**MyEd & Tucasi Online Payments Guide**

MyEd is the app used by school to communicate with parents and carers, it enables you to have important information to hand and also to make payments and book sessions for school meals, breakfast club and trips or events.

You will receive a letter from school containing your child's unique link code and SCOPAY app code.

Note: *You only need your online link code when registering. It is no longer needed once your account has been activated. If you require a second link code (for another parent, relative or carer to create an account), please request this from school.*

- Install the MyEd app onto your mobile device. You can do this by searching 'MyEd' in your chosen app store. The correct icon should look like this:
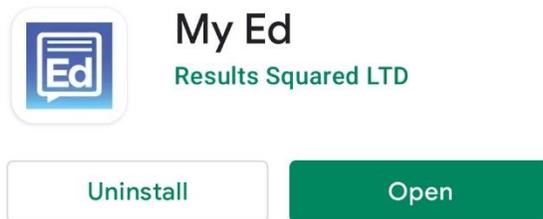
- The app will then ask you to add a school, search for 'St Teresa's RC Primary School' and choose 'ADD SCHOOL'
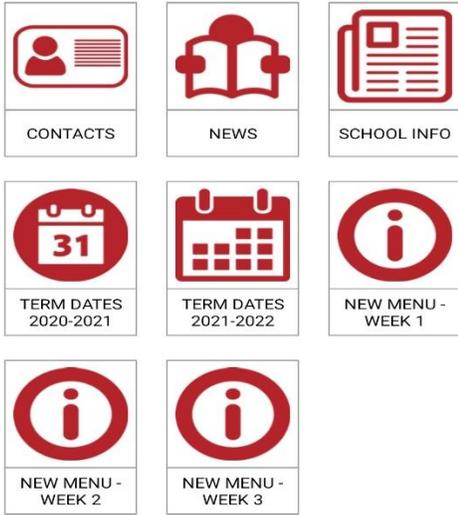
- Your main screen on the app will display something like this, it may change from time to time as information is added and updated.

- You can select the main buttons to view information such as school holidays and school dinner menus.

- If new news is added you will also receive a message asking you to check under the NEWS button.

- As you will see along the bottom menu, this page is named 'My School'.

- There is also a 'Messages' tab along the bottom, this is where all of our messages will appear, you will receive a notification to your phone when there is a new message to read. You can also use the messages function to contact school or report student absence as shown below.

- If you select the paperclip icon, it will allow you to attach photos of appointment letters or screenshots of appointment texts too!

ABSENCE HOTLINE

Please use this message window to report absence

29.Jan.21 19:10

Type message...
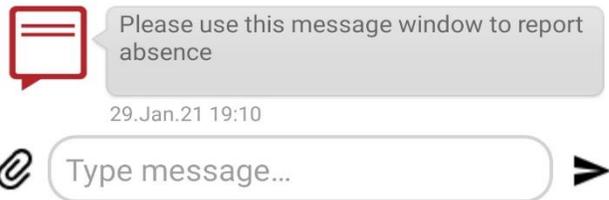
- There is another tab along the bottom called my students. Here you will find the students names, click onto one student. A button called 'Tucasi' will appear, click onto that button. As this button is loading there may be a box that appears asking you to 'OK' or 'cancel'. Please press cancel.

- An option will appear for you to register a new user. Complete the form using the online link code provided to you by school.

- You will be asked to confirm your email, once the email has been confirmed you will be able to access Tucasi.

More than one child in school?
To link your other children once you are on Tucasi, go to 'account info' and it will ask you to link accounts. Just type in the second link code and this will link up the accounts.

- Under the 'My Students' tab, your screen should show something like this:

- Here you can view your child's attendance, clicking on this button will give you more information, for example what percentage of absences were authorised.

- Clicking on the ABSENCE button will give a list of all the dates your child has been absent for the current school year. If the absence shows in green, it is authorised. If it shows in red, you should contact school with a reason for the absence. You can do this in the messages tab!

TUCASI

This is the button you will use to book both breakfast club and lunch sessions and make other payments to school. Clicking on this button will take you to SCOPAY – it should look a little something like this!

Enter your credentials and log on!

ST TERESA'S RC PRIMARY SCHOOL

97.28%
ATTENDANCE

ABSENCE

FORMS

MESSAGE HISTORY

TUCASI

This data was last updated 24/02/21

My School | Messages | ED Scan | My Students | Settings

SCOPAY

LOGIN

Email Address

Password

LOGIN

Don't have an account yet?
Register as a new user

I've forgotten my password

I can't verify my email address

- Once you are logged on you should be able to see options that are relevant to you. Trips and events will appear in here when they come up, along with dinner money and breakfast club. If breakfast club does not show on your screen and you require it, please contact the school office who can add it on for you.

