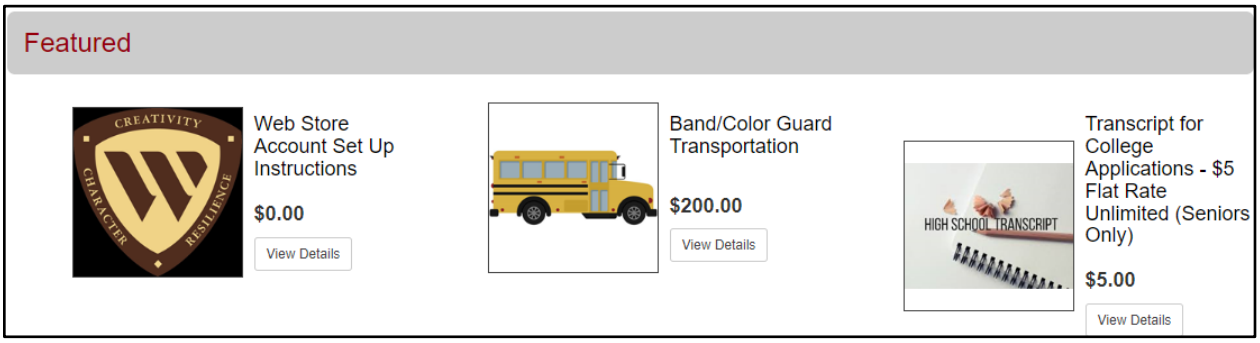
HOW TO SET UP BUSINESS OFFICE ACCOUNT

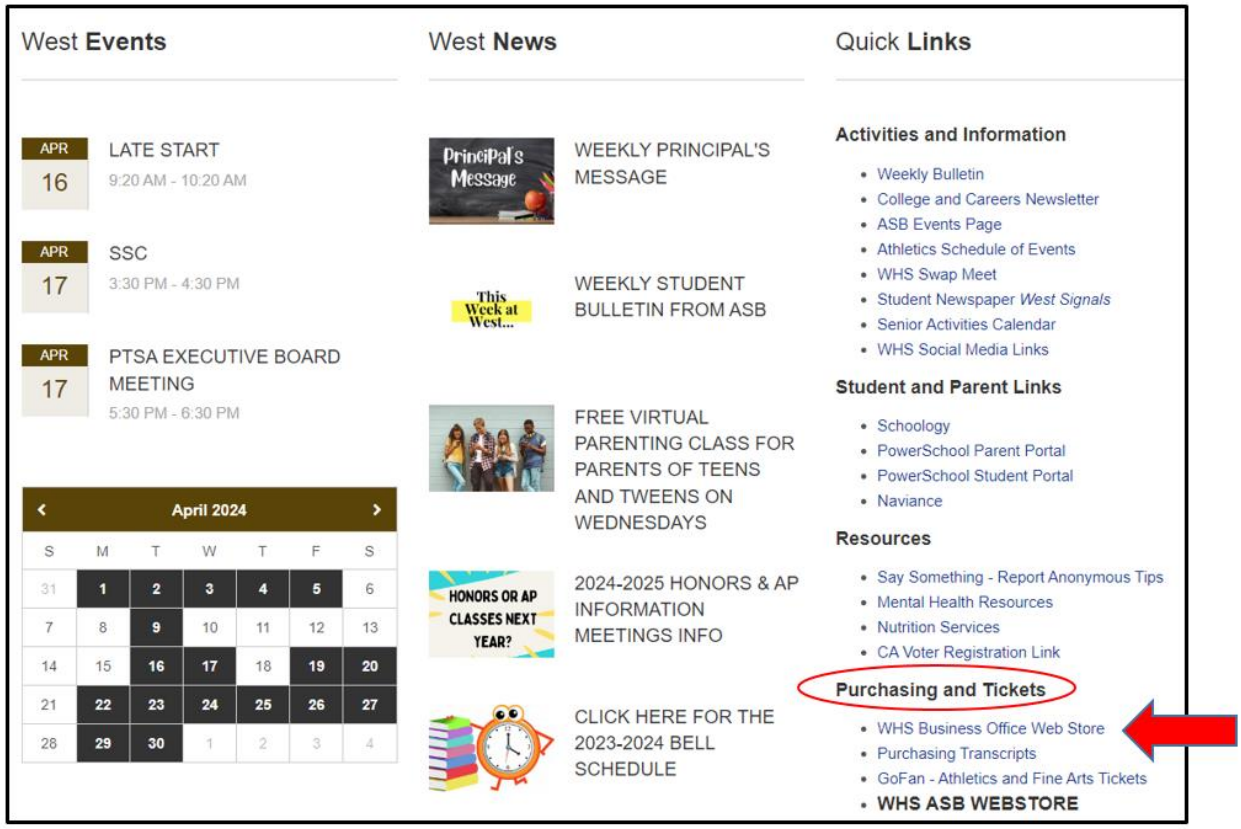
WHS Business Office Web Store



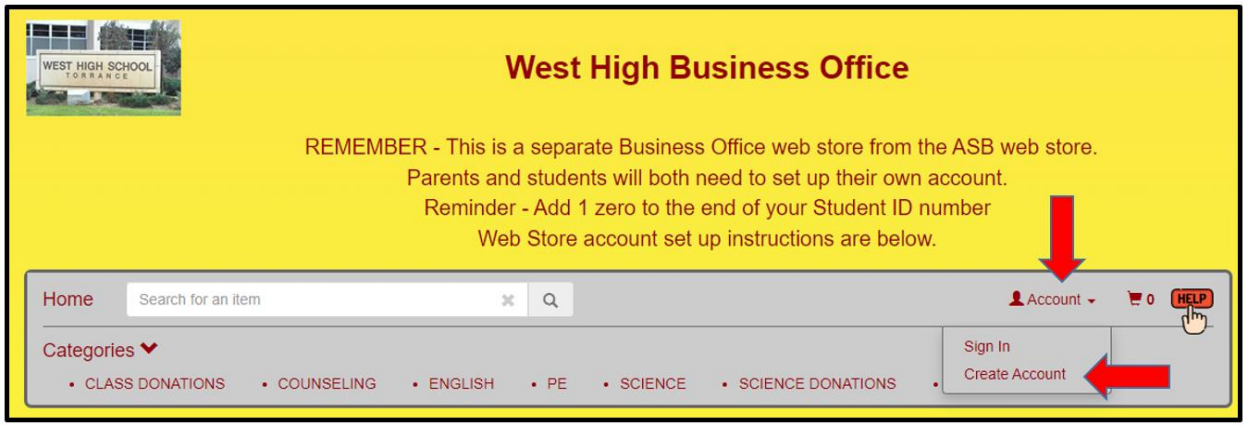
NOTE: Since WHS Business Office and WHS ASB Web stores are NOT linked, you will have to do the same registration process with the WHS