

# Shell Cove Public School

Care for yourself, others and our school



23 February 2023

Dear Parents/Carers,

***We are now live with our new finance system via School Bytes!***

We would like to take this opportunity to invite you to join the **School Bytes Parent Portal**. This Portal will allow you to:

- make school payments online (including a payment for multiple siblings at once)
- use family credit to pay for an activity
- download receipts
- view all historical payments
- complete and submit digital permission notes
- view the status of permission notes
- request a refund if required

This means that when you click on "Make a Payment" from our school website, you will be directed straight to School Bytes. You can either register your account now or wait until your next payment.

REGISTERING ON THE PARENT PORTAL

Please see the attachment for detailed instructions.

MAKING A PAYMENT ON THE PARENT PORTAL

Please see the attachment on how to make a payment, including how to make a payment on an activity that is not invoiced to the student, ie: district or regional sporting events, one-off activities, etc.


This new finance system will make paying for excursions and other activities quick and easy all from your phone or computer.

Should you have any questions, please do not hesitate to contact us. Alternatively, School Bytes has amazing user guides for parents with simple to follow instructions for just about everything!

Kind regards,

Simon Webb  
Principal

# Parent Portal: Set up your parent portal account

 [support.schoolbytes.education/hc/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account](https://support.schoolbytes.education/hc/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account)

Last updated: January 8, 2023

**School Bytes provides a parent portal to help your school communicate with you.**

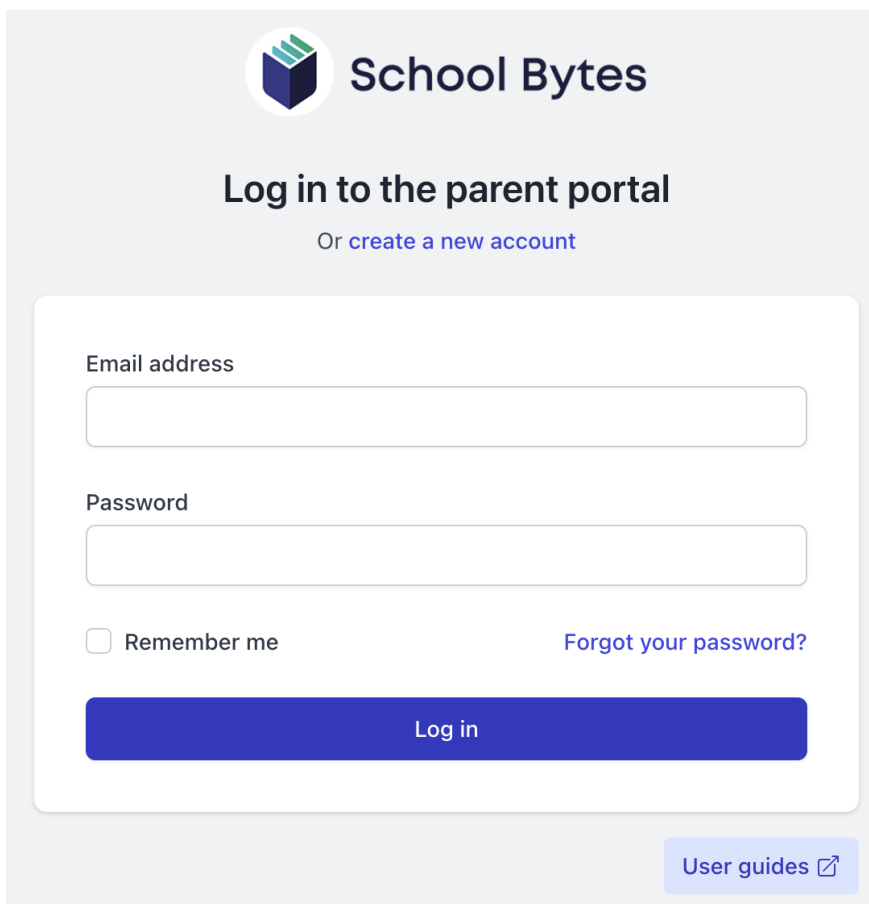
Your school may use the parent portal for various things, including online permission notes, attendance, and payments, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

**IMPORTANT:** To ensure that the registration process works smoothly and you can link your account to your child(ren), make sure that you use the same email address that you have provided to the school or if using a different email address, an SMS verification code will be sent to the mobile phone number on record for you at the school.


To set up your parent portal, follow the steps below:

## Detailed steps

**1. Open the parent portal link –**  
**<https://portal.schoolbytes.education/auth/login>**



The screenshot shows the login page for the School Bytes parent portal. At the top, there is the School Bytes logo, which consists of a blue cube with green lines, followed by the text "School Bytes". Below the logo, the heading "Log in to the parent portal" is displayed in a bold, dark font. Underneath this heading, there is a link "Or [create a new account](#)" in a smaller, blue font. The main part of the page is a white box containing the login form. It has two input fields: "Email address" and "Password". Below the "Email address" field is a "Remember me" checkbox. To the right of the "Remember me" checkbox is a link "Forgot your password?". At the bottom of the form is a large blue button labeled "Log in". In the bottom right corner of the page, there is a link "User guides" with an external link icon.

