

Registering to Ride the Bus

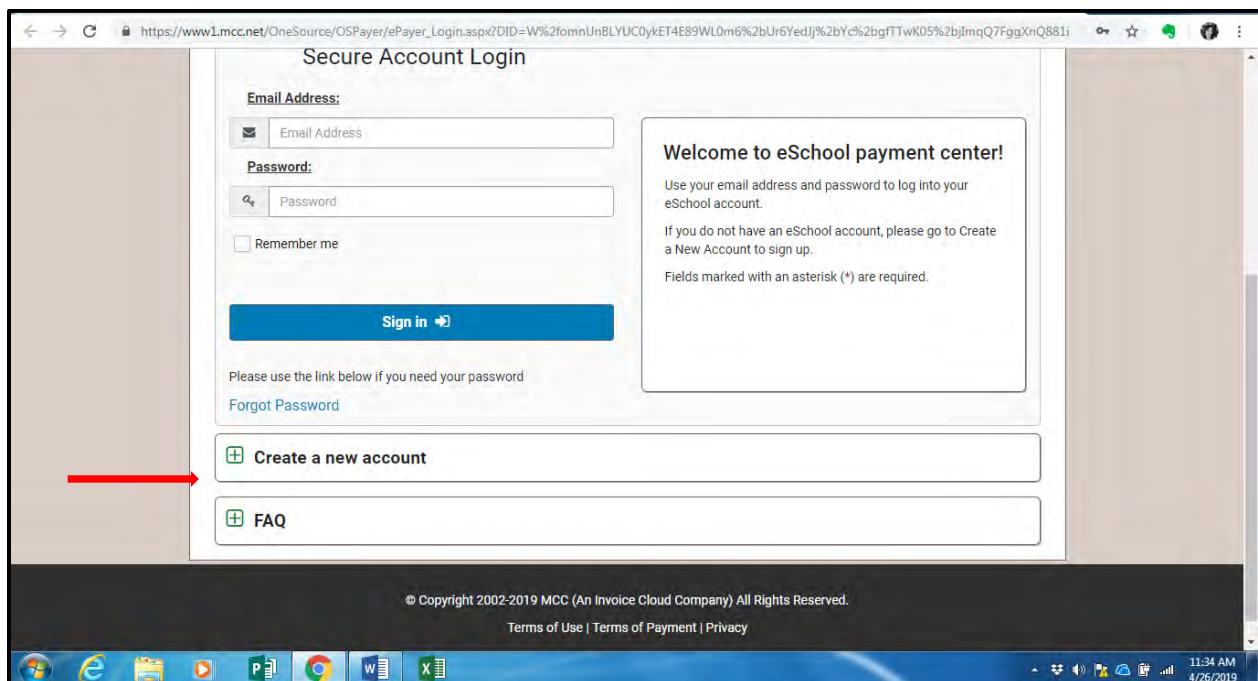
- Go to the Chelmsford Public Schools webpage at www.chelmsford.k12.ma.us
- Click on the Parent Tab-MCC Register & Pay Online



MCC Portal

- If you have an account, enter your email address/password and "Sign In" (Then Skip to Page 7 and follow instructions for Registration Section)
- If you do not have an account, Click on

+ Create a New Account button



Enter the following information:

- Email Address, Confirm Email Address, First Name, Last Name, Mailing Address, City, Country, State, Zip Code and Phone Number
- Create a password
- Submit the information by clicking on the Green “Create Account” button

The form is titled "Enter the following information:" and contains the following fields:

- Email address ***: A text input field.
- Confirm email address ***: A text input field.
- First Name ***: A text input field.
- Last Name ***: A text input field.
- Mailing Address ***: A text input field.
- Address Line #2**: A text input field.
- City ***: A text input field.
- Country ***: A dropdown menu with "United States" selected.
- State ***: A dropdown menu with "MA" selected.
- Zip-Code ***: A text input field.
- Phone Number ***: Three text input fields for the area code, prefix, and number.
- Extension**: A text input field.
- Password ***: A text input field.
- Confirm Password ***: A text input field.

At the bottom of the form is a green button labeled "Create Account".

- After you click on “Create Account” the main screen will be shown and a message box below that states “Your account has been created”.

