



Instructions for Setting up your Online Payments Account

Our aim is to make our school a cashless school. To help with this, each parent is asked to set up an online account in order to pay book fees. This account will also be used to pay for school trips and other school activities. We have outlined some guidance below which will help you to pay fees and other payments electronically. This will be available on **1st March**.

1. Follow the link: <https://ams.enrol.ie/cscns/index.aspx>
2. The picture of the lock and the 'https' in the address bar will reassure you that this is a secure site for use of debit/credit cards and storage of information.

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Éiread Óileánach agus Oideachas
Iarthar Na Cathrach agus Uí Fhoirtcheirn
Dublin and Uí Fhoirtcheirn
Education and Training Board

School Payments System

Username/Email

Password

Login

Forgot your password?

Create Account

Citywest and Saggart CNS
Privacy | Terms | Help | Staff

Create Account

Student First name

Student Surname

Student PPSN

Cancel Next

Citywest and Saggart CNS
Privacy | Terms | Help

3. For your first time to login select the Create Account button.
4. Enter your child's first name, surname and PPS number.

If your child's surname has an apostrophe in it, please do not include this or a space. E.g. O'Connell will be OConnell.

5. Press **NEXT**.

6. You will be asked to:
- Confirm if your contact phone number is correct.
 - You must enter an **email address** for further communication. (This email address will be used as your username)
 - You must also create and confirm a **password**.
 - Choose a recovery question

Keep a secure record of these as you will use them to login on future occasions.

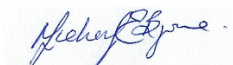
7. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the **Edit** button and update once corrections have been made. Please tick the box confirming your details are now correct and click the **Confirm** button.
8. For future logins you will be asked to enter the email address and password you have entered into the system.

TO MAKE A PAYMENT:

- You will see at least two tabs in the payment screen depending on how many children you have attending Citywest & Saggart Community National School. Choose the **Family** tab if you wish to pay a number of fees or choose your **Child's Name** if you wish to make a payment against that individual.
- Choose the amount you wish to pay from the payment dropdown and click the **NEXT** button.
- Enter your credit/debit card details as instructed on the screen and click on the **NEXT** button. If you have any difficulties at this stage please phone the school office - 014133080.
- You can print and/or save your receipt. All records of your payments will be saved for you on your own private page so you can see what you have paid to date.

If you cannot use the online system please phone us for assistance. We will be happy to sit down with anybody who would like us to go through it with them. Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient and safe.

Yours sincerely,



Mike Byrne, Principal