ABS Web Store to purchase items such as an ASB Card, yearbooks, Athletic contributions, any dance tickets, any performance tickets, prom, grad night, etc.

1. Go to: [WHS Business Office Web Store]

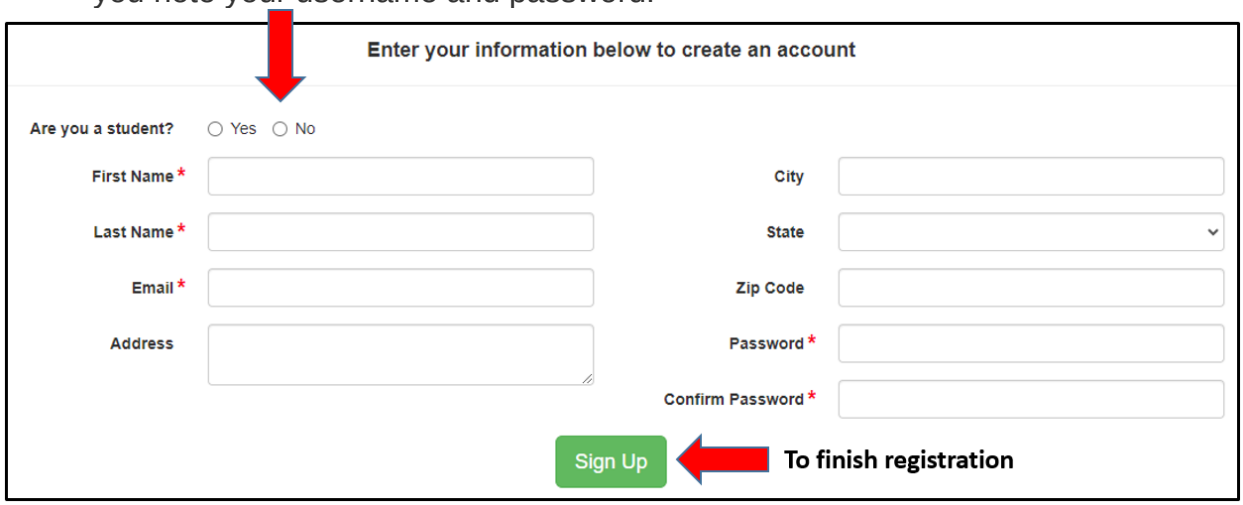
2. OR see **QUICK LINKS** from the homepage, then **WHS Business Office Web Store**



