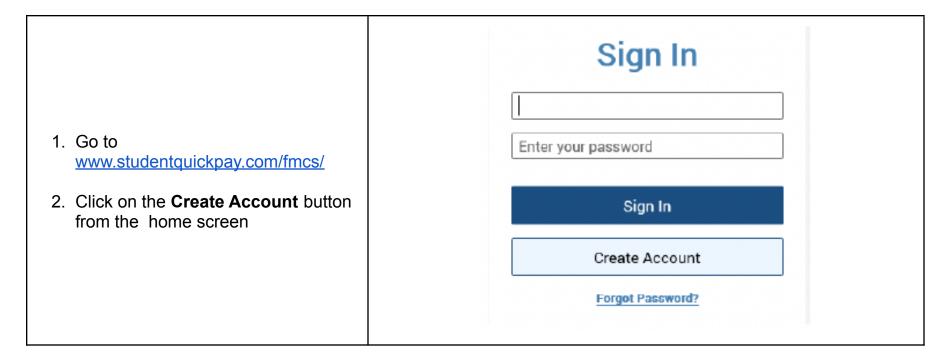
CREATING YOUR RYCOR ACCOUNT

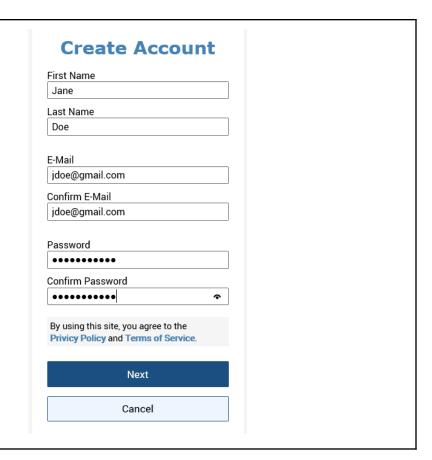
Instructions for Parents if children in Catholic Schools

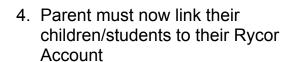
The following steps outline how parents create their account in the Rycor System



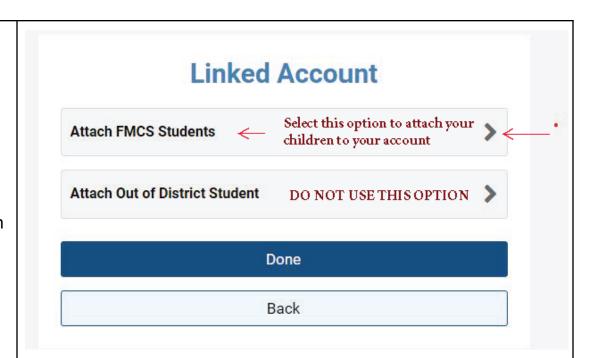
3. Begin by entering your name, email and a password for your account. Then Click Next

(Name and email address is from the parent/guardian unless the student is independent)



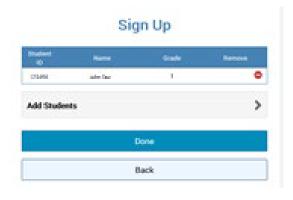


Select Attach FMCS Students as the student information is already in Rycor



- 6. Enter your the **Student ID** of your child and **last name**. Include the leading zeros so that the number has 12 digits. The Student ID number is included in the Rycor Email notification.
- 7. Click Add Student
- 8. Repeat steps 5 & 6 for each of your children in a Catholic School or select **Done**

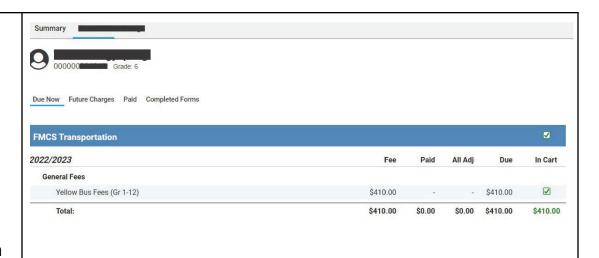
An email notification was sent to parents with the Student ID of their children. If you do not know the Student ID of your child, please send an email to fmcsdrycor@fmcsd.ab.ca. Include the name, grade and school of your children in your email.



This is an example of a student with a Yellow Bus Transportation Fee

To pay for the fee, click on the cart in the top right corner.

Fees applicable to the children will show on your account. You can also view Future Charges, details of paid fees and completed form by selecting the items on the top menu bar. Click on menu on the right corner to add children to your account or to change your password

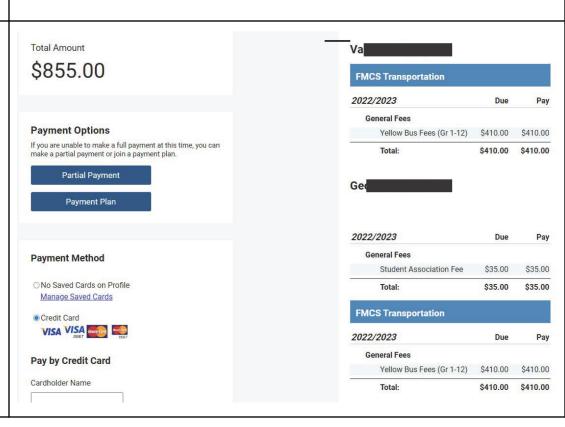


Once you select the cart, you will see the outstanding fees for each of your children. In this example, two children are using Yellow Bus Transportation and one student is attending a High School with the annual \$35 Student Association Fee.

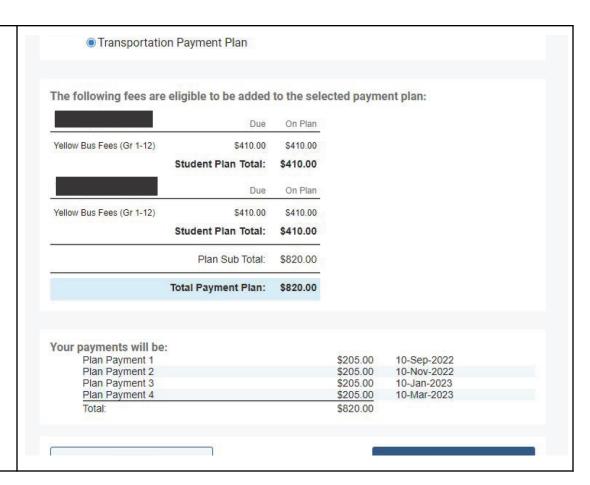
To make the payment, one would select either:

Partial Payment: to pay the full amount or a portion of the outstanding fees.

Payment Plan: Available for some of the fees such as Yellow Bus Transportation or Out of School Care



This example shows the Payment Plan Set up for Yellow Bus Transportation with payments scheduled to be made automatically on the 10th day of September, November, January and March.



USE THIS LINK TO ACCESS THE FMCSD RYCOR SYSTEM

https://www.studentquickpay.com/fmcs/

For assistance with online registration please email fmcsdrycor@fmcsd.ab.ca or contact your school administration office