 **School Bytes**

**Log in to the parent portal**


Or [create a new account](#)

Email address

Password

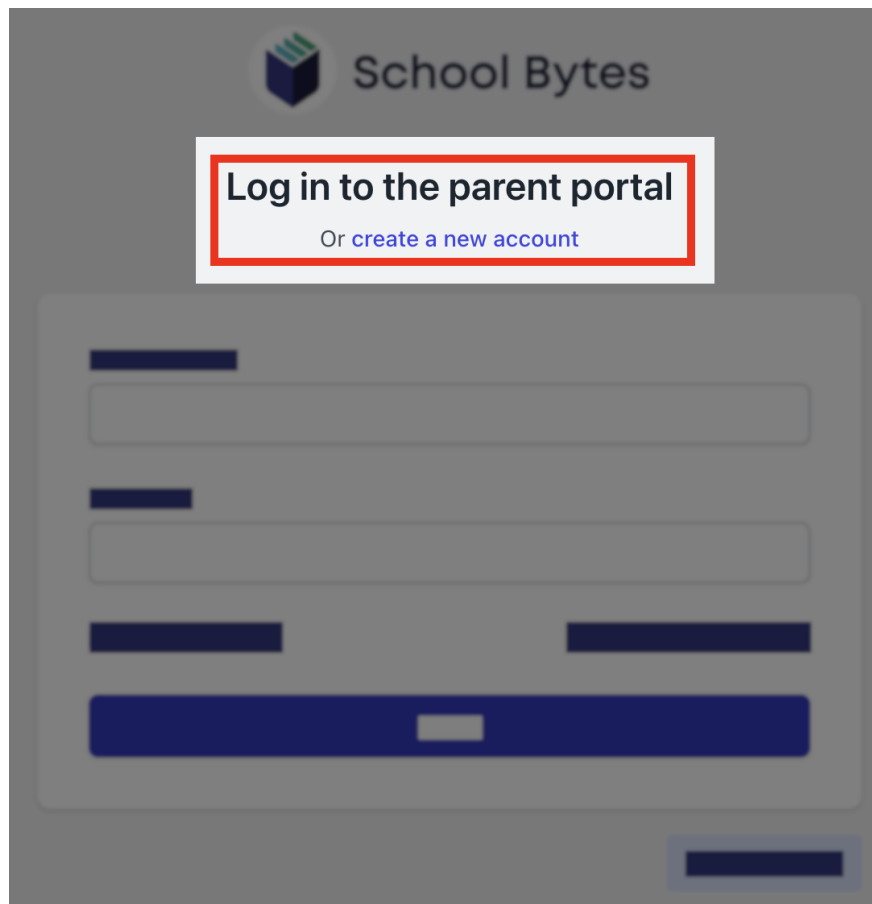
☐ Remember me [Forgot your password?](#)

**Log in**

[User guides](#) 

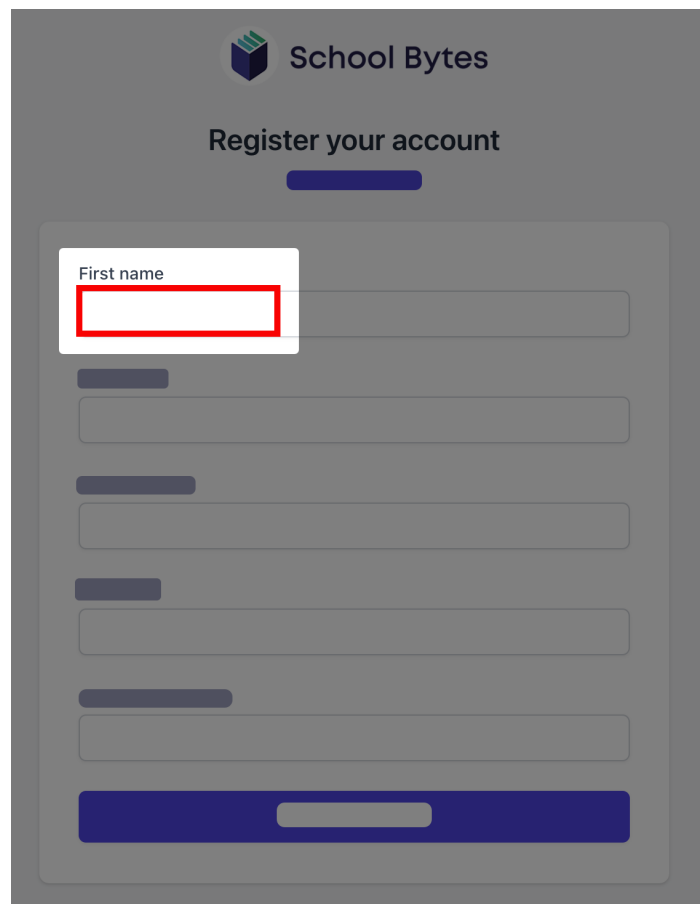
2. Select the create a new account link.

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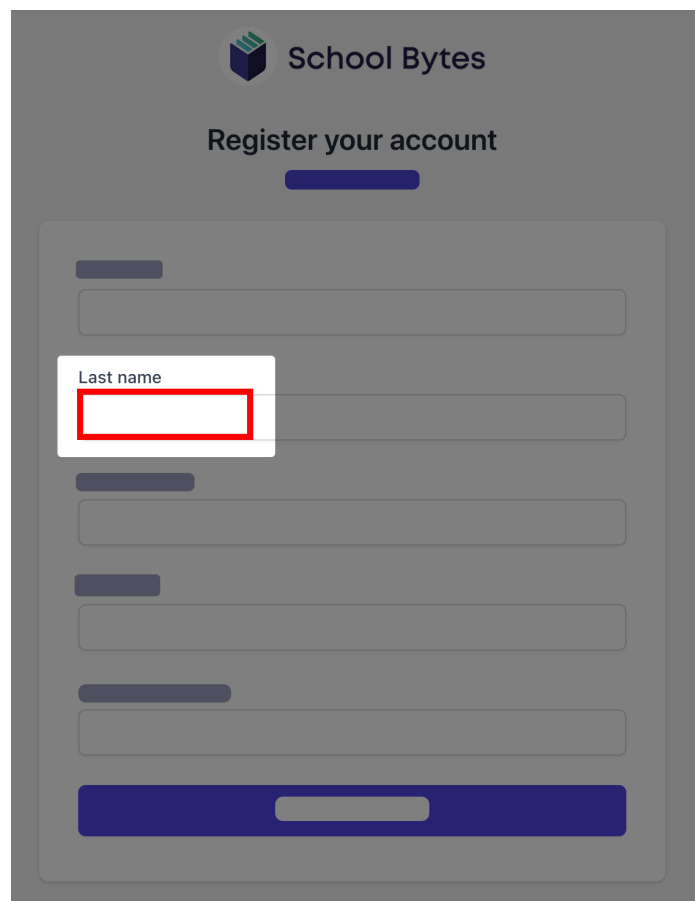
3. Enter your first name as it appears on your student's profile at the school.

