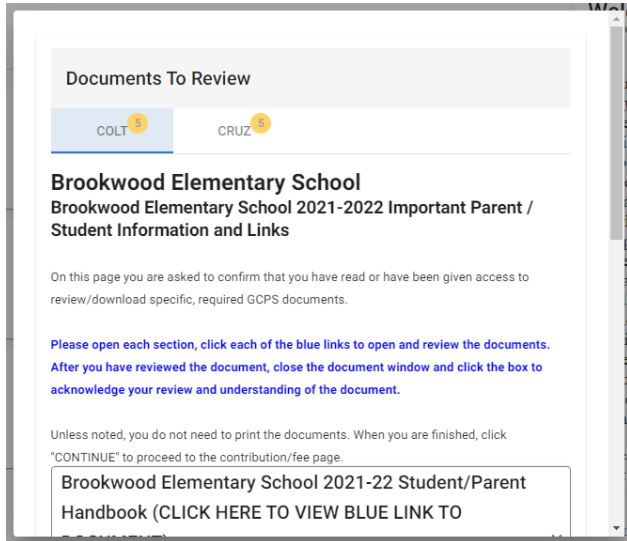


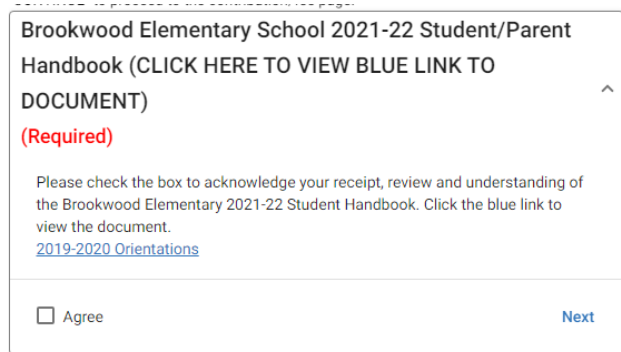
Completing Back to School Documents on



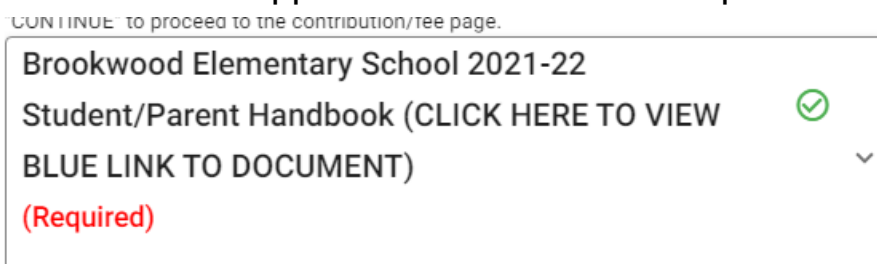
1. Go to <https://www.mypaymentsplus.com/welcome>
2. Log in to MyPaymentsPlus.
 - a. New to MyPaymentsPlus? [See the registration directions.](#)
 - b. Need to add a student? See the directions below.
3. After logging in, a box like the one below will pop up immediately.



4. Scroll down to the first box **Brookwood Elementary School 2021-22 Student Parent Handbook**. Click on the box to expand it.



5. Any documents to be reviewed are linked in the box. Click the **Agree**. A green check mark will appear and the box will collapse.




6. The following box, **GCPS 2021-22 Student/Parent Handbook - Elementary School** will expand. Review the linked documents then click **Agree**.

GCPS 2021-22 Student/Parent Handbook – Elementary School (CLICK HERE TO VIEW BLUE LINK TO DOCUMENT) ^

(Required)

Please check the box to acknowledge that you have reviewed the Gwinnett County Public Schools' 2021–22 Student/Parent Handbook for Elementary School. The contents of the handbook (including information on attendance, discipline, extracurricular activities, responsible use of technology, and all Annual Notices to parents, including Parent Right to Know, FERPA, and PPRA) have been reviewed by me and my student. I and my student understand the rights and responsibilities as a student enrolled in Gwinnett County Public Schools. In addition, I have reviewed on the school's website (or obtained and read a copy from a school) the listing of extracurricular activities available to my child. [2019-2020 Orientations](#)

Agree Previous Next

7. Complete the remaining boxes tasks. You will want to see a  to the right of each task.



8. Then click on the button to complete for that child.
9. You will be taken to the next child and repeat the steps for that child.
10. Once the documents for all children have been completed, the **Suggested Fees & Activities** box will appear. The fees for all children enrolled are listed in the same box.

