



Raymond B. Stewart Middle School now has a better, and safer, way to participate in Orientation Day for both “TRADITIONAL” and “mySchool ONLINE” students. No more standing in long lines for schedules and to pay fees! We will provide a video link on August 19<sup>th</sup> for students to be able to meet teachers, counselors, and administrators. In addition to meeting staff, the video will also provide students and parents with an overview of Stewart Middle School’s ReOpening Plan.

## How to Register Online

Follow the below directions to activate or create a myStudent account, update emergency card, and pay fees by 8/19.

### 1. Activate or Create myStudent account:

Parents have access to myStudent parent portal account now, so you can activate or create myStudent account to validate, update or enter your emergency contact information before August 19<sup>th</sup>.

- a. Before creating your account, please obtain your child’s last 4-digits of their social security number, student ID number, and date of birth.
- b. If you don’t have a myStudent account, click [CREATE a myStudent ACCOUNT \(https://pasco.focusschoolsoftware.com/focus/?skipSAML=true\)](https://pasco.focusschoolsoftware.com/focus/?skipSAML=true) and follow the directions. Check your mail or junk mail for your confirmation that you created your account.
- c. If you have a myStudent account, activate your account for 2020-2021 school year by clicking “Activate Account”. Enter the email address that is associated with the myStudent account and send email. Check your mail or junk mail for your confirmation that you activated the account. Go to your email and select the link. Continue by creating your password. Once this is completed, you will be able to see the school fees.
- d. If you need assistance in validating, updating, or creating your account, please email [myStudenthelp@pasco.k12.fl.us](mailto:myStudenthelp@pasco.k12.fl.us) or call Ms. Vest or Ms. Pelletier at 813-794-6500.

### 2. Update Emergency Card information in myStudent:

- a. Once you are logged into myStudent, next to your student’s name will be a green button that will state, “Click to begin...”
- b. You will need to complete all pages of the emergency contact form to access student fees and schedules.
- c. For more help entering or updating the emergency card:
  - i. [Link for STEP by STEP Directions](#)
  - ii. [Link for Video Directions](#)

### 3. Pay student fees:

- a. In the myStudent parent portal, click “Portal” on the left side of the screen.
  - b. Under District and School Announcements, click “Pay Student Fees”.
  - c. Click “Sign in” (located in top right corner) and enter your email and password.
  - d. StudentQuickPay screen will popup. The fees should automatically show on the screen. Select the fees you need to pay and enter your credit card information.
  - e. Click “submit” and logout.
4. All families should fill out the Free and Reduced Lunch form, if you qualify it helps both your family with the cost of lunch and the school with extra funding. You can fill out the form by [clicking here](#).
  5. **On orientation day**, August 19<sup>th</sup>, remember to login and learn your schedule in myStudent by clicking “My Child” then “Class Schedule”.
  6. On the top right corner of your schedule, review your bus information to verify it is correct. If your child’s bus information is incorrect, call the transportation office, 813-794-0501
  7. **On orientation day**, August 19<sup>th</sup>, visit our school website to view your virtual tour of our campus, and obtain/download important information.