Getting Started with Online School Payments – Parent/Carer Registration
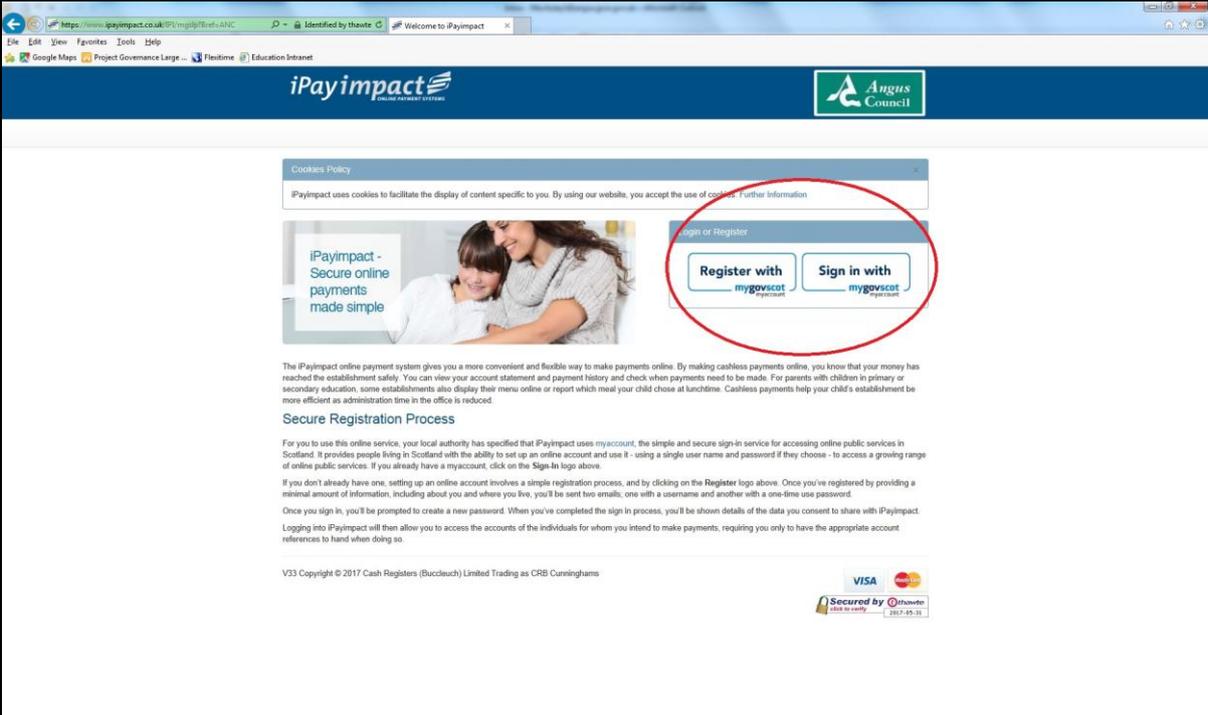
The new online school payments system is really straightforward and easy to use. In order to get started, you need to either login with an existing 'MyAccount' username and password if you already have one, or create a new one. Once created, your 'MyAccount' login will allow you to access a range of Council services with only one set of details – no more typing your address in over and over again! Once you have your 'MyAccount' registration, you then link your parent/carer account with your child's account using the 'Link Key' provided by the school; this is different for every child. If you have more than one child at school in Angus you will receive an activation code for each. For clarity, the 'MyAccount' registration is created with your details (the parent/carer) not the pupil's details.

Step 1

Visit www.angus.gov.uk/schoolpayments and click through to the new online payments system called 'iPayImpact'.
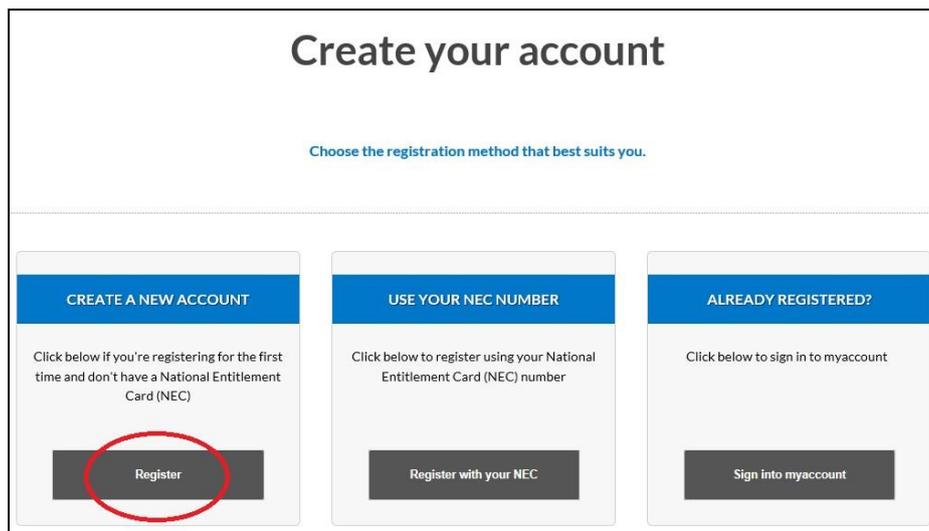
Step 2