Chelmsford
Public Schools

CHS Band @ Disney

Welcome to eSchool

Secure Account Login

Email Address:

Email Address

Password:

Password

☐ Remember me

Sign in

Welcome to eSchool payment center!

Use your email address and password to log into your eSchool account.

If you do not have an eSchool account, please go to Create a New Account to sign up.

Fields marked with an asterisk (*) are required.

Your account has been created.

An activation number has been sent to your email account.

To complete and activate your account setup, please click the link contained in the email.

- Log into your email and write down the activation number
- Click on the Activation link

Thank you for registering for Chelmsford Public Schools eSchool!

Logging into your Chelmsford Public Schools eSchool account:

To activate your eSchool account, please click on the link below or follow the instructions in step 4.

<http://www.mcc.net/onesource/Activation.aspx?RID=1221&Act=110366301036418&CID=11033588&ID=1&TID=W/omnUnBLYUCoykET4E89WL0m6+Ur6YedJj+Yc+gTTwk05+JlmqQ7FggXnQ881>

1. Go to the Chelmsford Public Schools eSchool website if you haven't clicked the activation link (or click here <http://www.mcc.net/onesource/redirect.aspx?TID=W/omnUnBLYUCoykET4E89WL0m6+Ur6YedJj+Yc+gTTwk05+JlmqQ7FggXnQ881>)
2. Type in your Username/Email Address and Password
3. Click Login
4. On the next screen you will be asked for your Activation Number (This Activation Number is only needed for the initial login)

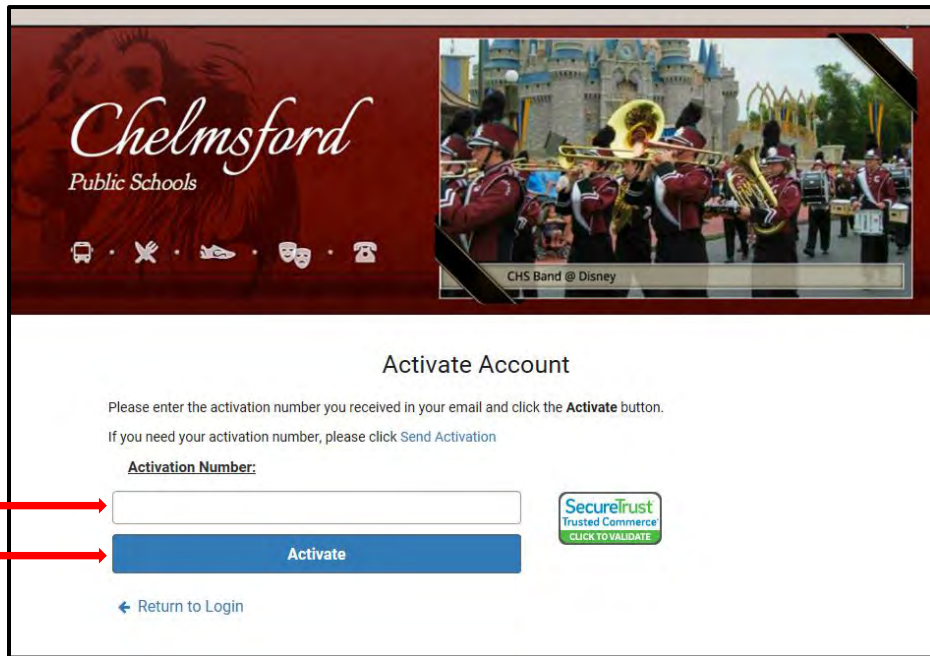
Activation Number: 110366301036418

To make your payment, please follow the instructions located on the eSchool website.

Thank you,
Chelmsford Public eSchool Support

Chelmsford Public eSchool
ChelmsfordMASchools@mcc.net

- Enter your activation number from the email
- Click on the “Activate” button and the account is now ready to register the student.



Chelmsford
Public Schools

Activate Account

Please enter the activation number you received in your email and click the **Activate** button.