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4. Enter your last name as it appears on your student's profile at the school.

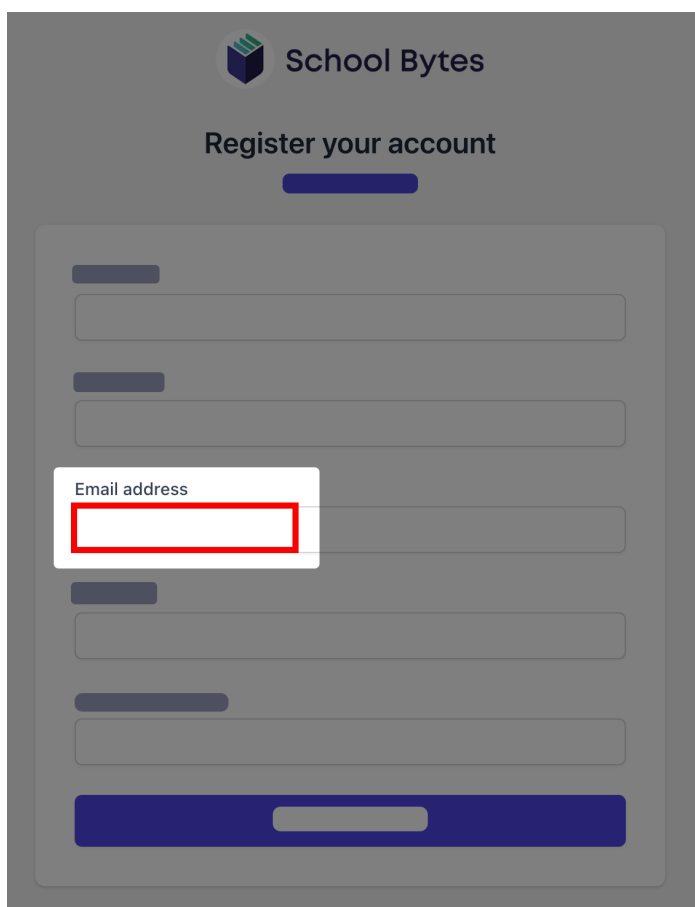
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The image shows a registration form for 'School Bytes'. At the top, there is a logo consisting of three stacked cubes (blue, green, and yellow) followed by the text 'School Bytes'. Below the logo is the heading 'Register your account' and a dark blue button. The form itself is a light gray rectangle containing several input fields. Each field is preceded by a dark gray label. The labels are: 'First name', 'Last name', 'Middle name', 'Email address', and 'Password'. The 'Last name' input field is highlighted with a red rectangular border. At the bottom of the form is a large dark blue button with a white arrow pointing to the right.

5. Enter the email address that you use for school communication.

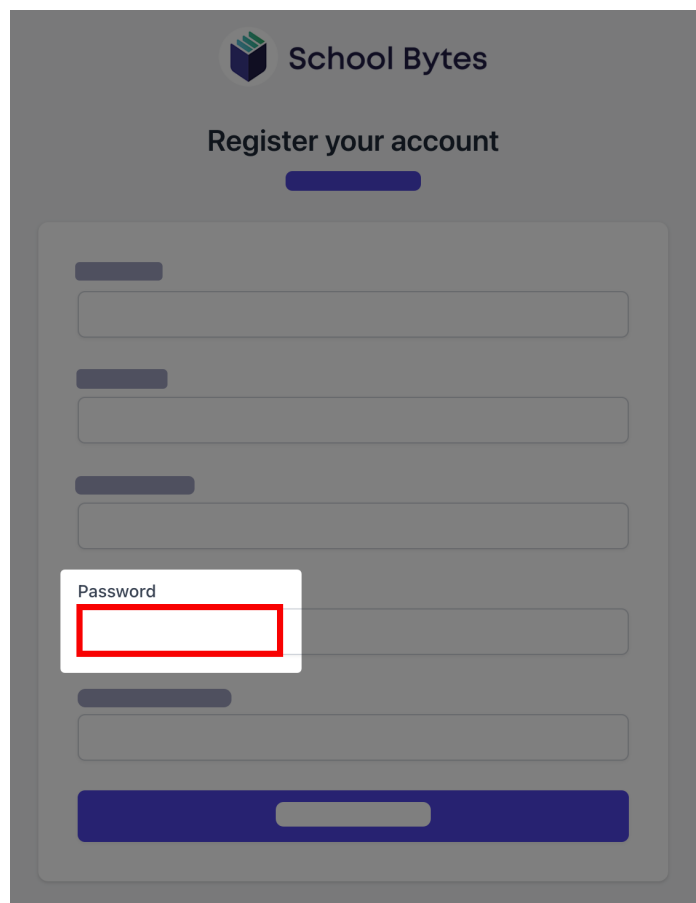
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This image is identical to the one above, showing the 'School Bytes' registration form. In this version, the 'Email address' input field is highlighted with a red rectangular border, indicating the step for entering an email address.

