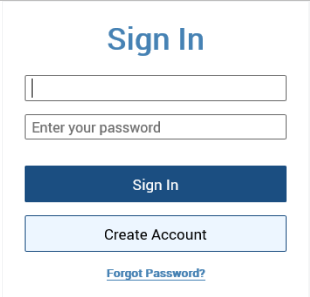
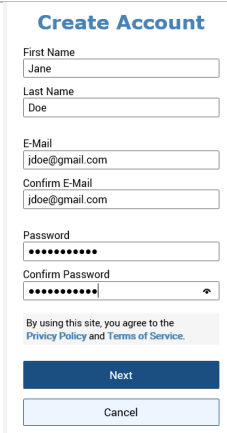
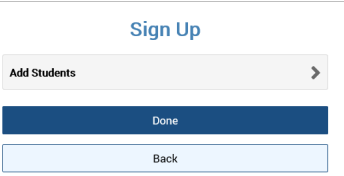

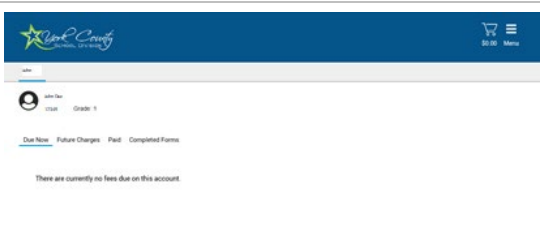


Rycor Account Creation

New Parent Account Instructions

The following steps outline how parents create their account in the Rycor system.

<ol style="list-style-type: none"> 1. Go to www.studentquickpay.com/yorkcountyschools 2. Click on the Create Account button from the home screen 	
<ol style="list-style-type: none"> 3. Begin by entering your name, email and a password for your account. Then click Next. 	
<ol style="list-style-type: none"> 4. Select Add Students 	
<ol style="list-style-type: none"> 5. Enter your student's Student ID and Last Name (<i>your student's ID is available on their Aspen portal page</i>) 6. Click Add Student 7. Repeat <i>steps 5 and 6</i> for multiple student entries or select Done 	
<ol style="list-style-type: none"> 8. Your Rycor page should appear similar to the one to the right. You are now ready to manage your students' payments. 	

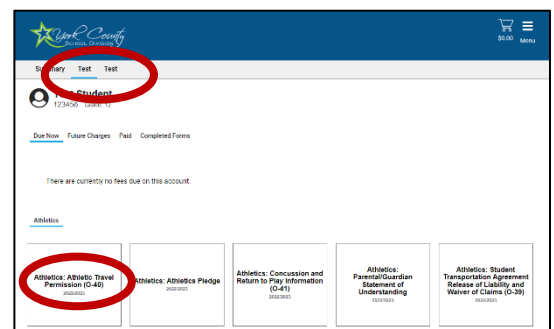
Rycor Instructions

Completing a form for parents and guardians.

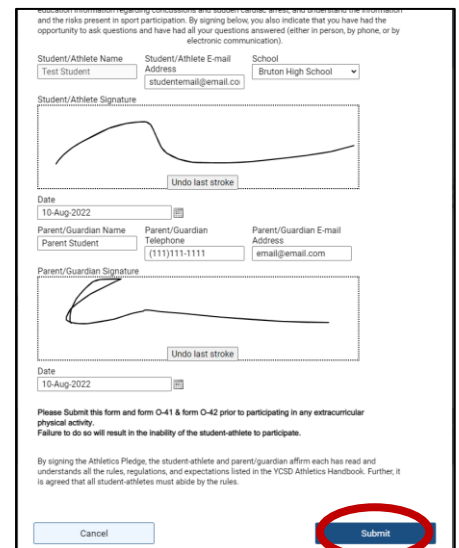
1. Go to www.studentquickpay.com/yorkcountyschools
2. Sign in.
Select "forgot password" under "create account" to reset your password.



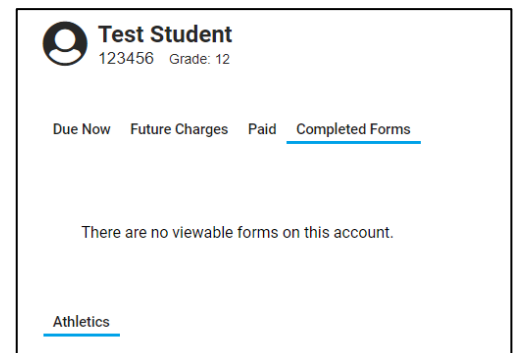
3. Once signed in select a student.
4. You will see any forms available below the fees. If no forms are viewable then there are no forms available for your student to complete.
5. Click on the form you wish to complete.



6. Read the form, completing it as you go.
7. Press submit



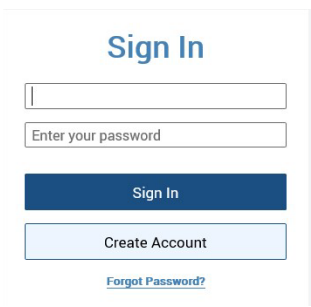
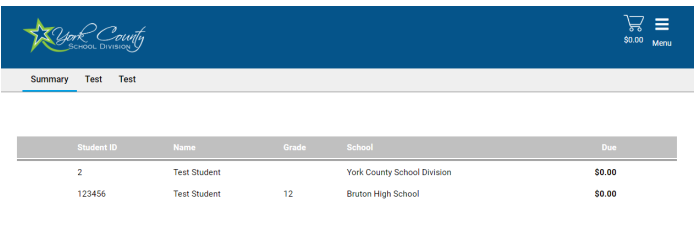
8. Make sure to complete the form for all of your children. Select each name at the top to verify there are forms due.
9. You may be able to view or edit some forms or edit some forms by selecting "completed forms". Not all forms are viewable or editable after completion.



Rycor Adding New Student to Existing Parent Account

Instructions for adding student to an account

The following steps outline how parents add a new student to their account in the Rycor system.

<ol style="list-style-type: none"> Go to www.studentquickpay.com/yorkcountyschools Sign in 																
<ol style="list-style-type: none"> Once signed in, select Menu in the top right of your screen. Select Linked Accounts 	 <table border="1"> <thead> <tr> <th>Student ID</th> <th>Name</th> <th>Grade</th> <th>School</th> <th>Due</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Test Student</td> <td></td> <td>York County School Division</td> <td>\$0.00</td> </tr> <tr> <td>123456</td> <td>Test Student</td> <td>12</td> <td>Bruton High School</td> <td>\$0.00</td> </tr> </tbody> </table>	Student ID	Name	Grade	School	Due	2	Test Student		York County School Division	\$0.00	123456	Test Student	12	Bruton High School	\$0.00
Student ID	Name	Grade	School	Due												
2	Test Student		York County School Division	\$0.00												
123456	Test Student	12	Bruton High School	\$0.00												
<ol style="list-style-type: none"> Select Add students to expand the box Enter your student's ID and Last name Select Add Student Select Done 	