If you need your activation number, please click [Send Activation](#)

Activation Number:

Activate

[Return to Login](#)

SecureTrust
Trusted Commerce
CLICK TO VALIDATE

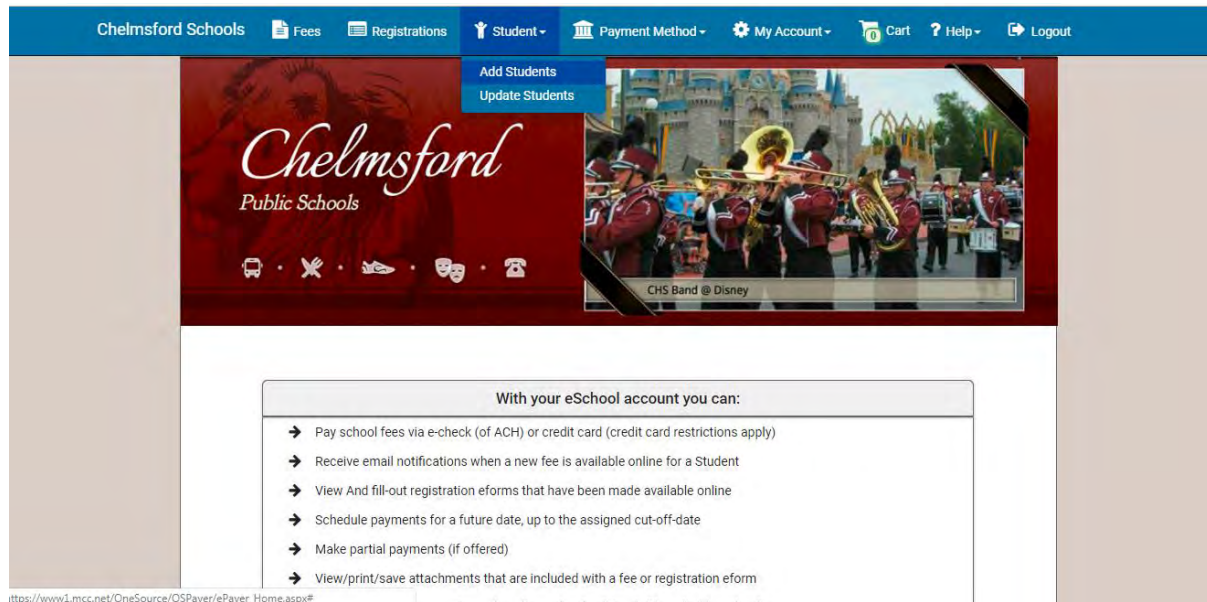
- The instructions for registering a student are listed below.

With your eSchool account you can:
<ul style="list-style-type: none"> → Pay school fees via e-check (of ACH) or credit card (credit card restrictions apply) → Receive email notifications when a new fee is available online for a Student → View And fill-out registration eforms that have been made available online → Schedule payments for a future date, up to the assigned cut-off-date → Make partial payments (if offered) → View/print/save attachments that are included with a fee or registration eform → View a history of payments made online or by check/cash (if applied by school)