6. Enter a password.

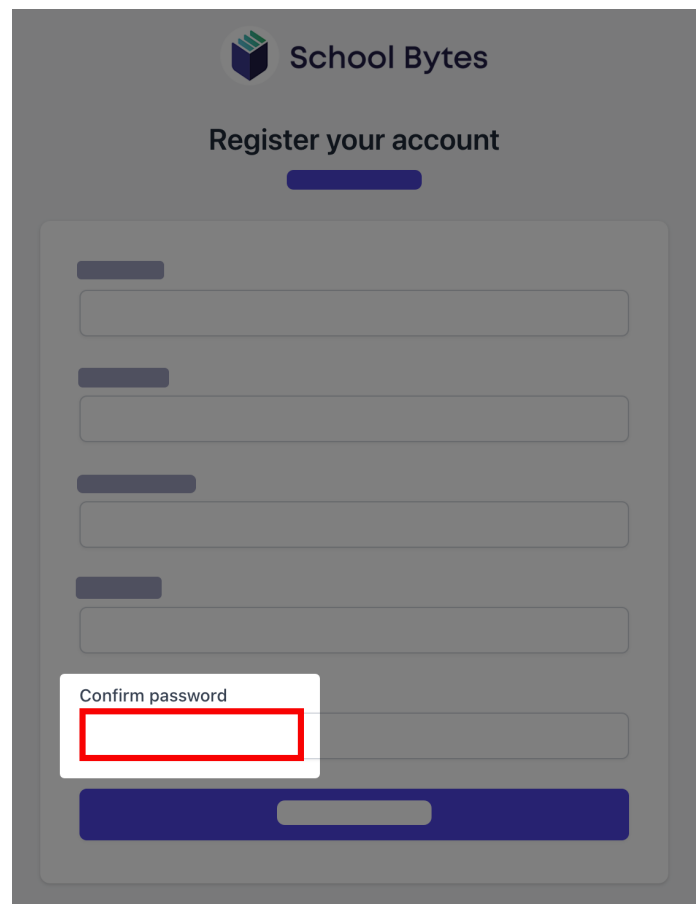
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The image shows a registration form for 'School Bytes'. At the top, there is a logo consisting of three stacked cubes (blue, green, and red) followed by the text 'School Bytes'. Below the logo is the heading 'Register your account' and a dark blue button. The form itself is a light gray rectangle containing several input fields. Each input field is preceded by a small dark gray label. The labels are: 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. The 'Password' input field is highlighted with a red border. At the bottom of the form is a large dark blue button with a white arrow pointing to the right.

## 7. Confirm the password.

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The image shows the same registration form for 'School Bytes' as above. The layout is identical, but the 'Confirm password' input field is now highlighted with a red border instead of the 'Password' field. The 'Password' field is now empty. The dark blue button at the bottom remains the same.

## 8. Select create account.

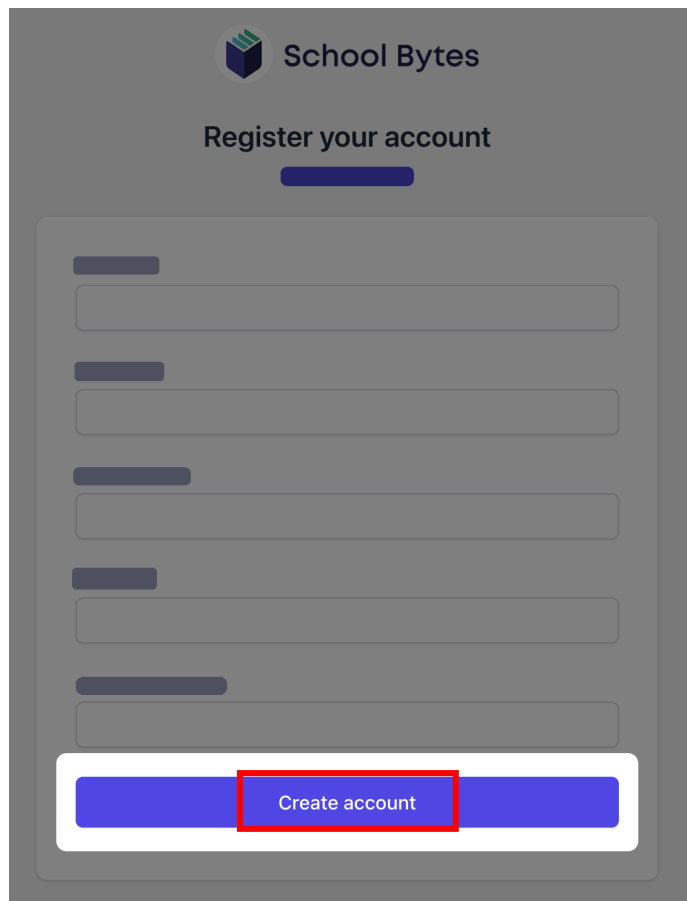
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An email will be sent to the email address nominated so that you can verify your access to the email address.

Once you have created your account, log in to the School Bytes parent portal.

