<u>**IMPORTANT INFORMATION AND REGISTRATION INSTRUCTIONS FOR PLANO ISD EMPLOYEES**</u>

- The employee must be the one who enrolls his/her student(s) in PASAR using his/her own credentials for the Parent Portal.
- The online enrollment system recognizes a district employee and the discounted rate is given. Therefore, no credits/adjustments are given when others enroll an employee's student.
- District employees must be linked to their employee ID# and their students for online enrollment to recognize them as an "employee" and receive the employee-discounted rate.
- Employees who are not recognized at the employee-discounted rate when enrolling online must "stop" enrollment and not continue. The reason could be the employee ID# is not linked to their students online. If this is the case, the employee must email the Parent Portal at parentportal@pisd.edu providing:
    o His/her name
    o Employee ID
    o Students' names/IDs
    o Explain in the email that your students is not linked to your employee's ID# and the employee-discounted rate is not populating when enrolling online for PASAR.
- Should an employee continue enrolling in PASAR even though employee-discounted rate is not shown, the tuition rate at time of enrollment will remain and will continue to be charged. It is the employee's responsibility to contact the PASAR Finance Office asking about the rate. The fees are not adjusted retroactively no matter the date the PASAR Finance Office is contacted.
- If anyone other than the district employee enrolls an employee's student the employee-discounted rate is not recognized and no credits given to the account.
- The employee is responsible for paying the first month's tuition (if enrolled in the regular plan). The payroll deduction begins in September to pay forward for October's PASAR tuition and the deduction will continue through April, paying forward for May tuition. Contact the PASAR Finance Office if you have questions or concerns.
- For students enrolled in the regular plan, the employee will receive an email from the PASAR Finance Office with the payroll deduction form attached providing instructions.
- If student is enrolled in the drop-in plan, the employee must pay the required $150 deposit per student before student's start date (as entered online at time of registration) for funds to be available in account prior to student's attendance. If the employee does not pay the required drop-in account deposit, the student will be removed due to non-payment of this required deposit.

Instructions -- How to Enroll My Student(s) in PASAR

1) Log on to parent portal https://parentportal.pisd.edu/Login.aspx
2) Scroll down to Program Enrollment & Payments.
3) To enroll, click on TEAMS PSS Program Enrollment & Payments. Google Chrome is the required browser for TEAMS PSS.
4) Your available students are displayed on the next screen.
5) Click on one student's name to enroll in PASAR (name becomes highlighted in yellow). Then click on the tab, ASC Registration.
6) At the next screen, click on student's name which becomes highlighted in yellow.
7) Click on SELECT button.
8) On next screen, there is a box to mark if your student needs <u>special accommodations</u>. An explanation of this: "Special accommodations may include, but are not limited to students receiving accommodations during the school day with a 504 plan, IEP, or other special circumstances that require specific assistance." [Please know if your student requires special accommodations, you must contact the PASAR Zone Leader for your campus.]
9) The student's home campus is stated at top.
10) The "Date of Registration" is defaulted to "today's date."

11) Click on the down arrow in each box for plan (select one: regular plan or drop-in plan) and select session (academic year). The *start date* and *end date* are automatically populated with the first day and last day of the school year. The *Start Date* and *End Date* may be changed, if desired, by end user. The tuition plan is automatically populated. Click on SAVE button.

12) *NOTE: There is a two-day delayed start date. The start date selected is what determines the tuition amount charged. Start date of 1st – 15th of any month, a full month's tuition is charged; a start date of 16th – last day of any month, a half-month's tuition is charged. If enrolling my student in the Regular Plan (monthly care) and I choose an August start date, the monthly tuition for both August and September is combined into one monthly fee amount, which is due before my student's start date.

13) User can review data entered for accuracy and data shown can be changed by clicking on the enrollment line. The line becomes highlighted. User can edit/change the enrollment line, and/or delete and start again. Once enrollment line is highlighted in yellow, click on either DELETE or EDIT button.

14) Once enrollment data is correct, click on CONTINUE button at bottom of screen.

15) If you have more than one student, system will prompt user, asking if enrolling another student. Answer question correctly.

16) The next screen shows the balance owed for registration fee (+ any balance that might be linked to your student).

17) If user agrees to this balance, click on AGREE button and enrollment will continue. Clicking on the DO NOT AGREE button will stop enrollment.

18) If the AGREE button was selected, on the next screen, the user's email address is shown. User can confirm or change, as appropriate.

19) Click on CONTINUE button to continue to the next screen.

20) The next screen shows "Agreement of Services." Please read this important agreement- online - so users are informed and aware of financial procedures.

21) User must select one: I AGREE or I DO NOT AGREE. If the I DO NOT AGREE button is selected, the enrollment stops and no enrollment occurs. To continue the enrollment process, user must click on the I AGREE button and continue the enrollment.

22) On the next screen, the user enters credit/debit card information as requested on screen to pay.

23) To continue, click on FINAL REVIEW button. Remember, successful enrollment requires payment.

24) The top of the next screen provides the user an opportunity to review enrollment data again to confirm enrollment is correct. If a change in enrollment is needed, click on the blue CHANGE button at top left. Review carefully! This is the last opportunity to make a change in student's enrollment.

25) If all data on this screen is correct and no changes are needed, click on AUTHORIZE PAYMENT button.

26) If payment is successful, the next screen will show payment confirmation and state, Thank you for your payment and confirmation number _____. This screen can be printed, saved or downloaded. Click on DONE button when completed.

27) **Reminder:**
To cancel or change an enrollment after successfully making the registration payment, the PASAR customer must contact the PASAR Finance Office immediately. If a start date change is needed, complete the Change of Service form located on the PASAR website and pay the $25 required fee online and follow the instructions on the form and submit the form to the PASAR Finance Office. For questions, contact the PASAR Finance Office at financeofficepasar@pisd.edu