Suggested Fees & Activities

Some items are pre-selected based on your child's schedule. If you do not wish to make a contribution for a pre-selected item, simply click on the box to uncheck and click "Continue to Dashboard" below. There are items available for payment listed under "Events & Activities"

Brookwood ES Clinic Supply Contribution	\$5.00	<input checked="" type="checkbox"/>
COLT		
Brookwood ES Supply Contribution	\$10.00	<input checked="" type="checkbox"/>
COLT		
Brookwood ES Technology Supply Contribution	\$10.00	<input checked="" type="checkbox"/>
COLT		
Brookwood ES Clinic Supply Contribution	\$5.00	<input checked="" type="checkbox"/>

Total : \$100.00

ADD SELECTED



11. Click

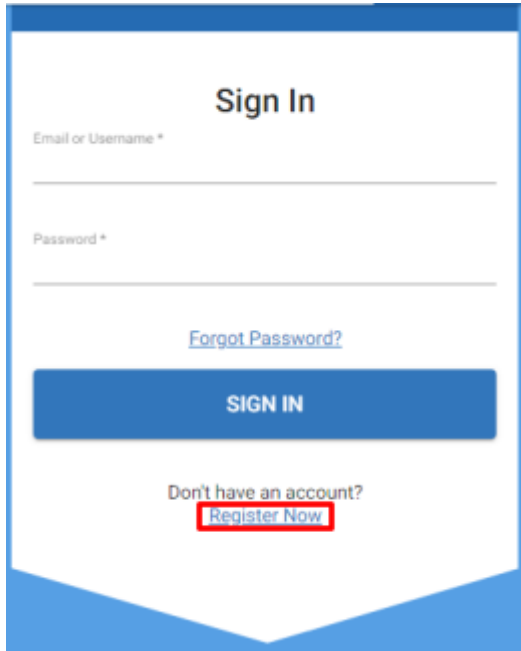
12. If the parent has selected PTA membership, then they will be taken to a form to complete.

The screenshot shows a web form for PTA membership. On the left, a blue sidebar contains the text: "Brookwood ES", "PTA Membership", "\$7.00", "COLT R", and "JOHNSTON". At the top right of the form area, it says "1 of 1". The main content area contains the following text: "The Activity or Fee Item you have chosen requires that you fill out the form below and click 'Save' to add to your cart." Below this is a paragraph: "You have selected to make a payment for PTA membership. To properly record your membership, please complete the following information." This is followed by a text input field with the prompt: "Please enter the names and grades of your student(s) at this school." Below that is a section titled "MEMBERSHIP INFORMATION:" with the instruction: "Please enter full member names. If paying for multiple memberships, enter the names for each member." At the bottom, there is another text input field labeled "Email Address".


13. After completing the PTA membership form and paying for fees, the parent has completed all forms.

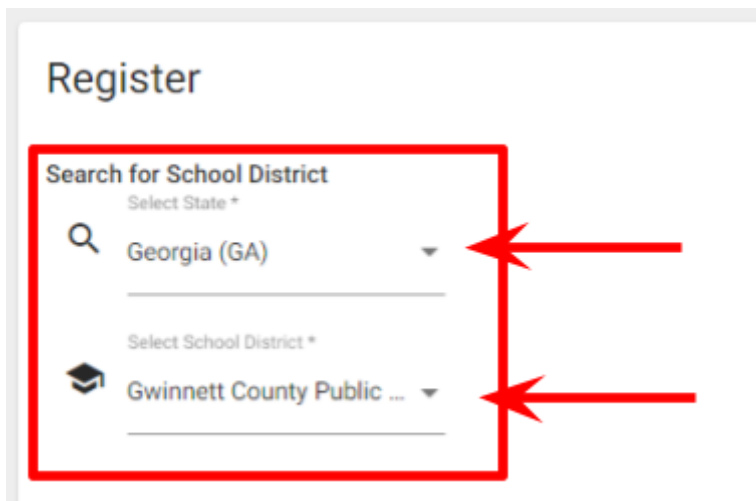
Register for an account with

1. Go to <https://www.mypaymentsplus.com/welcome>
2. Click on **Register Now**.

A screenshot of the "Sign In" form. It has a blue header with the text "Sign In". Below the header are two input fields: "Email or Username *" and "Password *". There is a blue link "Forgot Password?" below the password field. A large blue button labeled "SIGN IN" is centered below the fields. At the bottom, there is a link "Don't have an account?" with a red box around the text "Register Now" below it.

3. Complete the Register box. Note the selections for *Search for School District*

below. Then click  .

