

Getting Started with Online School Payments – Parent/Carer Registration

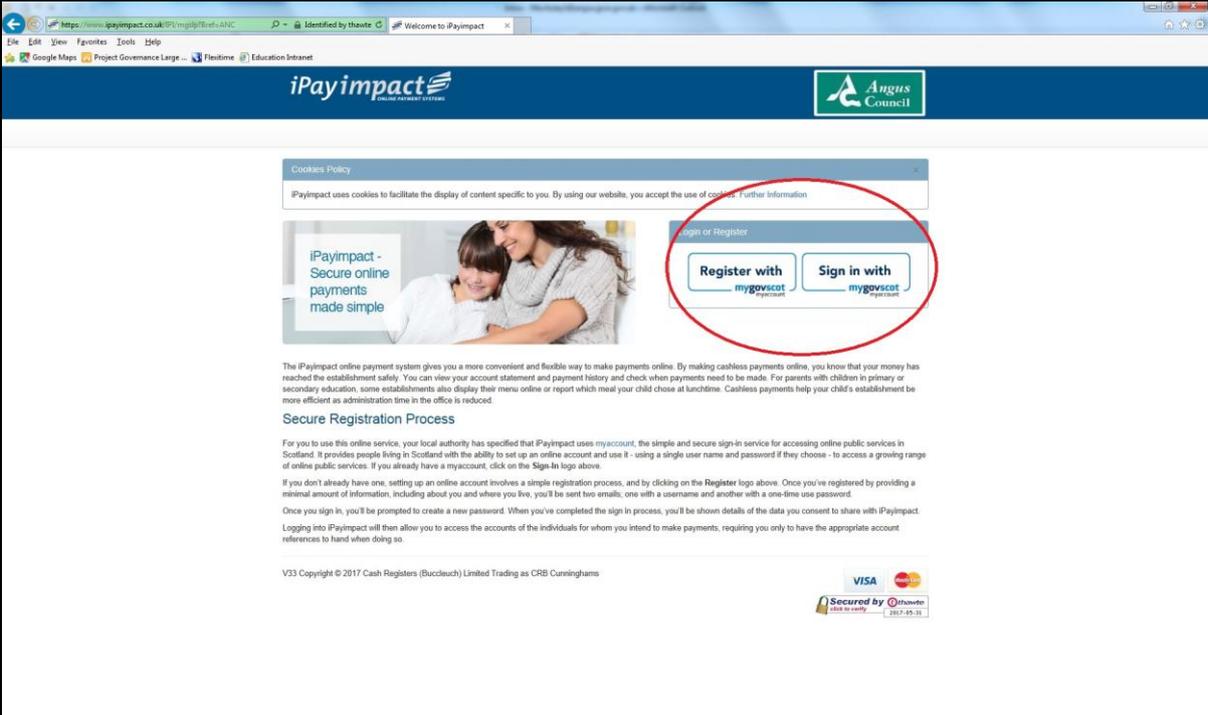
The new online school payments system is really straightforward and easy to use. In order to get started, you need to either login with an existing 'MyAccount' username and password if you already have one, or create a new one. Once created, your 'MyAccount' login will allow you to access a range of 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/carers 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/carers) 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