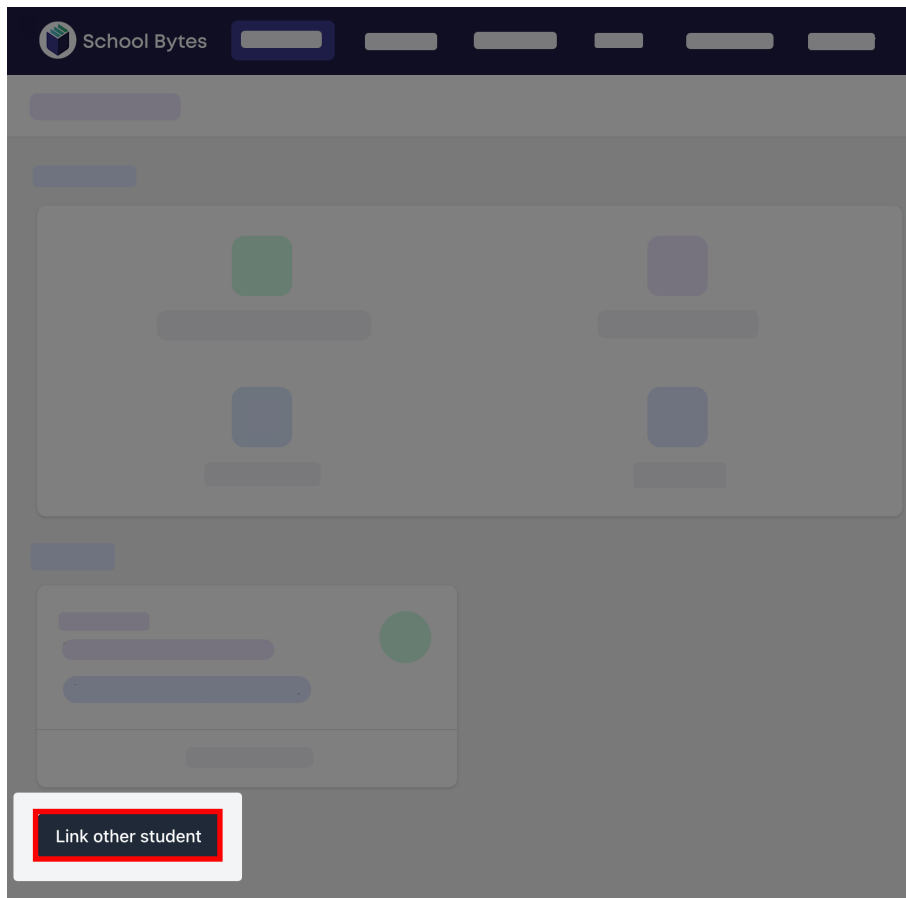
You can now link your account to all students in schools that use the School Bytes platform.

When linking a student, the system automatically matches the data you provided with details stored on the student's school profile.

A screenshot of the 'Register your account' form on the School Bytes website. The form is titled 'Register your account' and features a blue 'Create account' button at the bottom, which is highlighted with a red rectangular border. The form contains several input fields for registration details, each preceded by a small blue icon.

## 1. Select link other student.

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A screenshot of the 'Link other student' form on the School Bytes website. The form is titled 'Link other student' and features a blue 'Link other student' button at the bottom, which is highlighted with a red rectangular border. The form contains several input fields for linking a student, each preceded by a small blue icon.

## 2. Search for the school's name.

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The screenshot shows the 'Link your students' form in the School Bytes application. At the top, the 'School Bytes' logo and the title 'Link your students' are visible. The form contains several input fields. The 'School name' field is highlighted with a red border. Below it, there are fields for 'First name' and 'Last name', followed by a dropdown menu and a 'Save' button. The form is set against a dark gray background.

3. Enter the student's first name.

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This screenshot shows the same 'Link your students' form, but now the 'First name' field is highlighted with a red border. The 'School name' field is no longer highlighted. The rest of the form, including the 'Last name' field, the dropdown menu, and the 'Save' button, remains the same. The background is dark gray.

4. Enter the student's last name.

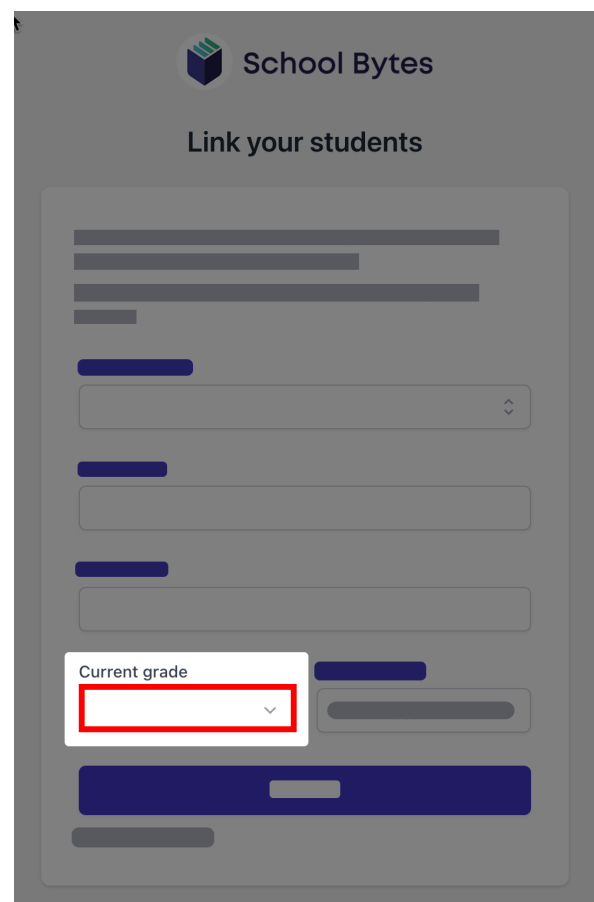
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The image shows a screenshot of the 'School Bytes' 'Link your students' form. The form is titled 'Link your students' and features several input fields. A red box highlights the 'Last name' field, which is currently empty. The form includes a dark blue header with the 'School Bytes' logo and title, and a light gray background for the form itself. The form is divided into sections by horizontal lines, and the highlighted field is part of a larger section that includes other input fields and a dropdown menu.