When accessing the system, you have the choice to 'Register with' or 'Sign in with' your MyAccount username and password. If you already have a username and password having registered previously for school payments or any other online Council service since the new system was introduced in May 2017, go right ahead and login – you can now skip to Step 10, 'Linking your MyAccount with iPayImpact'. If you don't yet have a login, let's get one set up for you now. Go ahead and click 'Register with MyAccount'

Step 3

You will now see this screen asking how you want to register. If you have a National Entitlement card then this speeds up the process a little. If not, don't worry, register from scratch by selecting the grey 'Register' button on the left under 'Create a New Account'.

Step 4

You will now be presented with the form below where you just need to provide some basic details such as name, email and date of birth to create your MyAccount – make sure you use your 'official' name here as it would appear on your passport etc. The grey box on the right asks you to create a username – you can use your email address if you like just by ticking the box (there can be a few seconds delay before this registers) – or you can make one up by typing it in the field provided. When you're ready, click the grey 'Next Step' button at the bottom right corner of the screen.
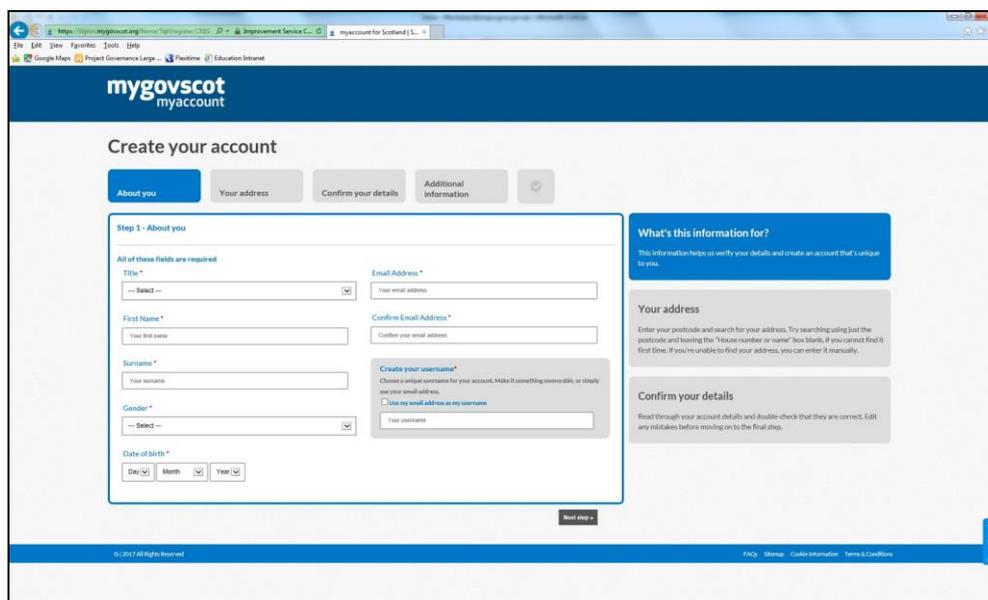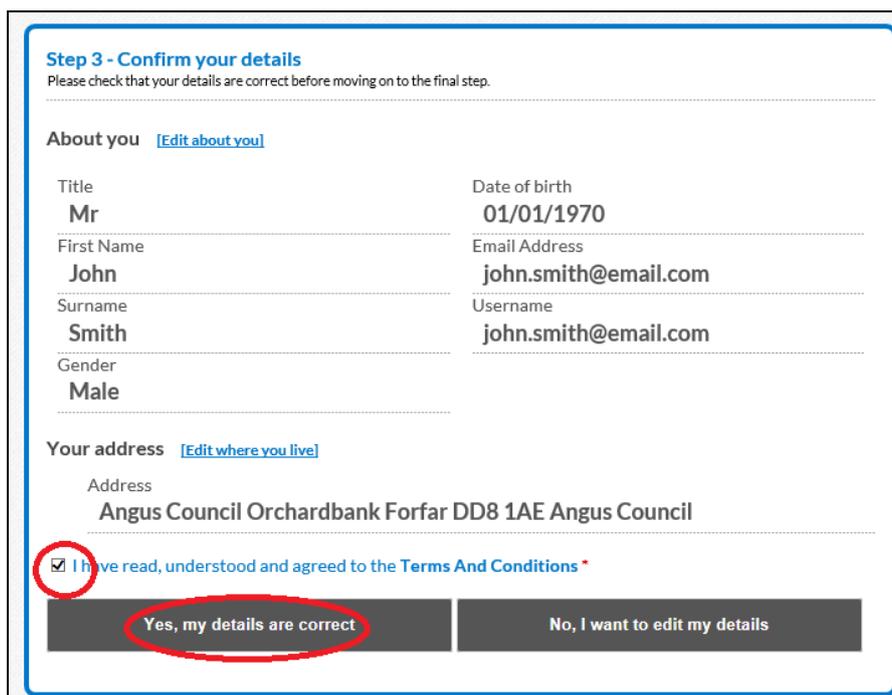
Step 5

