Community Pass

FOR THE NHS TRIP, PLEASE USE THIS PROCESS TO PAY BOTH THE DEPOSIT AND THE FINAL PAYMENT.
Beginning with the 2014-2015 School Year, the School District has approved use of the Community Pass on-line payment system as the District's primary form of payment for all student trips, fees, dues, etc. **NO** cash or checks should be submitted.

Please note that if you are not able to make payments via credit or debit card through the Community Pass system, contact Julie Lisella at the Wayne Township Business Office: jlisella@wayneschools.com or 973-633-3009 to discuss options for payment.

Below are the directions for use of the Community Pass system:

1. **Log into www.wayneschools.com**
2. *Go to <u>parents</u> (left side) click on Student Activity Payment*
3. *Log in –*
   A. **If you are NEW to the Wayne School District- Click create your account now and follow prompts.**
   B. **If you have student(s) in the Wayne School District- You have an account. Please do not create another account.**

      If you do not have or do not remember your password and cannot reset it, Email jlisella@wayneschools.com Provide your last name, child's first and last name, your mailing address and a parent email address. Your account will be reset and you will receive an email with your login and password.

      <u>*To register for a Program and make payment: Click HOME*</u>
   1. **Under Register Now, Click the arrow next to Select Activity – then *Choose Activity***
   2. **Click Register Now**
   3. **Confirm that your information is correctly displayed, edit if needed- click continue**
   4. **Verify Email address- edit if needed-click continue**
   5. **Choose student to be registered-click continue**
   6. **Confirm SCHOOL and GRADE are correctly displayed, edit if needed-click continue**
   7. **Click the box next to the activity that you are registering for-click continue**
   8. **Click credit card-continue**
   9. **Enter credit card information, also confirm address, etc.**
   10. **Click complete transaction**

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