



# KING EDWARD VI SHELDON HEATH ACADEMY

*Educational excellence for our City*

## **ParentPay activation process**

You will need the activation username and password from your activation letter from us to do this. If you have mislaid your letter and need another copy please contact [finance@keshacademy.com](mailto:finance@keshacademy.com) so that we can arrange to send this to you. To do this we will need your child's name and form year.

If you already have a ParentPay account at another ParentPay school, you can simply login to that account and add yourself by using the 'add a child' button on your home page.

## **New to ParentPay?**

Using the information from your activation letter, go to [parentpay.com](http://parentpay.com), click login and enter the username and password on the letter. You will be prompted to change these when you set up your account. You will require an email address to activate your account. Please don't hesitate to contact the Finance office if you need assistance.

## **Uniform shop**

In line with our cashless policy within the Academy we offer a cashless uniform shop facility within ParentPay. To use this you will need to set up your ParentPay account as directed on your Activation letter and click on the link below to view the shop.

<https://app.parentpay.com/ParentPayShop/Uniform/Default.aspx?shopid=1919>

However, as we carry limited stock, all items must please be pre-ordered before paying for them. Instructions for pre-ordering are displayed on the first screen.