Now you will see a screen asking you to enter your post code and house number, you then click the 'Find Address' button. Select your address from the list that appears and then click the grey 'Use Address' button, this will take you automatically to the next page.
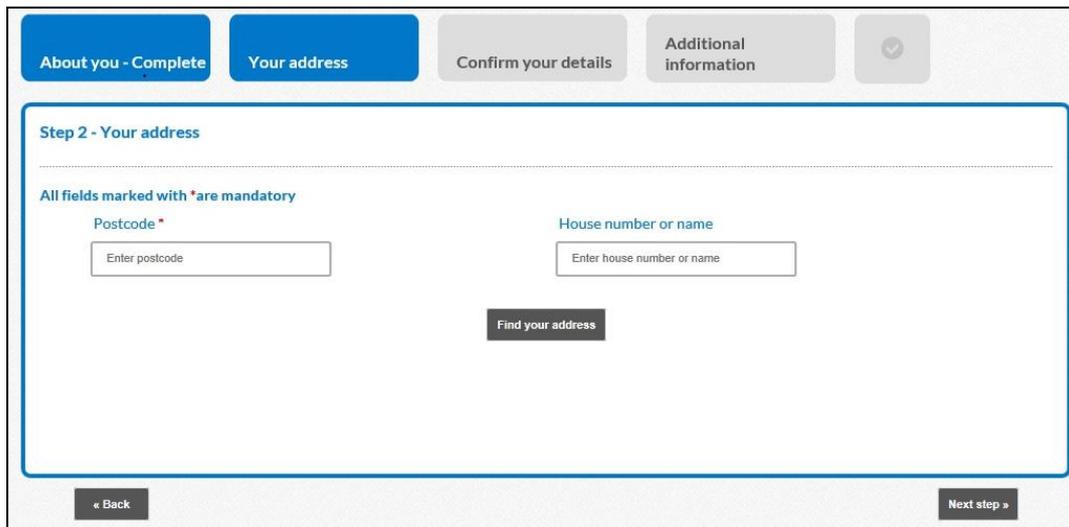
Step 6

This step shows the information entered so far – if correct, check the box to accept the terms of use and then click the grey 'Yes my details are correct' button.