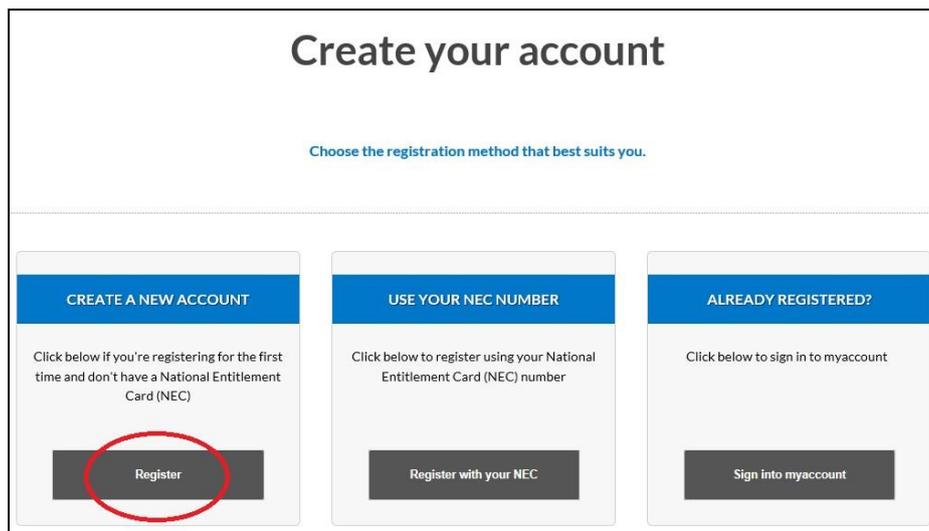
When accessing the system, you have the choice to 'Register with' or 'Sign in with' your MyAccount username and password. If you already have a username and password having registered previously for school payments or any other online Council service since the new system was introduced in May 2017, go 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'



The screenshot shows the iPayImpact website interface. At the top, there is a navigation bar with the iPayImpact logo and the Angus Council logo. Below this, a 'Cookies Policy' banner is visible. The main content area features a 'Sign or Register' section with two buttons: 'Register with mygovscot' and 'Sign in with mygovscot'. The 'Register with mygovscot' button is circled in red. Below the buttons, there is a section titled 'Secure Registration Process' with detailed text explaining the registration process and security measures. At the bottom of the page, there are logos for VISA and Mastercard, and a 'Secured by' logo.

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'.



Create your account

Choose the registration method that best suits you.

CREATE A NEW ACCOUNT

Click below if you're registering for the first time and don't have a National Entitlement Card (NEC)

Register

USE YOUR NEC NUMBER

Click below to register using your National Entitlement Card (NEC) number

Register with your NEC

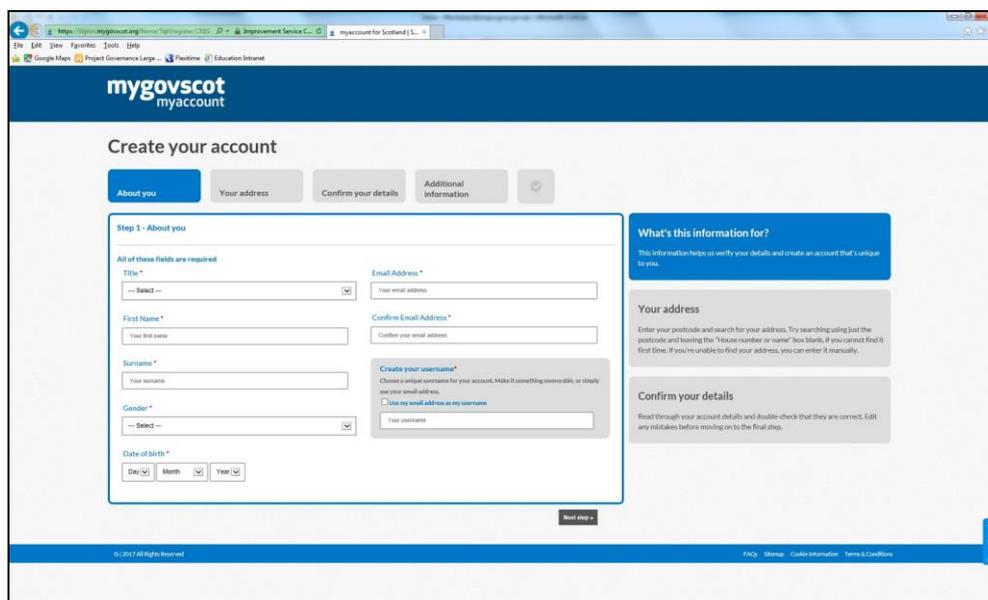
ALREADY REGISTERED?

