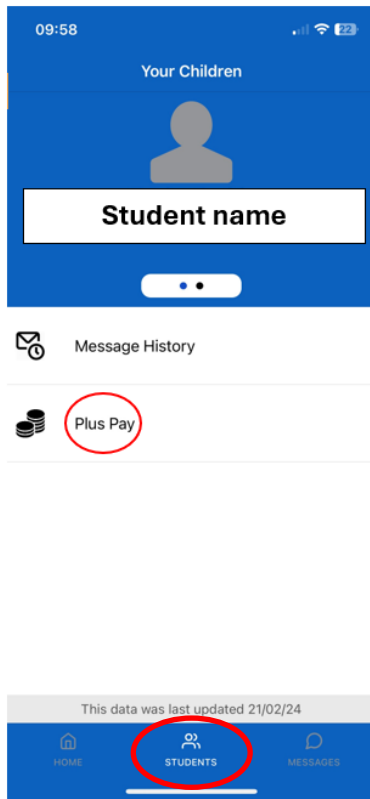
5. You must enter your child's date of birth to verify the school records.

Select the blank date to use the date picker then select **Verify Now....**

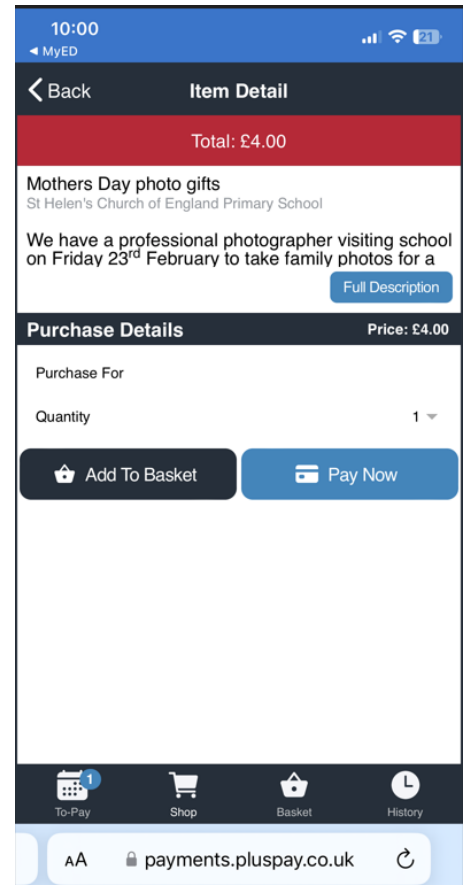
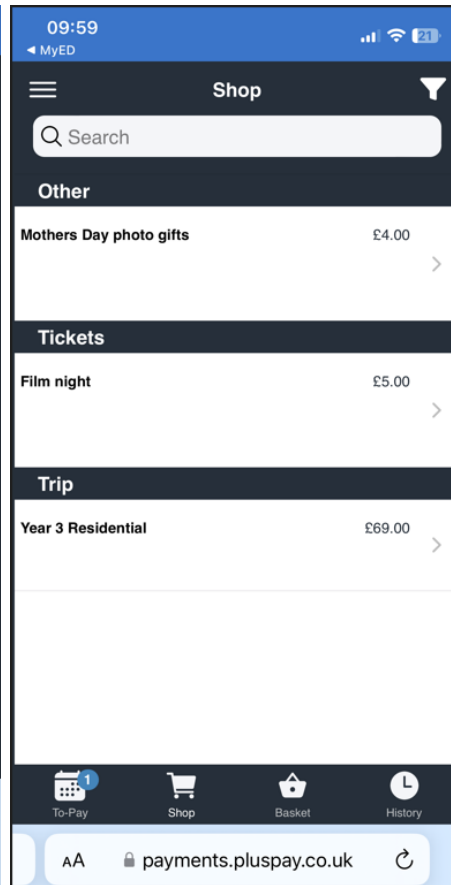
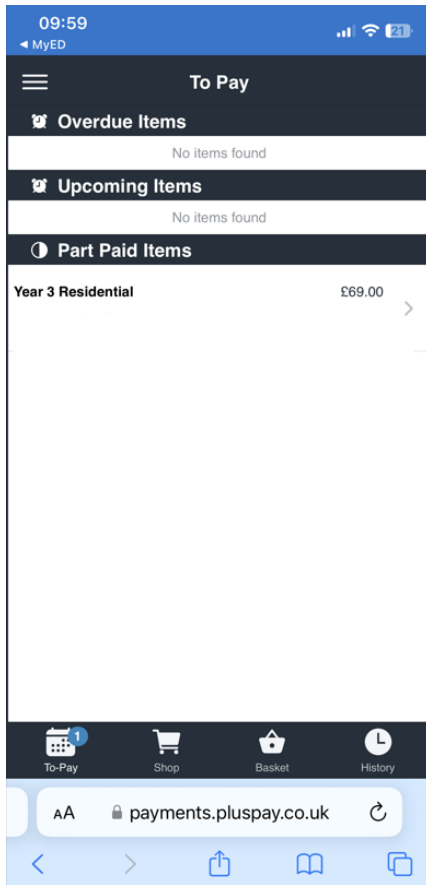
6. If setting up a new IRIS PlusPay account, enter your personal details. You are asked to enter and confirm a password for your account.

