

Parent Sign-In Issue: Not seeing the PSAT as an available item to select and pay for.

Steps to resolve:

After creating your account and assigning your students to your account:

1. Logout of SchoolCash and then log back in.
2. Go to “my account”
3. Go to “my students”
4. Students are listed on tabs. Make sure you are on the tab for the student that is enrolled at DDMMS for Math 1 or Math 2
5. Next to students name is a blue link “Pay Items” – click
6. Now you should see a chart/table with the PSAT listed as an item. If there is nothing on this page **click the refresh button**
7. When PSAT shows – it will be a blue link – click
8. Click Add to Cart
9. Click Continue