Click below to sign in to myaccount

Sign into myaccount

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.



mygovscot myaccount

Create your account

About you | Your address | Confirm your details | Additional information

Step 1 - About you

All of these fields are required

Title * Email Address *

First Name * Confirm Email Address *

Surname * **Create your username***
 Choose a unique username for your account. Make it something memorable, or simply use your email address.
 Use my email address as my username

Gender *

Date of Birth *

Next step

What's this information for?

This information helps us verify your details and create an account that's unique to you.

Your address

Enter your postcode and search for your address. Try searching using just the postcode and leaving the "house number or name" box blank. If you cannot find it first time. If you're unable to find your address, you can enter it manually.

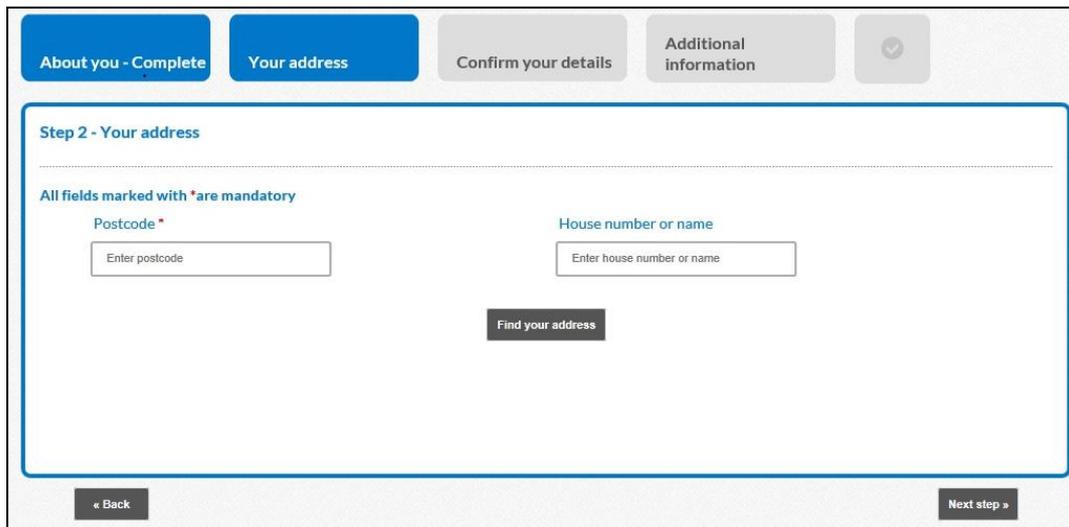
Confirm your details

Read through your account details and double-check that they are correct. Edit any mistakes before moving on to the final step.

© 2017 All Rights Reserved FAQs | Help | Contact Information | Terms & Conditions