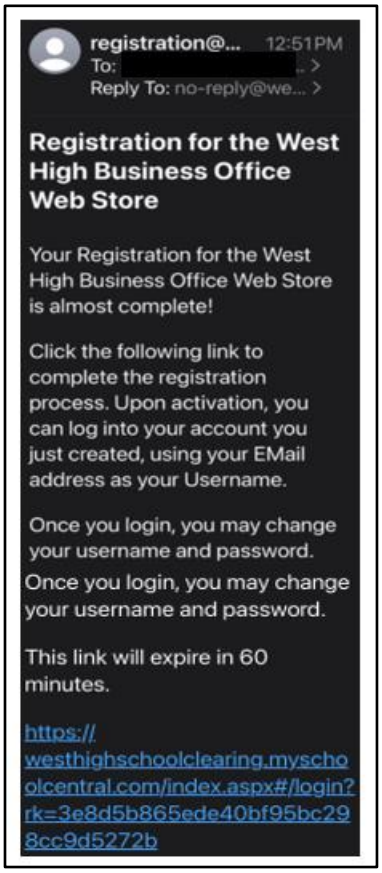
3. Click on **ACCOUNT** then **CREATE ACCOUNT** at the upper right hand side of the screen.
   NOTE: This account **MUST BE** set up for parent first and a separate account will need to be set up for your student, then linked.



4. Enter **REQUIRED** (*) information and answer **NO** for "Are you a student?". Moving forward, your email address will be your **USERNAME**. Please make sure you note your username and password.



5. **CHECK YOUR EMAIL AND CLICK THE LINK IN THE EMAIL TO COMPLETE REGISTRATION!** It may take a few minutes to confirm. Please be patient and/or **check your junk mail !**

