If you are new to SchoolPay, you will need to set up an account. **This is a new system so if you haven't paid for anything online for any schools this school year, you will need to set up an account.** Start by inputting your info, email address, name, address, and set a password.

When you get to the School Payments screen, click on the green "add Students" button

Next, click the +add new student button in the top right corner

Choose Billings Public School

You will then get a drop down menu of all the Billings Schools – Senior and West are under Billings Senior and Billings West, Skyview is just under Skyview. If you are paying for an 8th grader, please choose the school they are attending right now.

You will then see 2 boxes where you can enter the student's first and last name or you can add them by ID number in the first box if you know that.

Next click the green add student button in the lower right hand corner of the screen

Once you have added a student or students, click on the Payment drop down at the top right of the screen and choose School Payments. You will get an alphabetized list of everything you can pay for at your school. Scroll down to Drivers Ed and add to cart.