Step 5

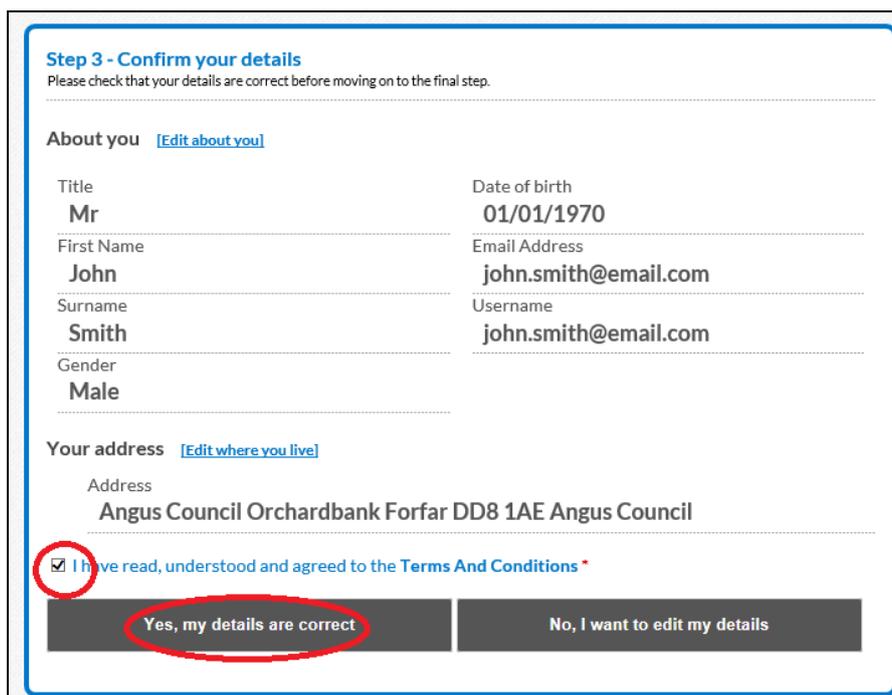
Now you will see a screen asking you to enter your post code and house number, you then click the 'Find Address' button. Select your address from the list that appears and then click the grey 'Use Address' button, this will take you automatically to the next page.



The screenshot shows a web form titled "Step 2 - Your address". At the top, there are five tabs: "About you - Complete" (blue), "Your address" (blue), "Confirm your details" (grey), "Additional information" (grey), and a dropdown menu (grey). Below the tabs, the form contains two input fields: "Postcode *" with a placeholder "Enter postcode" and "House number or name" with a placeholder "Enter house number or name". A "Find your address" button is centered below these fields. At the bottom of the form, there are "Back" and "Next step" buttons.

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.



The screenshot shows a web form titled "Step 3 - Confirm your details". It includes a sub-header "Please check that your details are correct before moving on to the final step." Below this, there are two sections: "About you" and "Your address".

About you [\[Edit about you\]](#)

Title	Mr	Date of birth	01/01/1970
First Name	John	Email Address	john.smith@email.com
Surname	Smith	Username	john.smith@email.com
Gender	Male		

Your address [\[Edit where you live\]](#)

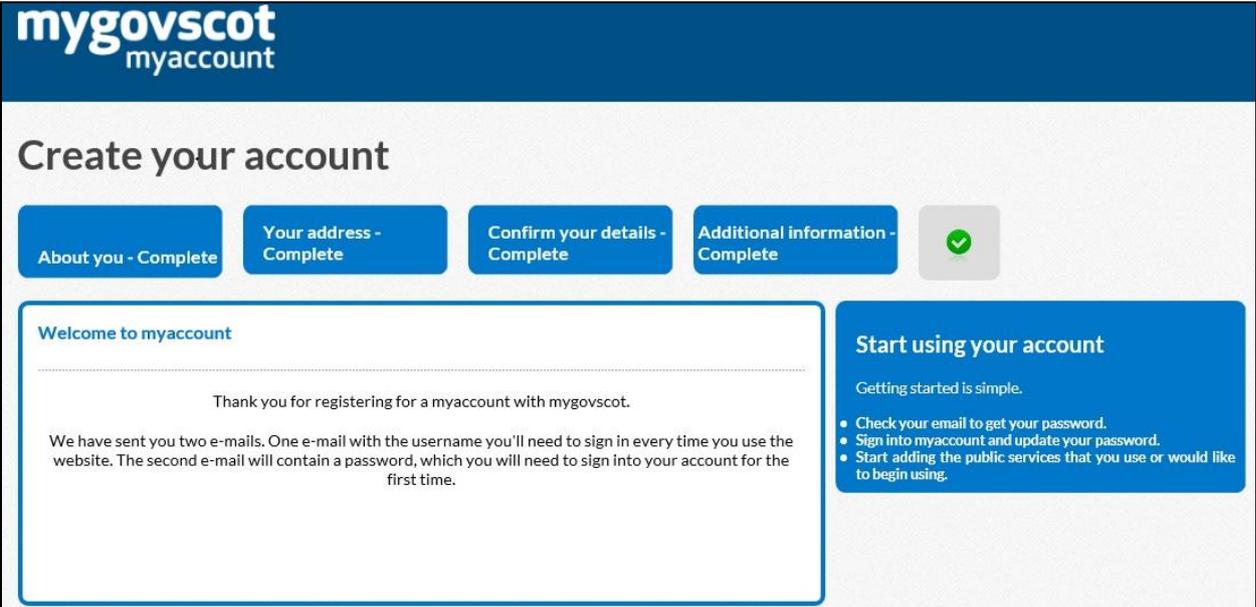
Address
Angus Council Orchardbank Forfar DD8 1AE Angus Council

