New Students

- You must create an account by going to [www.payschoolscentral.com](http://www.payschoolscentral.com). The first time you log into the site, you must click the register button to set up your account.

- After the account is created, you must register your child(ren) to your account.

- You will need the Student ID of your child(ren).

- Log into your Genesis parent portal account to get the Student ID #. (It will be a 12 digit number)

- The student first and last name and student ID # must match exactly as it is shown in Genesis to work.

- If you have multiple children, you must enter them separately.

- After you have successfully entered your child(ren), please follow the instructions on the lunch ordering instructions for the grade level that pertains to your child(ren).