
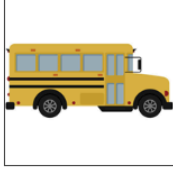



HOW TO SET UP BUSINESS OFFICE ACCOUNT

WHS Business Office Web Store

Featured

	Web Store Account Set Up Instructions \$0.00 View Details		Band/Color Guard Transportation \$200.00 View Details		Transcript for College Applications - \$5 Flat Rate Unlimited (Seniors Only) \$5.00 View Details
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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.




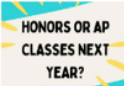

1. Go to: [WHS Business Office Web Store](#)
2. OR see **QUICK LINKS** from the WHS homepage, then **WHS Business Office Web Store**

West Events

- APR 16** LATE START
9:20 AM - 10:20 AM
- APR 17** SSC
3:30 PM - 4:30 PM
- APR 17** PTSA EXECUTIVE BOARD MEETING
5:30 PM - 6:30 PM

April 2024						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

West News

-  WEEKLY PRINCIPAL'S MESSAGE
-  WEEKLY STUDENT BULLETIN FROM ASB
-  FREE VIRTUAL PARENTING CLASS FOR PARENTS OF TEENS AND TWEENS ON WEDNESDAYS
-  2024-2025 HONORS & AP INFORMATION MEETINGS INFO
-  CLICK HERE FOR THE 2023-2024 BELL SCHEDULE

Quick Links

Activities and Information

- Weekly Bulletin
- College and Careers Newsletter
- ASB Events Page
- Athletics Schedule of Events
- WHS Swap Meet
- Student Newspaper *West Signals*
- Senior Activities Calendar
- WHS Social Media Links

Student and Parent Links

- Schoology
- PowerSchool Parent Portal
- PowerSchool Student Portal
- Naviance


Resources

- Say Something - Report Anonymous Tips
- Mental Health Resources
- Nutrition Services
- CA Voter Registration Link

Purchasing and Tickets

- WHS Business Office Web Store
- Purchasing Transcripts
- GoFan - Athletics and Fine Arts Tickets
- WHS ASB WEBSTORE

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.



West High Business Office

REMEMBER - This is a separate Business Office web store from the ASB web store.
Parents and students will both need to set up their own account.
Reminder - Add 1 zero to the end of your Student ID number
Web Store account set up instructions are below.

Home

Account
0
HELP

Categories ▾

- CLASS DONATIONS
- COUNSELING
- ENGLISH
- PE
- SCIENCE
- SCIENCE DONATIONS

Sign In


Create Account

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.

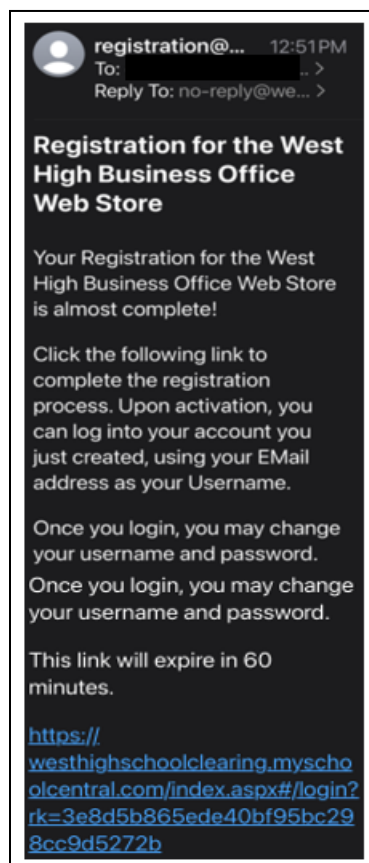
Enter your information below to create an account

Are you a student? Yes No

First Name *	<input type="text"/>	City	<input type="text"/>
Last Name *	<input type="text"/>	State	<input type="text"/>
Email *	<input type="text"/>	Zip Code	<input type="text"/>
Address	<input type="text"/>	Password *	<input type="text"/>
		Confirm Password *	<input type="text"/>

 **To finish registration**

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

NOTE: First and Last Name must be exactly how your student is registered at TUSD.
 Example:
 Joshua Smith-Kline
 NOT:
 Josh Kline

TO PAY FOR ANY CLASS RELATED ITEM

1. Log in



2. Select Category






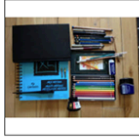







Home Search for an item Account 0 HELP

Categories

- CLASS DONATIONS
- COUNSELING
- DONATIONS
- ENGLISH
- SCIENCE DONATIONS
- TRANSPORTATION

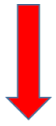
3. Select Donation



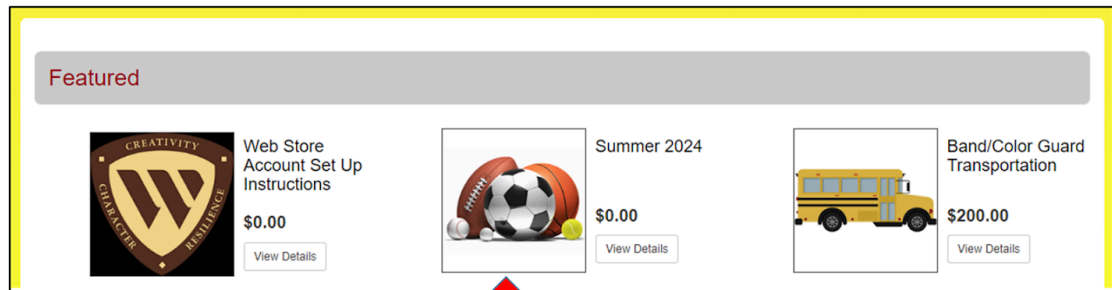
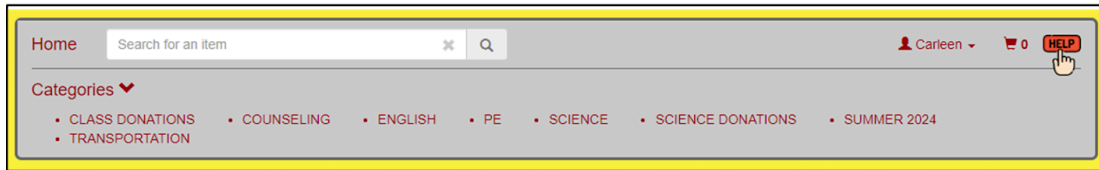
CLASS DONATIONS	
	Web Store Account Set Up Instructions \$0.00 View Details
	Art Donations \$20 \$20.00 View Details
	Art Donations \$25 \$25.00 View Details
	Art AP Donations \$40 \$40.00 View Details
	Ceramics Donations \$40 \$40.00 View Details
	EMR - Emerg Medical Responders -- CPR Cards \$5 \$5.00 View Details
	Foods Donations \$30 \$30.00 View Details
	Personal & Family Management \$7 \$7.00 View Details
	Teen Living \$10 \$10.00 View Details
	Woods Materials \$50 \$50.00 View Details
	Video Production \$25.00 View Details

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.