Step 7

The final screen you are presented with is optional and allows you to enter additional information such as phone numbers etc if you want to. Feel free to add any details you like then click to complete. You will then see this screen shown below confirming your account has been setup. At this point, you can close the browser window if you like as the final step is to check your email for confirmation of your username and your one time password.
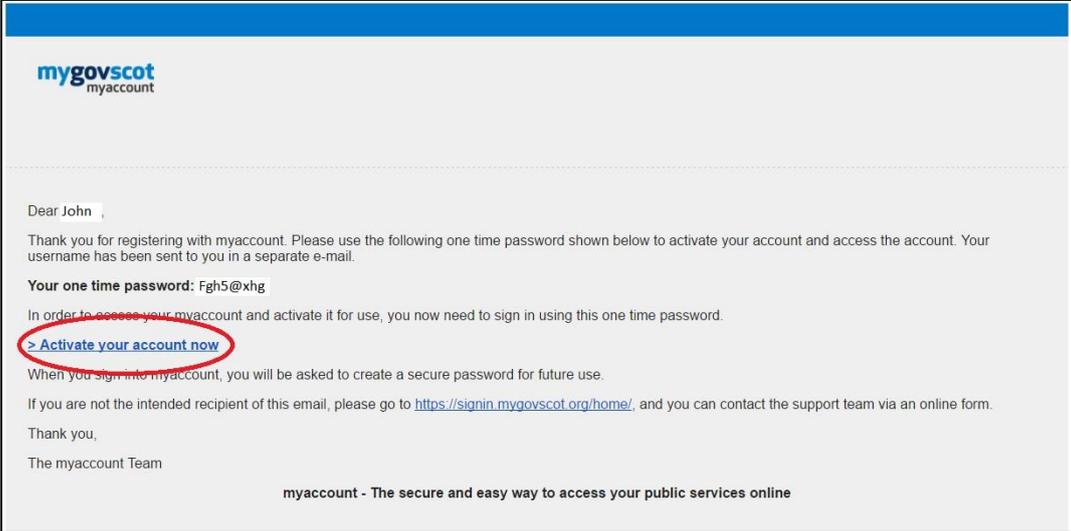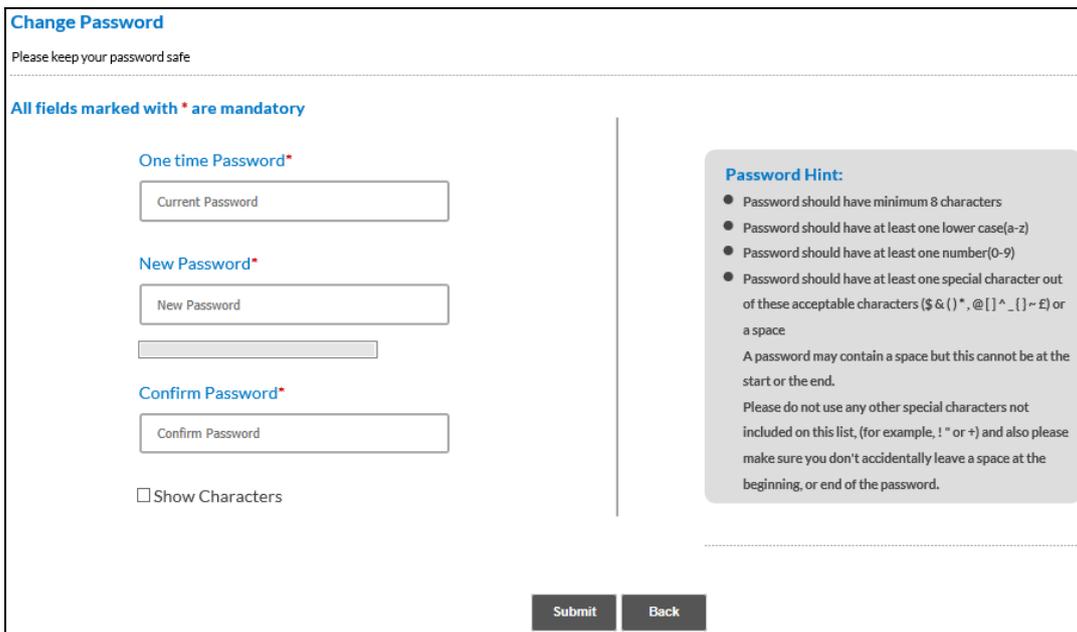

Step 8

After completing registration, you will receive two emails. One confirming your username that you selected and another confirming your one-time password to use the very first time you login. The email will look similar to this one below. To complete your registration, click the blue link that says 'Activate your account now'.
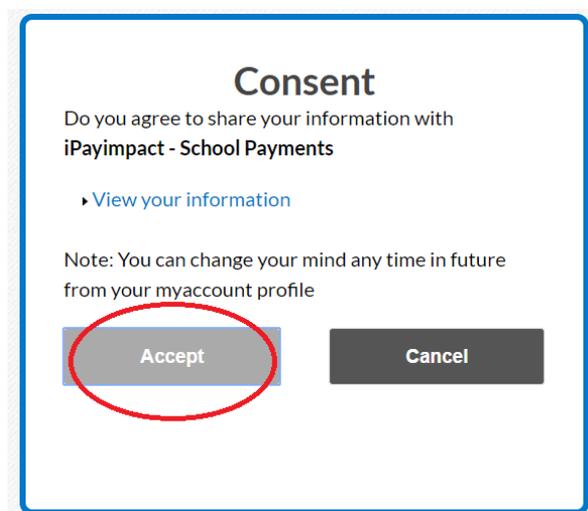
The link will take you to a 'MyAccount' login page where you use your username you selected and the one-time password to login and complete the activation. Once logged in, you will finally be asked to create a new password of your choice that you will use from now on when logging in as shown below. The password has various requirements which are all noted at the right hand side for convenience. Once you have chosen a suitable password, go ahead and click 'Submit', that is your initial account creation now complete!