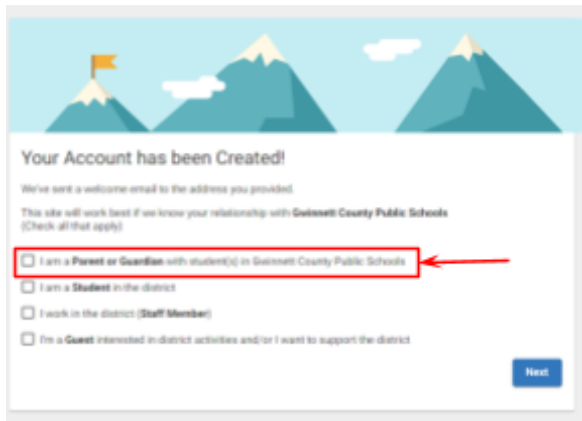
A screenshot of the "Register" form. The title "Register" is at the top. Below it is a section titled "Search for School District" with a red box around it. Inside this section, there are two dropdown menus. The first is labeled "Select State *" and has "Georgia (GA)" selected. The second is labeled "Select School District *" and has "Gwinnett County Public ..." selected. Two red arrows point to the right from the right side of the red box, one pointing to the "Georgia (GA)" dropdown and the other pointing to the "Gwinnett County Public ..." dropdown.

4. You will now choose your relationship to the district. Make sure to choose

I am a **Parent or Guardian** with student(s) in Gwinnett County Public Schools

. Then click

Next



Your Account has been Created!

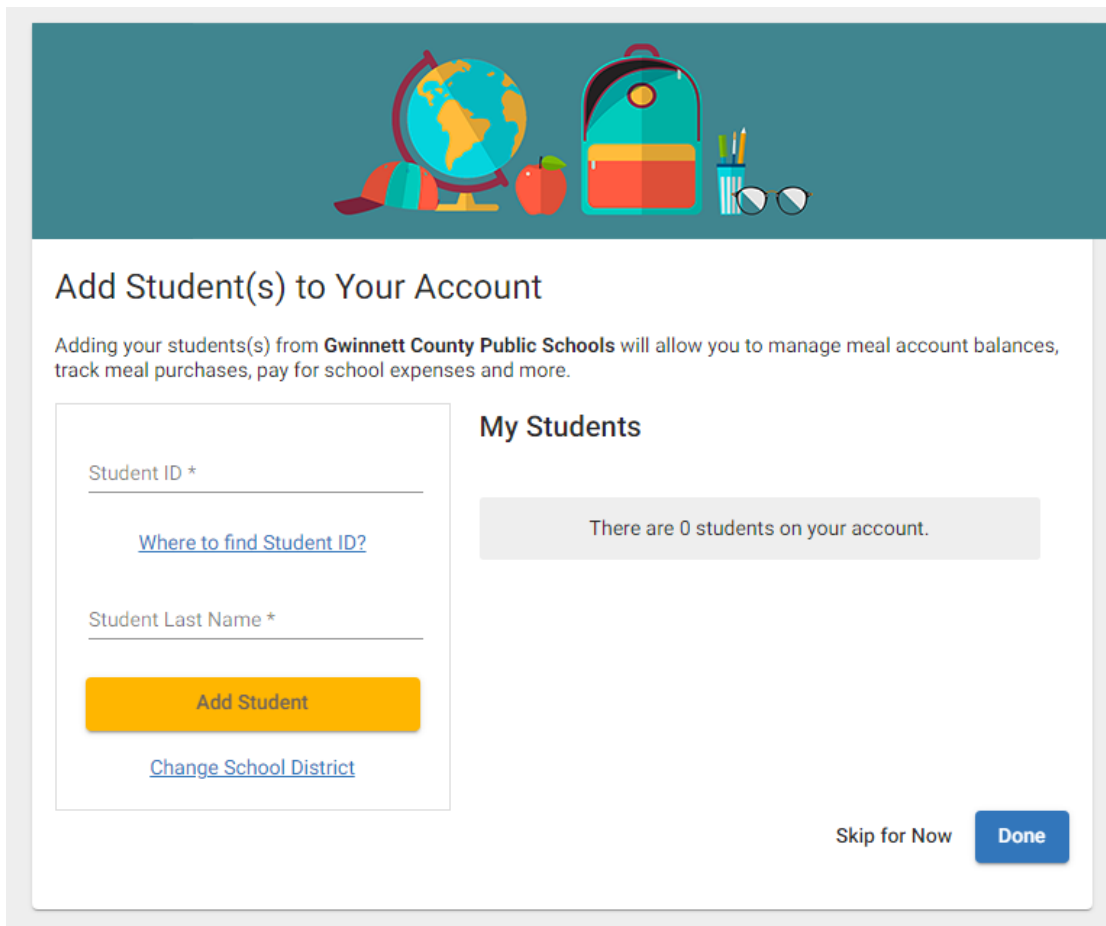
We've sent a welcome email to the address you provided.

This site will work best if we know your relationship with **Gwinnett County Public Schools** (Check all that apply)

- I am a **Parent or Guardian** with student(s) in Gwinnett County Public Schools
- I am a **Student** in the district
- I work in the district (**Staff Member**)
- I'm a **Guest** interested in district activities and/or I want to support the district

Next

5. You will now add students to your account. Input your student's student ID number and last name. Then click the Add Student button. Complete this for each student you need on your account. Then click **Done**.