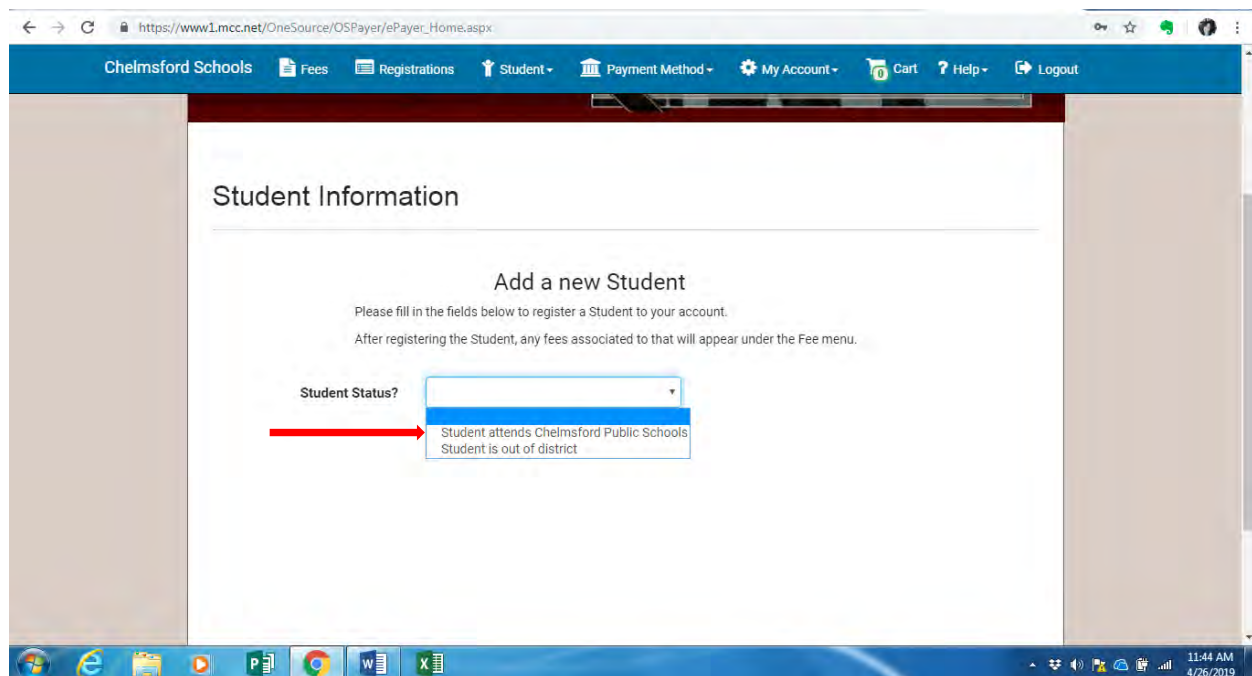
How to get started:
<ol style="list-style-type: none"> 1. Add the Student(s) to your eSchool account from the menu option labeled Student and then select Add Student. Edit Student information by selecting Update Student. 2. If the Student ID was issued by the District, search for the Student using Student ID and Last name. If Student ID was issued by another School District, select Student Status and fill in required fields. If the eSchool account was created for you by the School, skip this step. 3. Go to the Fee or Registration menu option to view and pay for Fees and/or Registrations. 4. Add Fees and completed Registrations to your Payment Cart. 5. From the Payment Cart option, select a saved payment method or create a new one. 6. Verify And Submit payment(s) 7. View submitted payments under your Payment History.

Register a student for the FIRST TIME

- Click on the “Student” tab at the top of the screen and “Add Students”



- Select “Student attends Chelmsford Public Schools”



- Enter the Student ID (Student ID's are in the X2 portal-Starts with a "55" and is nine digits long)
- Enter the Student's Last name
- Click on the "Search" button

Chelmsford Schools | Fees | Registrations | Student | Payment Method | My Account | Cart | Help | Logout

Add a new Student

Please fill in the fields below to register a Student to your account.
After registering the Student, any fees associated to that will appear under the Fee menu.

Student Status?

StudentID *

Last Name: *

Enter the Student ID #

The Last name of the Student your are registering.

Search

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- Enter your address and Zip Code
- Click on the **Green** "Register Student" button

Student Information

Add a new Student

Please fill in the fields below to register a Student to your account.
After registering the Student, any fees associated to that will appear under the Fee menu.

Student Status?

Find another Student

Student Name: TEST TEST

School Name: Parker Middle School

Grad Year: 2020

Home Room:

Address:

Zip Code:

Register Student

- A Confirmation Screen will indicate Student was successfully registered to your account
- **Must still register the student for the bus**

Student Information

Add a new Student

Please fill in the fields below to register a Student to your account.
After registering the Student, any fees associated to that will appear under the Fee menu.

Student Status? Student attends Chelmsford Public S ▼
Find another Student

→ **TEST TEST successfully registered to your account.**
To view and pay any current fees click **TEST TEST fees**.

