

## SchoolCare Works Quick Set Up Guide for LTS Parents

Parents may only enroll a student in SchoolCare Works using a computer (each campus has one available in the main office if needed). However, parents can download the mobile phone app after registration is complete. Also, the account registration will need one PowerSchool student ID and their matching birthdate to complete the process.

1. Go to the Parent Portal (located in the same menu bar as PowerSchool) and select the SchoolCare Works tab.
2. Click **Create Parent Account**.
3. Enter information in the fields, including one of your student's ID and birthdate, then click **CREATE AN ACCOUNT**.
4. You will be redirected back to SchoolCare Works, **Log-In** and enter in your new username and password to enter the program.
5. Click on the **Registration** tab, scroll to select the program(s) you wish to enroll your child(ren) in and click **ENROLL**.
6. Click on the **Personal Information** tab and verify the parent information is accurate and add additional contacts (which can be set up as able to make payments by selecting Y to the PAYOR field).
7. If auto-pay is desired, click on the **Auto-Pay** tab and enter in credit card information. Auto-pay is a great way to get your entire bill paid at once and always on-time.
8. Parents can also opt to download the Cirrus Insite Connect phone app after completing the SchoolCare Works registration from Google Play or Apps store.

To Make a Payment with Cirrus Insite Connect using a smartphone:

- ✓ Enter your the Connect Portal user name and password in the User Name\* and Password\* text boxes.
- ✓ Click on the Login button.
- ✓ Click on the Pay Balance Due button at the top of the screen.
- ✓ Enter your payment information in the Payment Details section. When finished, click on the **Submit** button.