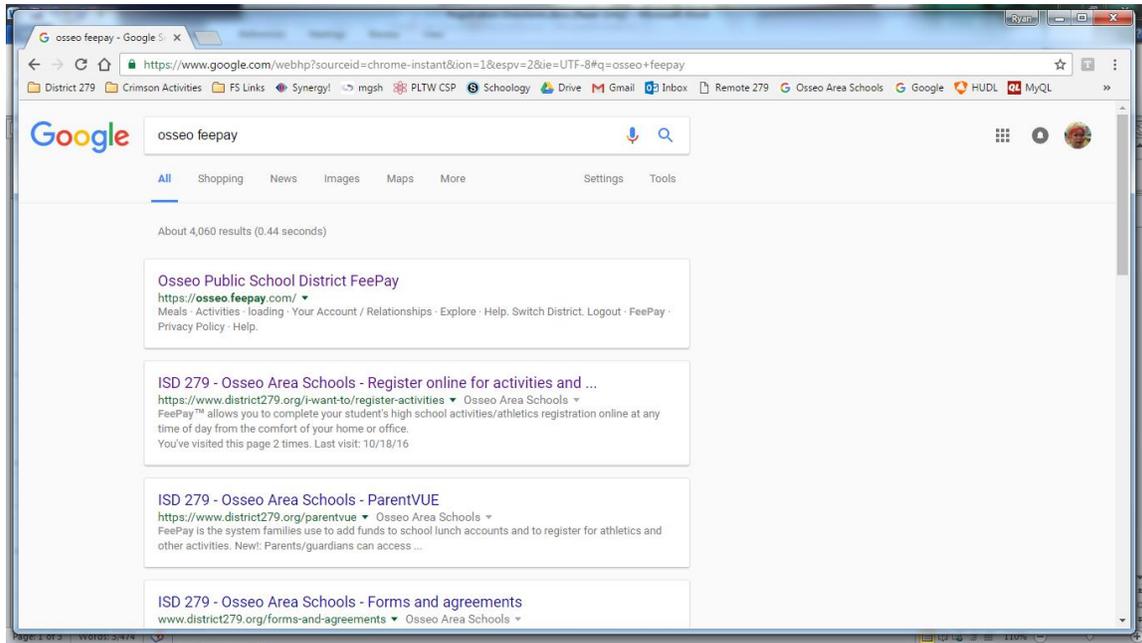


Instructions to register a student for an activity at MGSB:

1. Open a google search page. Enter the words “osseo feepay” and press enter. Click on the very first hyperlink (as shown below).



2. When you get to the FeePay activities site you will look to the black border. If you already have an account please click on the **Log In** button and enter your email and password. (Please note, this is not the same as your ParentVue login, this would be something that you created). If you already have an account skip to step 4.



3. For new users: After you click on the orange **Sign Up** tab it will bring you to a page that prompts you to register a new account. This page is information of the parent. Please enter demographic information for yourself. When finished hit the orange **Create Account** tab at the bottom of the page.

The screenshot shows a web browser window with the URL https://login.feepay.switchboard.io/register?district=osseo&client_id=feepay_landing&redirect_uri=%2F%2Fosseo.feepay.com&callback=undefined&t=1476837993858. The page title is "FeePay Account" and the main heading is "Register a New Account". A blue banner states: "This is your personal information. You will be able to enter your family members after you register." The form includes the following fields: First Name, Middle Name, Last Name, Birth Date (mm/dd/yyyy), Gender (dropdown), What Is Your Race? (dropdown), Are You Hispanic Or Latino? (radio buttons for Yes/No), City, Home, Work, State (dropdown), and Zip. A blue "Create Account" button is at the bottom right, with "or cancel" text next to it. A note below the form says: "By submitting this form and creating an account you agree that you have read and agree to the Privacy Policy." The FeePay logo and "Privacy Policy | Help" link are at the bottom of the page.

4. Next, you will see your account listed on the left of the page and on the right you will see **Add or Create a Person**. Click the blue tab and enter your student's demographic information. You will need your student's Maple Grove student ID number for this section. When complete click on the blue **Create Person** tab at the bottom of the page.
5. After your student has been created you will go back to the top of the page, this time to the left and look for the word **Activities** with a box next to it that looks like stairs made of dots. Click that tab and you will see your students name with a number of activities listed. Scroll through the pages and look for your student's activity choice and add it to your cart. If you are NOT able to proceed to your cart there will be a note saying a valid physical is required.

PLEASE NOTE: If you get this notice you will need to contact your clinic and get a copy of a valid physical to have sent to our office. You may have this faxed to 763-391-8701, emailed to OsatiuukR@district279.org, or physically brought to the student activities office between 7:30-3:30 Monday through Friday. Although you may have had a physical done by your clinic we do not currently have one on file at the high school.

6. Once you have completed answering the MSHSL questionnaire proceed to your cart for the payment of your choice. You may use a credit/debit card or a checking account number. Be sure to process payment. A thank you receipt will then be generated. Print for your records.