Registration for the Bus

- Click on the Registration Tab at the top to register the student for the bus
- The registration Screen will open
- Choose the Bus Registration option available. *(Do not choose Athletics Registration)*

Chelmsford Schools | Fees | Registrations | Student | Payment Method | My Account | Cart | Help | Logout

Registrations

Search Registration Name:

Bus Past

Registration Information	Registration Availability
Open Until:	Open to All Students
	Payments Accepted Until:
	<div> <input type="text" value="Select a Student"/> </div> <div> <input type="button" value="Signup"/> </div>

- Select the Student from the Drop-down Box
- Click on the **Green** “Sign up button”

- Choose “Autofill” and the Student information is populated.
- Select an option for “Total Number of Students”-This is how many Students you will be registering

Option to Select	
Paying	Choose # of PAYING students to register- If you have 3 paying students, select 3, <u>must register each student separately</u> and choose “3” each time for the pricing to be discounted. If 2 are PAYING and 1 is Free, only select 2 students.
Free	1 student over 2 miles K-6 only
Financial Assistance	1 Student seeking financial assistance must apply

- Click on the Green “Add to Cart” button
- Repeat Steps for Each Student

Chelmsford Schools | Fees | Registrations | Student | Payment Method | My Account | Cart | Help | Logout

[Back to Registrations](#)

BUS PASS PURCHASE 2019 - 2020 - EARLY BIRD

To register for your bus passes, please follow the steps below:

1. Select the Registrations Tab and chose a student from the drop-down menu below and click green signup button. Choose auto-fill and the student information will populate. Please confirm the information
2. All STUDENTS MUST BE REGISTERED SEPARATELY.
 - a) Total Number of Students (1-5 Students) should be selected ONLY if you are PAYING the Bus Fee. This will ensure the family cap is applied correctly.
 - b) The other 2 options - 1 Student over 2 miles grades K-6 and 1 Student seeking financial assistance should only be selected if there is no fee

Examples:

- a) If you have 1 student that requires a fee, check 1 student box and the fee will populate.
- b) If you have 3 students, all requiring a fee, select 3 students each time for every student you register so the family cap is applied.
- c) If you have 2 students, 1 with a fee and 1 without a fee 2 miles Grades K-6. Select 1 Student for the paying student and add to cart. The next student, ONLY check the 2 miles Grades K-6 and add to cart 1 student over 2 miles grades K-6.

3. After each student, Click "Add to Cart".
4. Please note: The system will notify you that you will be charged a convenience fee. This will NOT be billed to you, it is billed directly to CPS.

Would you like to fill information from previously entered registration fields?

Auto Fill

Student's First Name * Student's Last Name *

Address *

Total Number of Students

☐ 1 Student
☐ 2 Students
☐ 3 Students
☐ 4 Students
☐ 5 Students
☐ 1 Student over 2 miles grades K-6 ONLY
☐ 1 Student seeking financial assistance MUST APPLY

Payment Amount: \$0.00

After you have clicked the Add To Cart button, you must submit your payment to complete the Bus Pass 2018-2019 Half Year Registration.

Add to Cart

If one of these boxes is checked, you **WILL** be charged a fee

- Once all students are added to the Cart
- Click on Cart at top of page and this will bring up the Payment screen

Payment Screen

- The payment information will pre-populate
- Select the payment method-Credit Card/Debit Card/ACH (Mastercard, Visa, American Express, Discover & ACH)
- Click on “Make a payment”
- Email confirmation will be sent showing the student has successfully registered & paid for the bus pass. Only those who have PAID will receive an email confirmation. If the student is Free or Financial Assistance, select the “Fees” tab in MCC and the amount will be zero and your student is registered for the bus.

The screenshot shows a web browser window with the URL https://www1.mcc.net/OneSource/OSPayer/ePayer_home.aspx. The page title is "Chelmsford Schools". The navigation bar includes links for Fees, Registrations, Student, Payment Method, My Account, Cart, Help, and Logout. The main content area is titled "Bus Pass 2018-2019 Half Year". It is divided into three sections: "Registration Details", "Payment Details", and "Additional Information".

Registration Details		Payment Details
Student Name John Smith	School: Chelmsford Public Schools	Amount Due: \$ XX
Student ID XXXXXXXXXX	Street Address: XX Main Street	Payment Amount: \$ XX
Need to make changes? Edit Registration		Payment Date: 4/26/2019
		Accepted Online until: 5/1/2019
		Select a Payment Method

Additional Information

* No partial payments for this Fee.
Amount listed must be paid in full

Make Payment (indicated by a red arrow)

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Thank you for Registering to Ride the Bus!