I have read, understood and agreed to the Terms And Conditions *

At the bottom, there are two buttons: "Yes, my details are correct" (circled in red) and "No, I want to edit my details".

Step 7

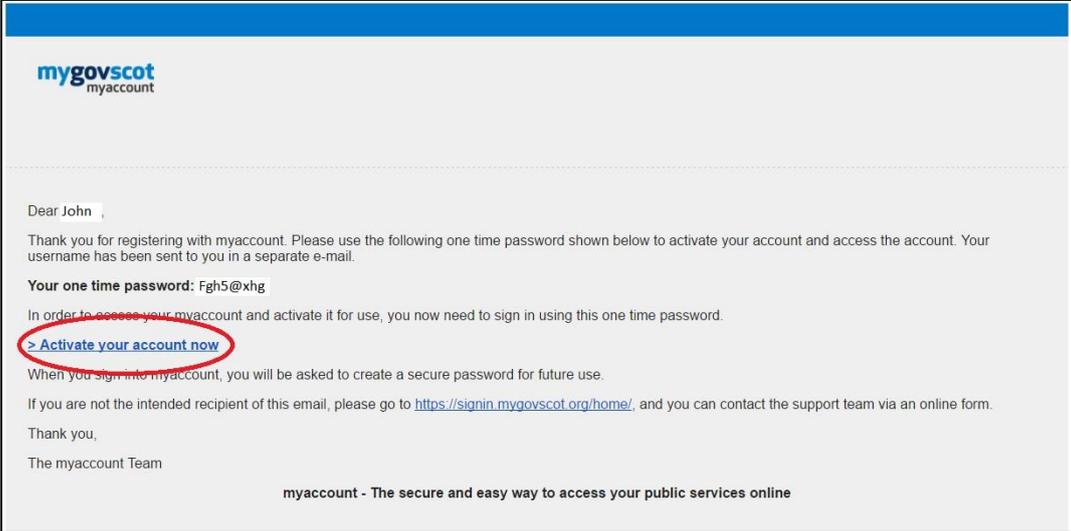
The final screen you are presented with is optional and allows you to enter additional information such as phone numbers etc if you want to. Feel free to add any details you like then click to complete. You will then see this screen shown below confirming your account has been setup. At this point, you 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.



The screenshot shows the 'mygovscot myaccount' website. At the top, there's a blue header with the logo. Below it, the main heading is 'Create your account'. A progress bar consists of five blue buttons: 'About you - Complete', 'Your address - Complete', 'Confirm your details - Complete', 'Additional information - Complete', and a final grey button with a green checkmark. Below the progress bar, there are two main content areas. The left one is titled 'Welcome to myaccount' and contains a message: 'Thank you for registering for a myaccount with mygovscot. We have sent you two e-mails. One e-mail with the username you'll need to sign in every time you use the website. The second e-mail will contain a password, which you will need to sign into your account for the first time.' The right one is titled 'Start using your account' and lists three steps: 'Check your email to get your password.', 'Sign into myaccount and update your password.', and 'Start adding the public services that you use or would like to begin using.'