Change Password

Please keep your password safe

All fields marked with * are mandatory

One time Password*

Current Password

New Password*

New Password

Confirm Password*

Confirm Password

☐ Show Characters

Password Hint:
- Password should have minimum 8 characters
- Password should have at least one lower case(a-z)
- Password should have at least one number(0-9)
- Password should have at least one special character out of these acceptable characters ($ & ( ) * , @ [ ] ^ _ { } ~ £) or a space

  A password may contain a space but this cannot be at the start or the end.

  Please do not use any other special characters not included on this list, (for example, ! " or +) and also please make sure you don't accidentally leave a space at the beginning, or end of the password.

Submit   Back
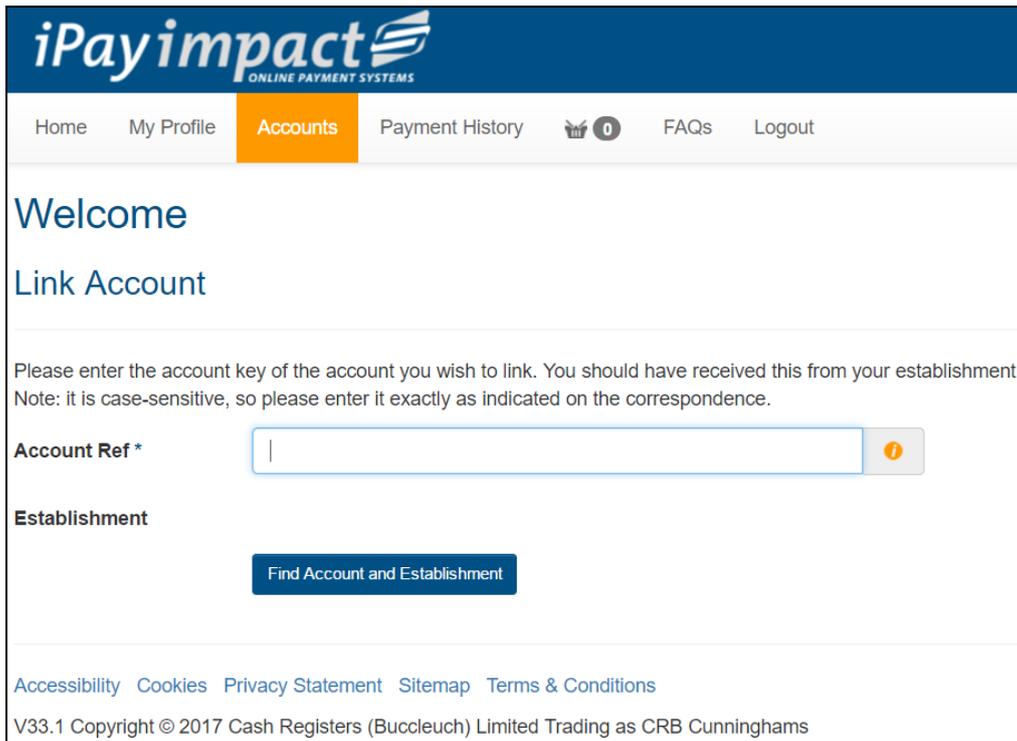
Step 10 – Linking your MyAccount with iPayImpact

Now that you have your 'MyAccount' fully setup, the final step is to link your 'MyAccount' to the Online School Payments system. This just allows the payment system access to the details you have entered as part of your registration to allow you to manage your school payments securely online.

Consent

Do you agree to share your information with **iPayimpact - School Payments**

▸ View your information

Note: You can change your mind any time in future from your myaccount profile

Accept   Cancel

Linking your Parent/Carer Account with a Child

Step 11

This screen that you see now is actually you fully logged into 'iPayImpact', the online payments system, now that you have completed your account registration. This is the final step where you link your parent/carer account that you have just created with the child/children that you would like to be able to make payments toward. Each child will be issued with a letter by the school that contains their unique 'Link Key' that connects their pupil account with your parent/carer account. This 'Link Key' is a long string of different characters and is case sensitive so do type it in carefully to ensure there are no errors which will prevent your accounts from linking successfully. When you have entered the link key, click the blue 'Find Account and Establishment' button. This will link your account and take you to your parent/carer homescreen where you can get started using the new system in full!