- Using the buttons, you can make payments, simply enter the amount you would like to pay, add it to your basket, then check out when you are ready by clicking on the basket icon at the top of the page.

- Once money is showing on the balance, you can select the 'ORDER SESSIONS' button, to book sessions in for both breakfast club and school dinners. You will be presented with a calendar, simply click on the appropriate day, and select the correct option.

- If you book and pay for a dinner and your child is then absent, the office will update this and the money will go back into the account balance ready to be used another day.
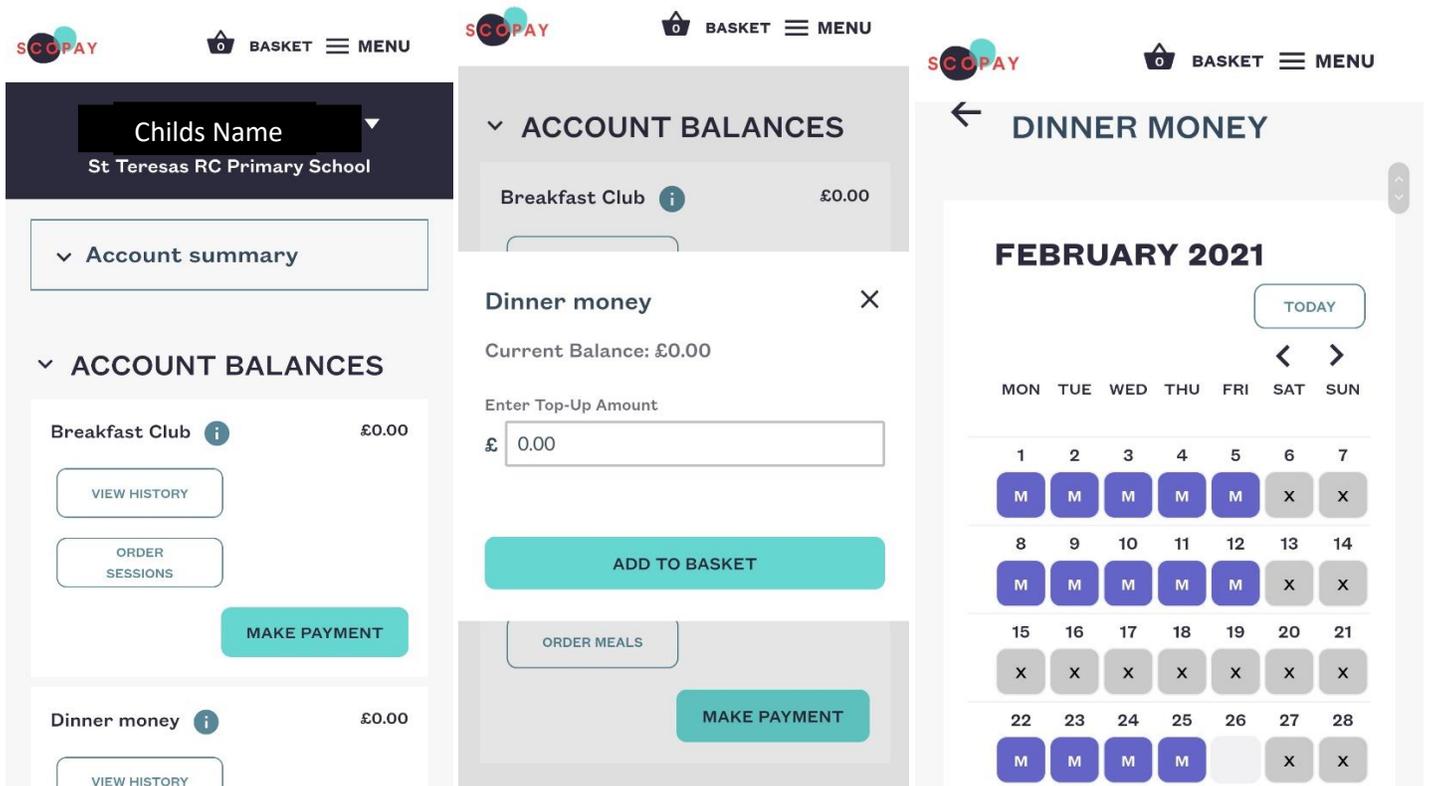
Please contact the school office if you need any help.