Step 8

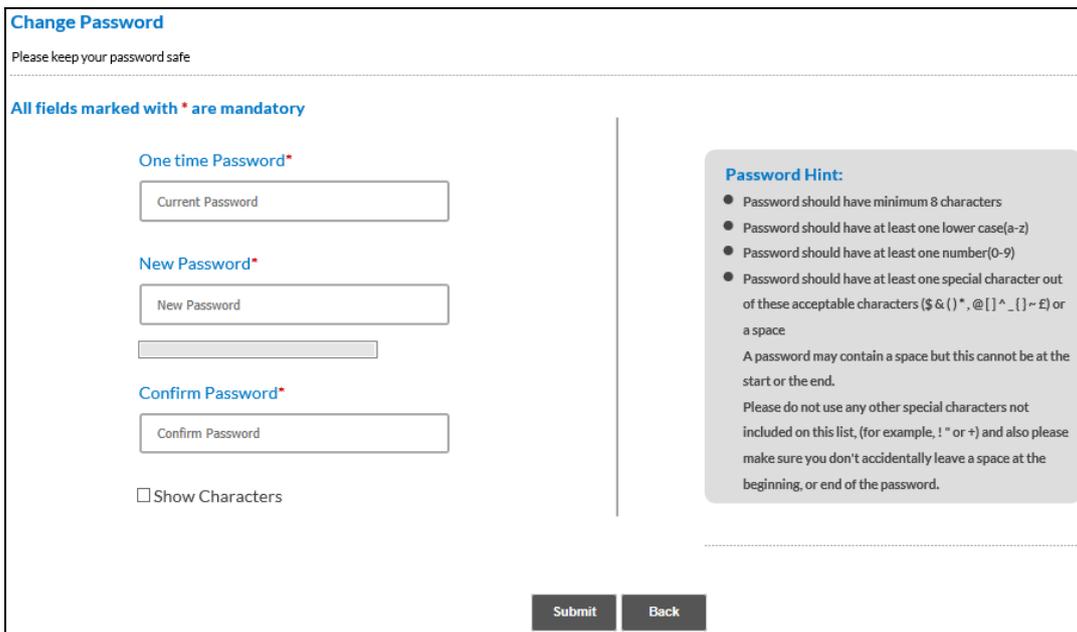
After completing registration, you will receive two emails. One confirming your username that you selected and another confirming your one-time password to use the very first time you login. The email will look similar to this one below. To complete your registration, click the blue link that says 'Activate your account now'.



The screenshot shows an email from 'mygovscot myaccount'. The recipient is 'Dear John'. The message says: 'Thank you for registering with myaccount. Please use the following one time password shown below to activate your account and access the account. Your username has been sent to you in a separate e-mail. Your one time password: Fgh5@xhg'. It then instructs the user to sign in with this password and provides a blue link: '> Activate your account now'. Below this, it says: 'When you sign into myaccount, you will be asked to create a secure password for future use. If you are not the intended recipient of this email, please go to <https://signin.mygovscot.org/home/>, and you can contact the support team via an online form. Thank you, The myaccount Team'. At the bottom, it says 'myaccount - The secure and easy way to access your public services online'.

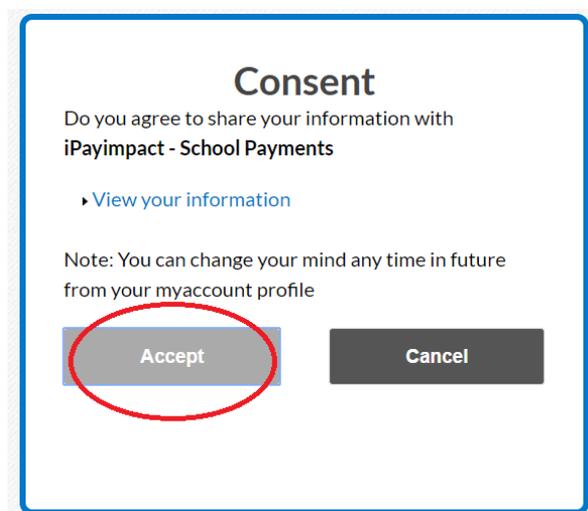
Step 9

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!