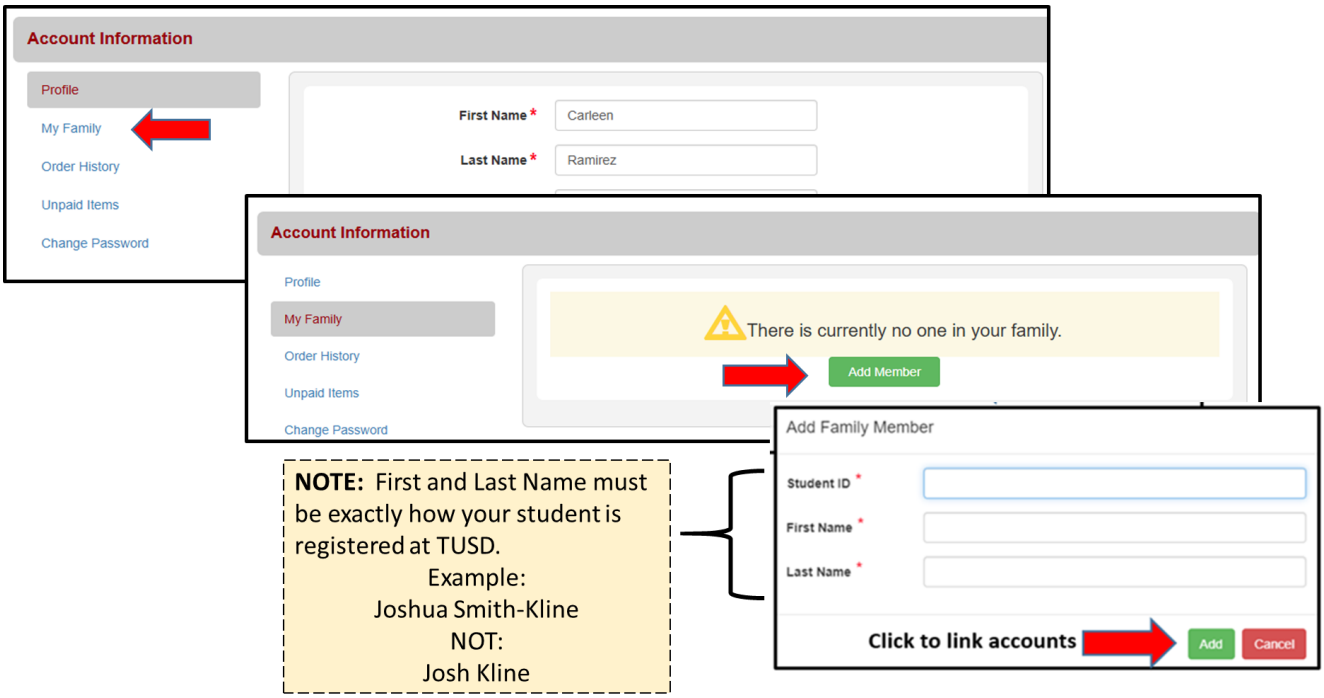


6. Once you have confirmed your registration, it will take you to the login page.
    a. LOG IN! Using the Email & password you just created

7. **8th Grade Parents ONLY, if your child DOES NOT already attend WHS for 0, 1, or 2nd period**
    a. Email the following information to ramirez.carleen@tusd.org
        i. Your name and email address
        ii. Your student's name
        iii. Your students ID#
        iv. An account will be created for your student and linked to your account. This is a ONE TIME set up since 8th grade students are not, yet, in WHS systems.
    b. Once a parent has an account, any additional students can set up an account using their student ID # then linked to the parent account.
    c. **NOTE: ACCOUNTS MUST BE LINKED IN ORDER TO PAY FOR ITEMS ONLINE THROUGH THE ENTIRE TENURE AT WHS.**
    d. If your student DOES NOT have an ID, please note that in the email and a temporary one will be set up.

HOW TO LINK PARENT ACCOUNT WITH STUDENT ACCOUNT

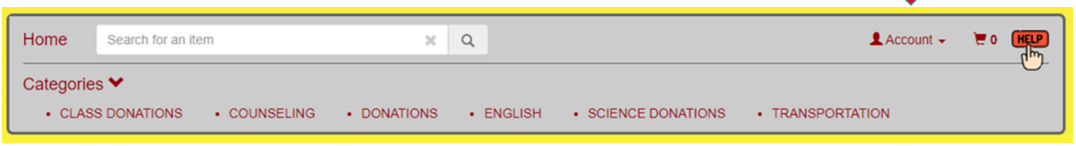
1. Login to Web Store with PARENT username and password
2. Click on **MY FAMILY**
3. Click on **ADD MEMBER**
4. Complete the required information ….