5. Select the student's current grade.

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The image shows a screenshot of the 'School Bytes' 'Link your students' form. The form is titled 'Link your students' and features several input fields. A red box highlights the 'Current grade' field, which is currently empty. The form includes a dark blue header with the 'School Bytes' logo and title, and a light gray background for the form itself. The form is divided into sections by horizontal lines, and the highlighted field is part of a larger section that includes other input fields and a dropdown menu.

6. Enter the student's date of birth.

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School Bytes

Link your students

Form fields (blurred):

- First name
- Last name
- Address line 1
- Address line 2
- Postcode
- Phone number
- Email address
- Date of birth (dropdown menu open showing 'dd/mm/yyyy' and a calendar icon)
- Gender (dropdown menu)
- Year level (dropdown menu)
- Enrolment status (radio buttons)

## 7. Select search.

If all student information matches with parent information according to the student's official enrolment stored at the school, the system will add the student to the parent account automatically.

### Further assistance

If you are unable to link a student to your account or if you have any questions relating to this article, please contact your school.

School Bytes

Link your students

Form fields (blurred):

- First name
- Last name
- Address line 1
- Address line 2
- Postcode
- Phone number
- Email address
- Date of birth (dropdown menu)
- Gender (dropdown menu)
- Year level (dropdown menu)
- Enrolment status (radio buttons)

Search button (highlighted with a red box)

# Parent Portal: Make a payment

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 [support.schoolbytes.education/hc/en-us/articles/5186380941583-Parent-Portal-Make-a-payment](https://support.schoolbytes.education/hc/en-us/articles/5186380941583-Parent-Portal-Make-a-payment)

## Articles in this section

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- [Parent Portal: Syncing the calendar to your phone or device](#)
- [Parent Portal: Managing forms in the parent portal](#)
- [Parent Portal: Set up your parent portal account](#)
- [Parent Portal: Make a payment](#)
- [Parent Portal: Use your credit to make a payment](#)
- [Parent Portal: View payment history](#)
- [Parent Portal: Request a refund for an excursion](#)
- [Parent Portal: Provide consent and payment for an excursion](#)
- [Parent Portal: Give consent for an event](#)
- [Parent Portal: Manage student absences](#)

[See more](#)

Last updated: January 8, 2023

**The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.**

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Once your portal has been activated you can use it to give consent for events, process online payments and view the school calendar.

## Detailed steps

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**1. Log into the parent portal –**  
**<https://portal.schoolbytes.education/auth/login>**

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 **School Bytes**

## Log in to the parent portal

Or [create a new account](#)


Email address

Password

☐ Remember me

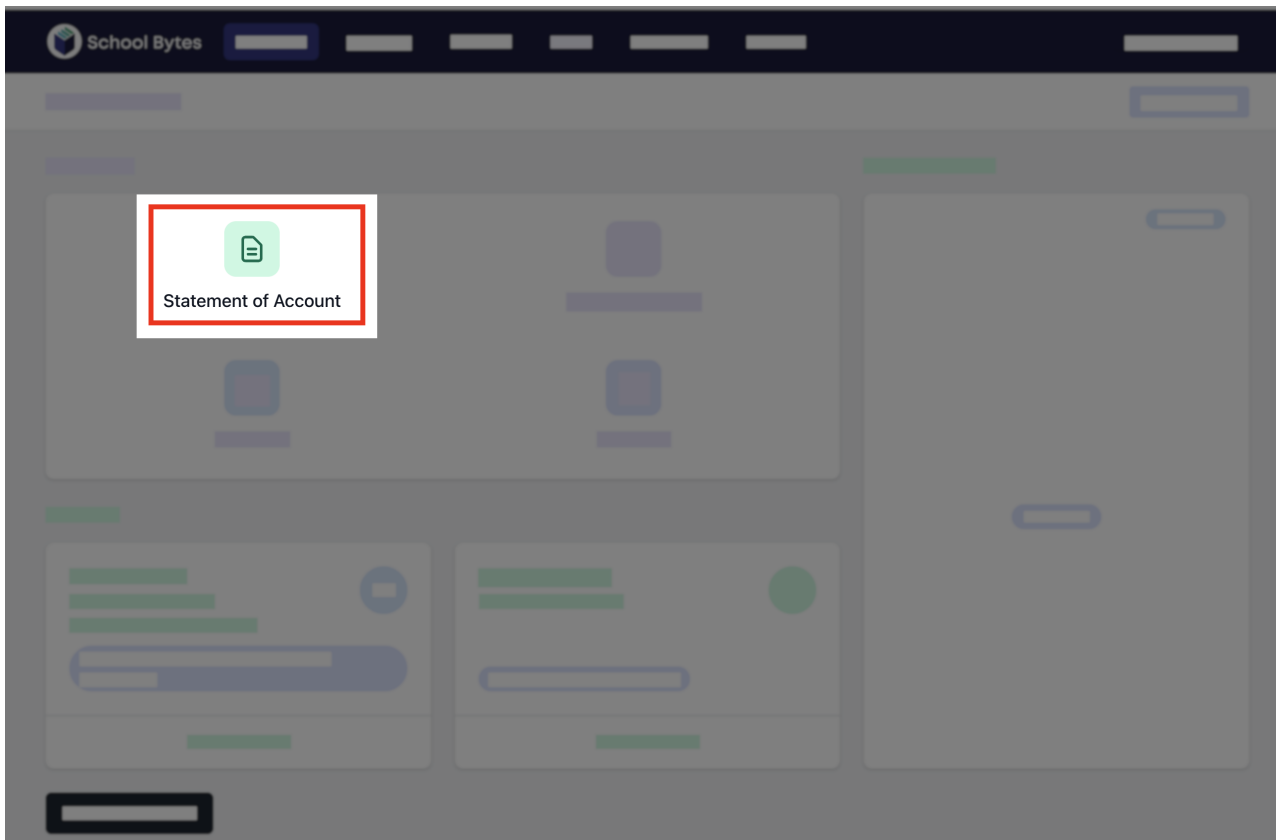
[Forgot your password?](#)

