



## HOW TO SET UP AN ACCOUNT

To set up an account with MySchoolAccount.com, follow these steps:

Go to [www.myschoolaccount.com](http://www.myschoolaccount.com)

Click “Create Account” on the top menu bar.

Fill in the required information on “Parent Account Sign-Up Page.”

Select WA for the state.

Create a User ID and Password.

Choose Holy Names Academy from the “School District” drop-down menu.

Click the “Accept” box. Click “Signup.” A verification code will be emailed to you.

After you receive the verification code, you may add your student’s information. To do this:

Go back to [www.myschoolaccount.com](http://www.myschoolaccount.com) and login, using the user ID and password you created.

Enter the “verification code” to verify your account and email address.

Add your student’s information according to the guidelines provided. If you have more than one student at HNA, you will need to add each student’s ID number. Note: The student’s ID number can be found on their Student ID card.

Deposits and payments can be made through ACH (checking or savings) or credit/debit card payments. Each student’s account is updated in real-time, so account balance information will be current daily.