If you already have an IRIS PlusPay account, you are asked to log in.

Step 3: Payment items



1. Open the MyED app and select **Students**.
2. If you have more than one connected student, select the relevant student whose dinner money you are topping up.
3. Select **Payments**.
IRIS PlusPay launches in a web browser. Log into your IRIS PlusPay account and select the relevant school.



7. **To Pay:** Trips.

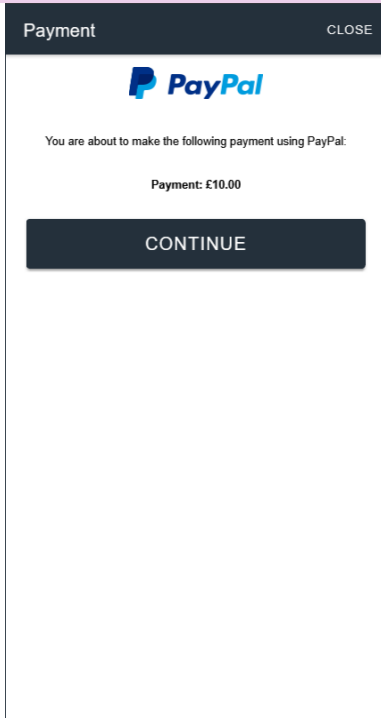
8. **Shop:** Fundraising, tickets and events.
Add items to basket.

Once payment items have been selected, please add to basket.

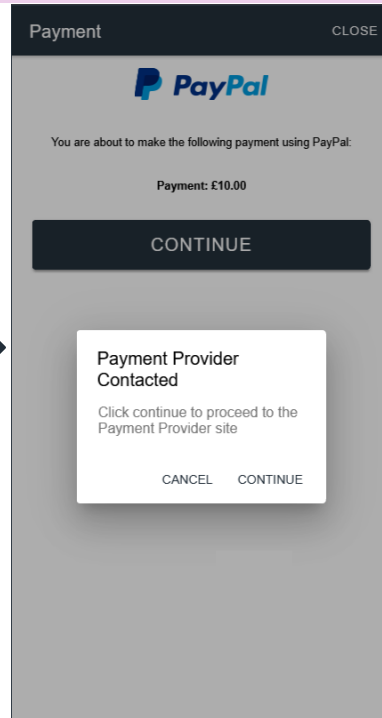
9. Your basket summary is displayed. Select **CHECKOUT** or select **CLOSE** if you want to add more items.

