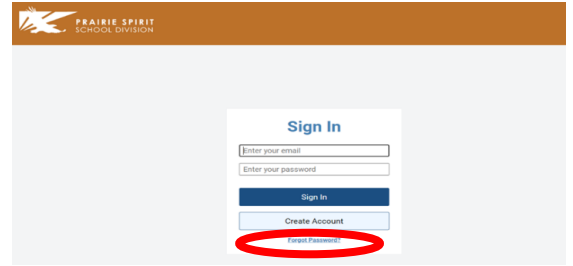


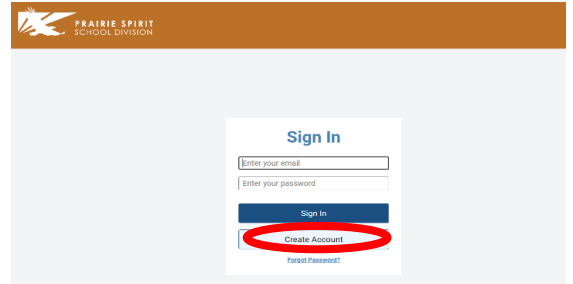
1. Click on this link to take you to the online payment system (Rycor) or copy and paste to your browser: <https://www.studentquickpay.com/spiritsd>

2. If you used Rycor to make online payments in the past, your account will already be set up. Click **Forgot Password** and follow the steps to set a new password.



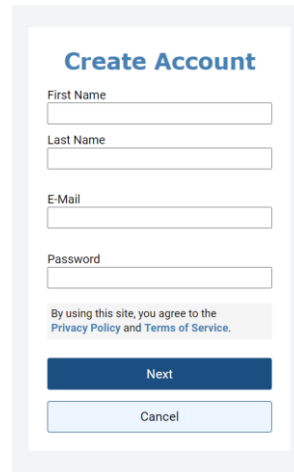
The screenshot shows the 'Sign In' page for Prairie Spirit School Division. It features a header with the school logo and name. Below the header are two input fields: 'Enter your email' and 'Enter your password'. There are three buttons: 'Sign In', 'Create Account', and 'Forgot Password'. The 'Forgot Password' button is circled in red.

3. If Rycor is new for you this year, click **Create Account**



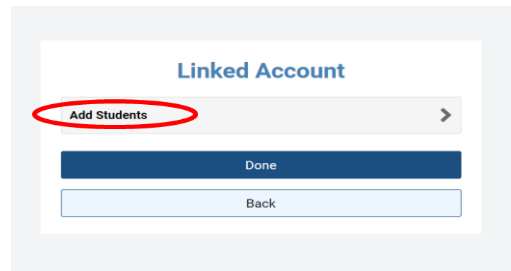
The screenshot shows the 'Sign In' page for Prairie Spirit School Division. It features a header with the school logo and name. Below the header are two input fields: 'Enter your email' and 'Enter your password'. There are three buttons: 'Sign In', 'Create Account', and 'Forgot Password'. The 'Create Account' button is circled in red.

4. Enter personal details and click **Next**



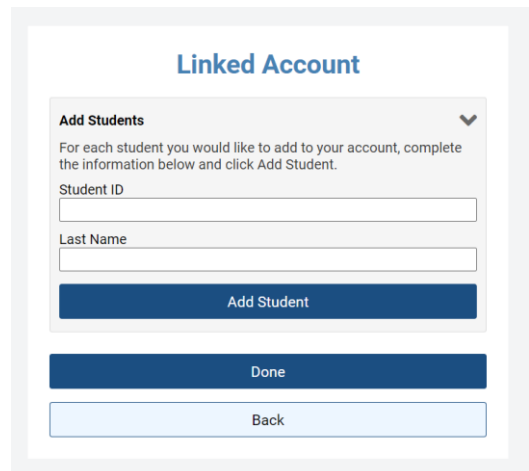
The screenshot shows the 'Create Account' page. It has a title 'Create Account' and four input fields: 'First Name', 'Last Name', 'E-Mail', and 'Password'. Below the fields is a checkbox area with the text 'By using this site, you agree to the Privacy Policy and Terms of Service.' There are two buttons: 'Next' and 'Cancel'.

5. Click **Add Students**



The screenshot shows the 'Linked Account' page. It has a title 'Linked Account' and a button 'Add Students' circled in red. Below the button are two buttons: 'Done' and 'Back'.

6. Enter Student ID (**contact the school for this info**) and Last Name and click Done.



The screenshot shows the 'Linked Account' page. It has a title 'Linked Account' and a dropdown menu 'Add Students' with a downward arrow. Below the dropdown is a form with two input fields: 'Student ID' and 'Last Name'. There are two buttons: 'Add Student' and 'Done'. Below the 'Add Student' button is a 'Back' button.