Log in

[User guides](#) 

## 2. Select the statement of account icon.

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## 3. Select the charges to pay.

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By default, all the students linked to your account will be displayed, select a student's name to view the charges linked with that student.

If the charge is related to an event/excursion, you may need to give consent before the charge will be available to pay.

Charge Description	Amount	Payable Amount	Payable Amount
Volunteer fee - 100% (100% of total fee)	\$150.00	\$50.00	\$100.00
Volunteer fee - 100% (100% of total fee)	\$100.00	\$0.00	\$100.00
Volunteer fee - 100% (100% of total fee)	\$10.00	\$0.00	\$10.00
Volunteer fee - 100% (100% of total fee)	\$20.00	\$0.00	\$20.00
Volunteer fee - 100% (100% of total fee)	\$150.00	\$0.00	\$150.00
Volunteer fee - 100% (100% of total fee)	\$100.00	\$0.00	\$100.00
Volunteer fee - 100% (100% of total fee)	\$10.00	\$0.00	\$10.00
Volunteer fee - 100% (100% of total fee)	\$20.00	\$0.00	\$20.00
Volunteer fee - 100% (100% of total fee)	\$100.00	\$0.00	\$100.00
Volunteer fee - 100% (100% of total fee)	\$10.00	\$0.00	\$10.00

#### 4. Confirm or edit the balance to be paid for each charge.

The screenshot shows a financial entry form with a list of transactions. The transactions are as follows:

Account	Description	Debit	Credit	Amount
VH	Voluntary added contribution, of voluntary social contribution	\$150.00	\$50.00	\$ 100.00
VH	Voluntary added contribution, of voluntary social contribution	\$100.00	\$0.00	\$ 100.00
VH	Voluntary added contribution, of voluntary social contribution	\$10.00	\$0.00	\$ 10.00
ER	Employment payment	\$20.00	\$0.00	\$ 20.00
ER	Voluntary added contribution, of voluntary social contribution	\$150.00	\$0.00	\$ 150.00
ER	Voluntary added contribution, of voluntary social contribution	\$100.00	\$0.00	\$ 100.00
ER	Voluntary added contribution, of voluntary social contribution	\$10.00	\$0.00	\$ 10.00
BB	Employment payment	\$20.00	\$0.00	\$ 20.00
BB	Voluntary added contribution, of voluntary social contribution	\$100.00	\$0.00	\$ 100.00
BB	Voluntary added contribution, of voluntary social contribution	\$10.00	\$0.00	\$ 10.00

The amounts \$ 100.00 are highlighted in red boxes. The form also includes a sidebar with a balance of \$50.00 and a bottom section with a button labeled 'Add other item'.

5. Optionally select add other item to add a sundry item that is not linked to the statement of account.

The screenshot shows the same financial entry form as above, but with the 'Add other item' button highlighted in a red box. The button is located at the bottom left of the form, below the list of transactions.

▼ Other item

**1. Select the student to link the other item to.**

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### Add other item(s)

Please select a student from the dropdown then select the item(s) you wish to add to your statement of account by ticking the appropriate checkboxes.

The amount can be changed once the item has been added to your statement.

