

Instructions for Online Payments (Please retain for future reference)

In order to facilitate ease of payment of school funds, Castleknock Community College is using the MIT online payment system. This means that you can pay voluntary contributions and other school expenses through our secure online system by credit or debit card and keep track of payments paid and print off a receipt. Use **Google Chrome** to access and use either Laptop or Desktop (**does not work well on iPhone or iPad**)

To set up your online payment account:

1. Go to the school webpage www.castleknockcc.ie Under 'Online Access' click 'Online Payment'. For your first time to login for this child select the Create Account button.
2. Enter your child's first name, surname and PPS number. The system does not accept Irish fadas or apostrophes (e.g. if your surname is O'Shea enter OShea).
3. Press NEXT.
4. You will be asked to confirm if your address and contact details are correct and you must enter an email address for further communication. (This email address will be used as your username) You must also create and confirm a password. Keep a secure record of these as this is what you will use to login on future occasions.
5. Note that you can edit your child's personal and contact details on the system. If you notice an error in your details please click on the edit button and update once the correction has been made. Please tick the box confirming your details are now correct and click the Confirm button.
6. You will see at least two tabs in the payment screen depending on how many children you have attending Castleknock Community College. Choose the Family tab if you wish to pay a number of fees or choose your child's name if you wish to make a payment against that individual.
7. Choose the amount you wish to pay from the payment dropdown and click the Next button.
8. Enter your credit card details as instructed on the screen and click on the Next button. If you have any difficulties at this stage please phone the school office.
9. You can print and/or save your receipt.

Click on 2017/18 Tab in order to make payments for the new academic year.

Family Payment: please check exemptions set up for siblings on the system.

If you cannot use the online system please phone us for assistance (01-8221626)
Please support our efforts to reduce the amount of cash and cheques we deal with in the school office and to make our payment system more efficient.

Thank you for your contribution.