10. Select a payment method then follow the instructions to complete.

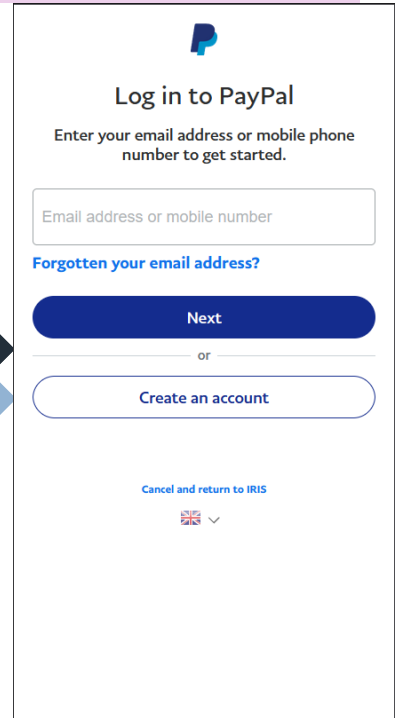
Using PayPal



Select **CONTINUE**.

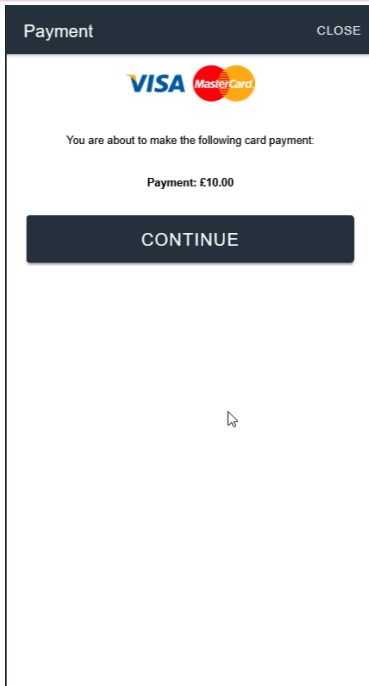


On the **Payment Provider Contacted** message, select **CONTINUE**.



Log into your PayPal account and complete the payment.

Using a Credit



Payment CLOSE

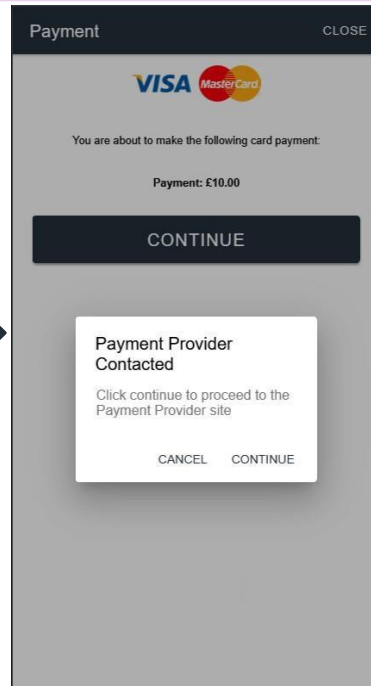
VISA MasterCard

You are about to make the following card payment:

Payment: £10.00

CONTINUE

Select **CONTINUE**.



Payment CLOSE

VISA MasterCard

You are about to make the following card payment:

Payment: £10.00

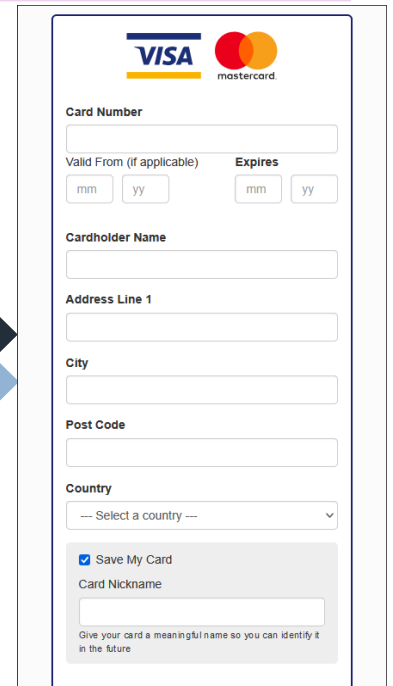
CONTINUE

Payment Provider Contacted

Click continue to proceed to the Payment Provider site

CANCEL CONTINUE

On the Payment Provider Contacted message, select CONTINUE.



VISA mastercard

Card Number

Valid From (if applicable) Expires

mm yy mm yy

Cardholder Name

Address Line 1

City

Post Code

Country

--- Select a country ---

Save My Card

Card Nickname

Give your card a meaningful name so you can identify it in the future

Enter your details, credit or debit card details, and complete the payment.

