

## 1. LOG IN / LOG OUT

To log in, enter your username, and password into the boxes on the log in section of the home page and click on the Log In button.

### Log In

Do you have a password? You will be presented with 3 options:

1. Yes I have a password.
2. No create an account.  
or
3. No it's been forgotten.

The image shows a screenshot of the Cardinal Newman School WisePay website. The main page features a navigation menu on the left with categories like 'Pay School Fees', 'School Fees', 'School Uniforms', 'Student Activities', 'Tickets', 'Sports Equipment', 'Community Activities', 'School Bus', 'Library Fees', 'Instrument Hire', 'Adult Education', 'School Fees', 'School Shop', 'Music Lessons', 'Examinations', 'Donations', 'Pay Invoice', and 'Before & After School Clubs'. A callout box on the left highlights the 'Log In' section, which contains the following text:

**Log In**

What is your email address ?  
jane.smith.com

Do you have a Password ?

- Yes I have a password
- No Create an account
- No Its been forgotten

Enter your password below ?  
\*\*\*\*\*

**Log In**



If "YES I have a password" is chosen, then fill in your username and password and click Log in button.

If "NO create an account" is selected, you will need to create an account by following the screen instructions.

If "NO It's been forgotten" is selected, you will need to fill in your email address. We will check this against your account and email your password to you.

If you are unable to retrieve your password, or have lost your login details, then please contact your school and ask them to resupply this information..

## Log Out

To Log Out, click on the "logout" link on the top right of the page / green bar.

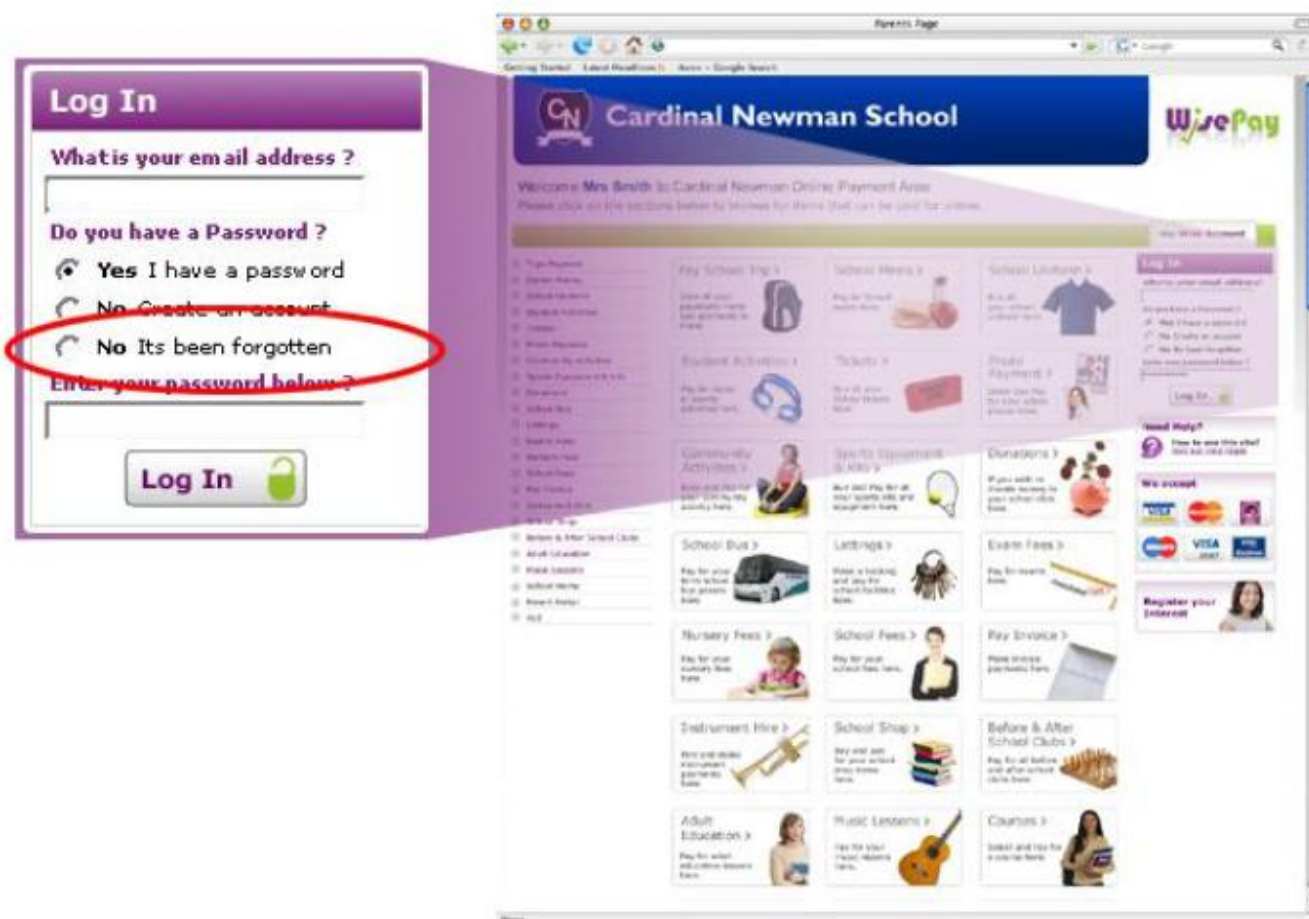
The image shows a screenshot of the Cardinal Newman School WisePay Parents Page. The page header includes the school logo and the WisePay logo. Below the header, there is a welcome message for Mrs. Smith and a navigation menu. A purple callout box with the word "Logout" is positioned over the top right corner of the page, pointing to the "Logout" link in the navigation menu. The main content area features a grid of payment options such as "Pay School Shop", "School Fees", "School Shop", and "Nursery Fees".



## 2. WHAT DO I DO IF I FORGET MY PASSWORD

If you forget your password please select:

“NO, it’s been forgotten” on the Login screen.



You will be asked to fill in your email address and we will check this against your account and email your password to you.

If you have previously been given a password but we do not hold an email address for you, then we do not have your email address to resend your password to. Please contact your WisePay School Administrator for your password.