Step 10 – Linking your MyAccount with iPayImpact

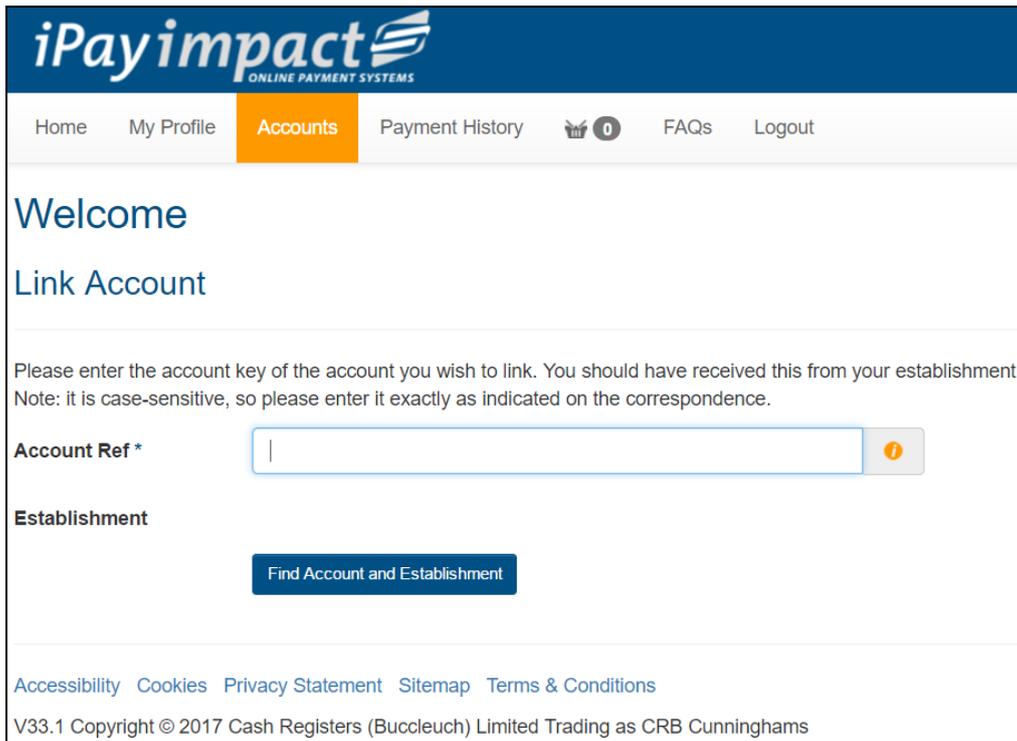
Now that you have your 'MyAccount' fully setup, the final step is to link your 'MyAccount' to the Online School Payments system. This just allows the payment system access to the details you have entered as part of your registration to allow you to manage your school payments securely online.



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/carers 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/carers 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/carers homescreen where you can get started using the new system in full!



The screenshot shows the 'iPayImpact' online payment systems interface. The top navigation bar includes 'Home', 'My Profile', 'Accounts' (highlighted in orange), 'Payment History', a notification icon with '0', 'FAQs', and 'Logout'. The main content area is titled 'Welcome' and 'Link Account'. Below this, there is a text prompt: 'Please enter the account key of the account you wish to link. You should have received this from your establishment. Note: it is case-sensitive, so please enter it exactly as indicated on the correspondence.' A text input field labeled 'Account Ref *' is provided, with a small orange information icon to its right. Below the input field is the label 'Establishment' and a blue button labeled 'Find Account and Establishment'. At the bottom of the page, there are links for 'Accessibility', 'Cookies', 'Privacy Statement', 'Sitemap', and 'Terms & Conditions', followed by the footer text: 'V33.1 Copyright © 2017 Cash Registers (Buccleuch) Limited Trading as CRB Cunninghams'.