Student

Select student

Items available

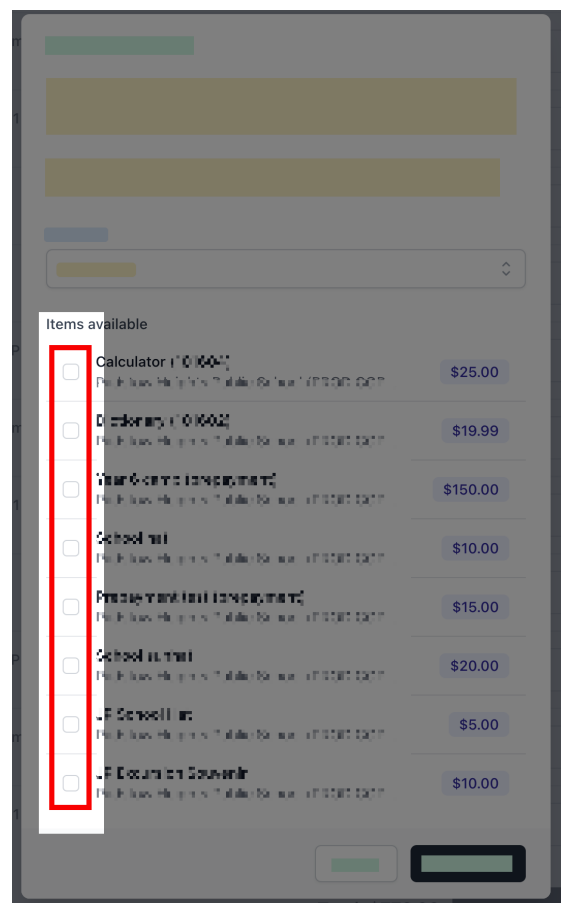
No items found for selected student

CLOSE

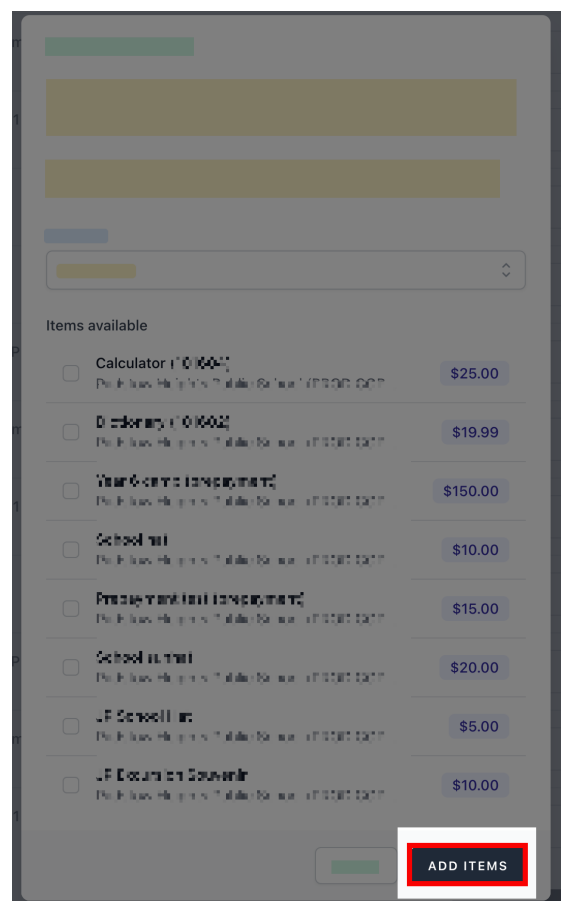
ADD ITEMS

**2. Select from the available items.**

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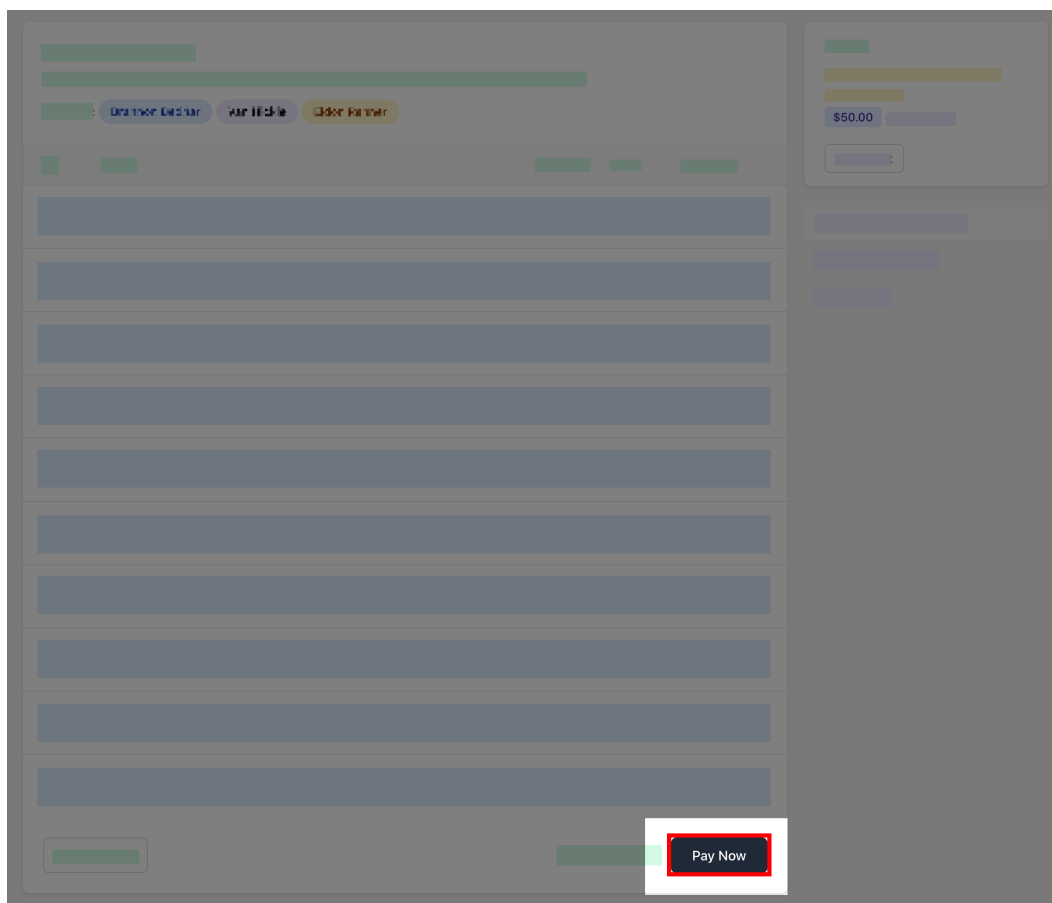


### 3. Select add items.



## 6. Select pay now.


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## 7. Enter your payment details then, select pay.

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Pay now



Cardholder name

Card number

Expiry date

CVN ?

\$100.00

Cardholder name

Credit card number

Expiry date

CVN ?

Month

Year

CANCEL

PAY \$90.00



## 8. Payment successful.

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Click anywhere outside the receipt prompt to return to the parent portal. A receipt will be automatically emailed to you.

**Further assistance:** If you have any questions relating to this article, please contact your school.