Add Student(s) to Your Account

Adding your student(s) from **Gwinnett County Public Schools** will allow you to manage meal account balances, track meal purchases, pay for school expenses and more.

My Students

There are 0 students on your account.

Student ID *

[Where to find Student ID?](#)

Student Last Name *

Add Student

[Change School District](#)

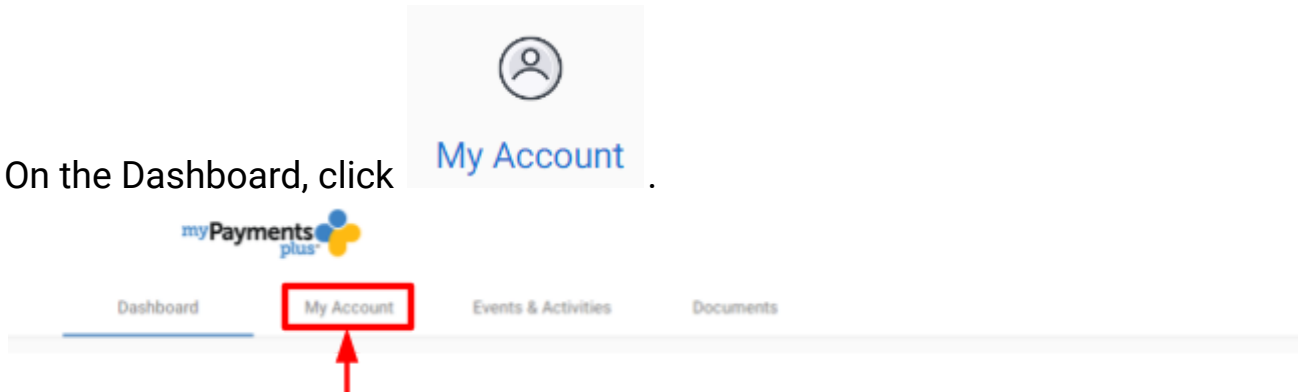
Skip for Now **Done**

Add a student to your account.

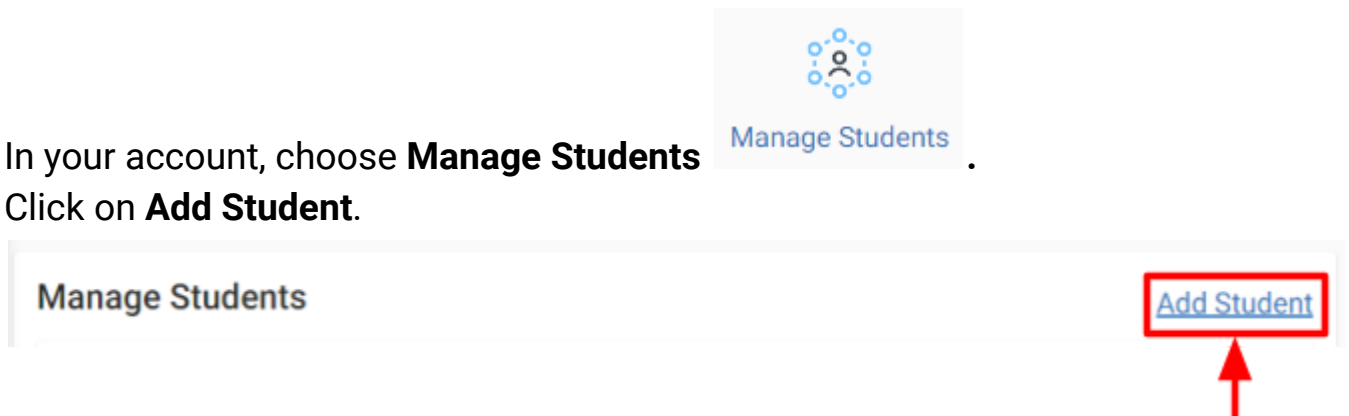


1. Go to <https://www.mypaymentsplus.com/welcome>
2. Log in to MyPaymentsPlus.

3. On the Dashboard, click



4. In your account, choose **Manage Students**
5. Click on **Add Student**.



6. Complete the Add Student box. Then click

A screenshot of the "Add Student" form. The form is titled "Add Student" and is located within a "Manage Students" container. It contains several input fields: "Select State *" with a dropdown menu showing "Georgia (GA)"; "Select District *" with a dropdown menu showing "Gwinnett County Public Schools"; "Student ID *" with a text input field and a red error message "Student Id is required." and a link "Where to find Student ID?"; and "Student's Last Name' *" with a text input field and a red error message "Last name is required.". At the bottom right of the form, there are two buttons: "Cancel" and "Add Student".