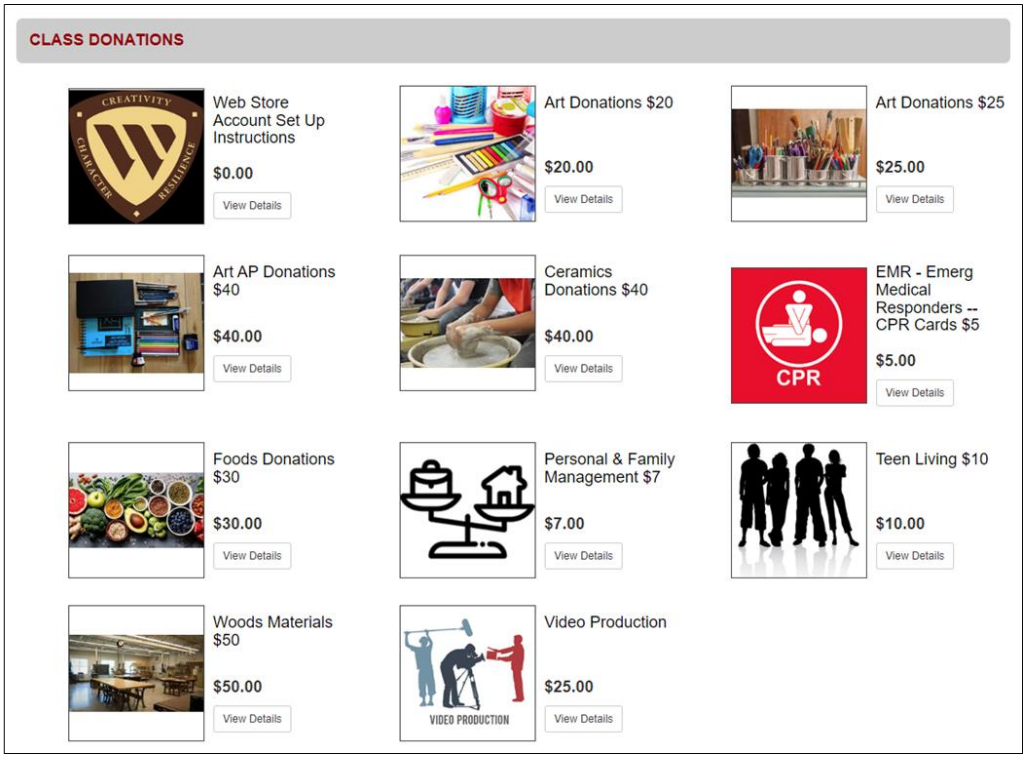
TO PAY FOR ANY CLASS RELATED ITEM

1. Log in

2. Select Category



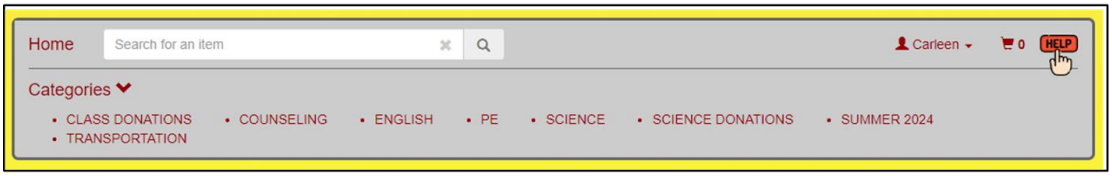
3. Select Donation

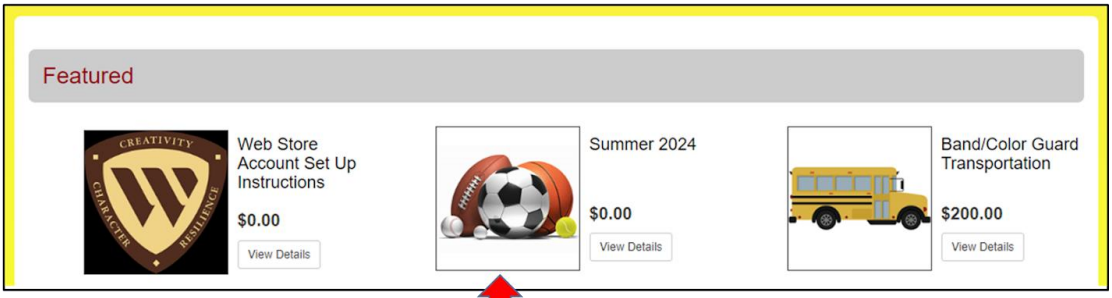


4. Proceed to checkout

TO ENROLL AND PAY FOR SUMMER ENRICHMENT

1. Click HOME





2. Click SUMMER 2024

3. Proceed with selecting an item from **EACH** drop down field.

IMPORTANT NOTE: If only selecting ONE activity, you MUST select NONE for 2nd and 3rd Activity.

Example:
Choose 1st Activity - Baseball
Choose 2nd Activity - NONE
Choose 3rd Activity - NONE

4. Click **ADD TO CART**
5. Click **VIEW CART**
    - Follow instructions through the checkout process

If you have any further questions, please email ramirez.carleen@tusd.org.

Thank you.