

## MySchoolFees.com - First Time User's Quick Start Guide

1. In the address bar on your browser (not the search box) type in <http://www.myschoolfees.com> and press the enter key.
2. Register for an account as a parent.
3. In the 'Select School' drop down menu, select:  
'UT - PROVO - PROVO DISTRICT OFFICE'.
4. Click the 'Public Items' button.
5. Scroll down past PRESCHOOL and click on **SUNRISE PRESCHOOL**.

The screenshot shows the MySchoolFees.com interface. At the top, there is a navigation bar with the logo and links for 'Support and FAQs', 'Information', and 'Sign Out'. Below this, there are links for 'Debra K Manning's Home Page' and a '3 Minutes Video Demonstration'. A 'Message Of The Day' section informs the user they are logged into the online payment site for the District Office and provides instructions on how to make payments. The main content area is titled 'Welcome to Provo District Office' and includes a 'Select a Different School' dropdown menu. Underneath, there are two tabs: 'Student Items' and 'Public Items'. The 'Public Items' tab is active, showing a list of categories. 'SUNRISE PRESCHOOL' is highlighted in the list. To the right of the list, there is a form titled 'SUNRISE PRESCHOOL TUITION' with an 'Enter Dollar Amount' field and a 'Min: 50.01' label. Below the field is an 'Add To Cart' button. At the bottom of the page, there are links for 'View Payment History', 'Edit Your Profile', and 'Change Your Password'.

6. On the right, enter the tuition amount in the 'Enter Dollar Amount' box.
7. Click 'Add To Cart'.
8. Click on 'View Cart' or 'Check Out'.
9. **Please email a copy of the receipt to preschool secretary, Rosa Frezzia, at [rosaf@provo.edu](mailto:rosaf@provo.edu).**