

## 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 special accommodations. 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. Notice 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.  
**\*NOTE: The start date selected is what determines the tuition amount so choose this wisely. Start date of 1<sup>st</sup> – 15<sup>th</sup> of any month, a full month's tuition is charged; a start date of 16<sup>th</sup> – last day of any month, a half-month's tuition is charged.** [At the beginning of each school year, there is a two-day delayed start date if not enrolled prior to 5 PM (CST) the Wednesday prior to the first day of school. Refer to the **Start Date Chart** on website for guidance <https://www.pisd.edu/Page/522>
12. 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.
13. Once enrollment data is correct, click on CONTINUE button at bottom of screen.
14. If you have more than one student, system will prompt user, asking if enrolling another student. Answer question correctly.
15. The next screen shows the balance owed for registration fee (+ any balance that might be linked to your student).
16. If user agrees to this balance, click on *AGREE* button and enrollment will continue. Clicking on the *DO NOT AGREE* button will **stop** enrollment.
17. If the *AGREE* button was selected, on the next screen, the user's email address is shown. User can confirm or change, as appropriate.

18. Click on CONTINUE button to continue to the next screen.
19. The next screen shows "Agreement of Services." *Please read* this important agreement- **online** - so users are informed and aware of financial procedures. **Please know**, this Agreement is **abbreviated** version and the **complete** Agreement of Services can be found on the PASAR website <https://www.pisd.edu/Page/3529>
20. 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.
21. On the next screen, the user enters credit/debit card information as requested on screen to pay.
22. To continue, click on FINAL REVIEW button. **Remember, successful enrollment requires payment.**
23. 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.
24. If all data on this screen is correct and no changes are needed, click on AUTHORIZE PAYMENT button.
25. 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.

**Reminder:**

- To cancel or change an enrollment after successfully making payment, the parent must **contact the Finance Office immediately but no later than 48 hours to possibly avoid tuition charges**. If start date change is needed, complete the Change of Service form located on PASAR website, and pay \$25 required fee online and follow instructions on the form to submit to Finance Office. You may contact the Finance office at this email address [financeofficepasar@pisd.edu](mailto:financeofficepasar@pisd.edu)