




# HOW TO SET UP BUSINESS OFFICE ACCOUNT

## WHS Business Office Web Store

**Featured**

	Web Store Account Set Up Instructions \$0.00 <a href="#">View Details</a>		Band/Color Guard Transportation \$200.00 <a href="#">View Details</a>		Transcript for College Applications - \$5 Flat Rate Unlimited (Seniors Only) \$5.00 <a href="#">View Details</a>
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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

Search for an item

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 \*

Last Name \*

Email \*

Address


City

State

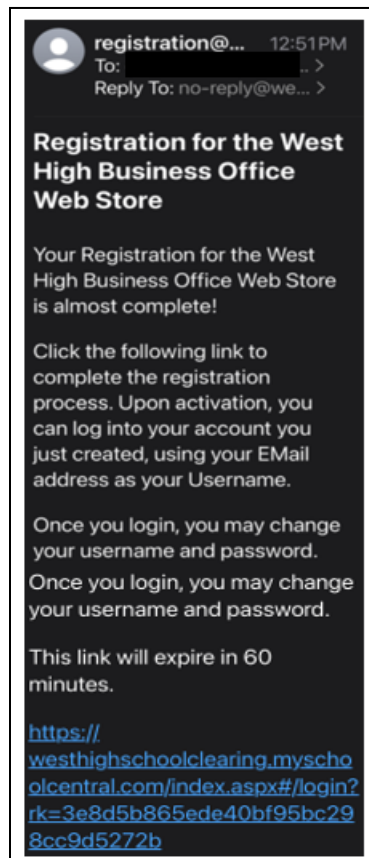
Zip Code

Password \*

Confirm Password \*

 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](mailto: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 ....

**Account Information**

Profile  
**My Family**  
Order History  
Unpaid Items  
Change Password

First Name \* Carleen  
Last Name \* Ramirez

**Account Information**

Profile  
**My Family**  
Order History  
Unpaid Items  
Change Password

There is currently no one in your family.

Add Member

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

**Add Family Member**

Student ID \*  
First Name \*  
Last Name \*

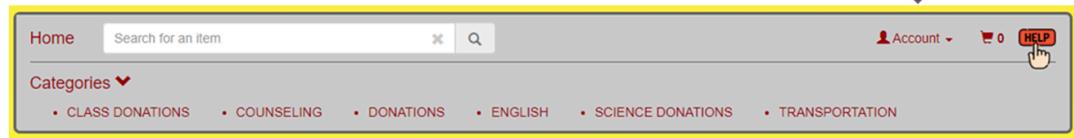
Click to link accounts Add Cancel

## TO PAY FOR ANY CLASS RELATED ITEM

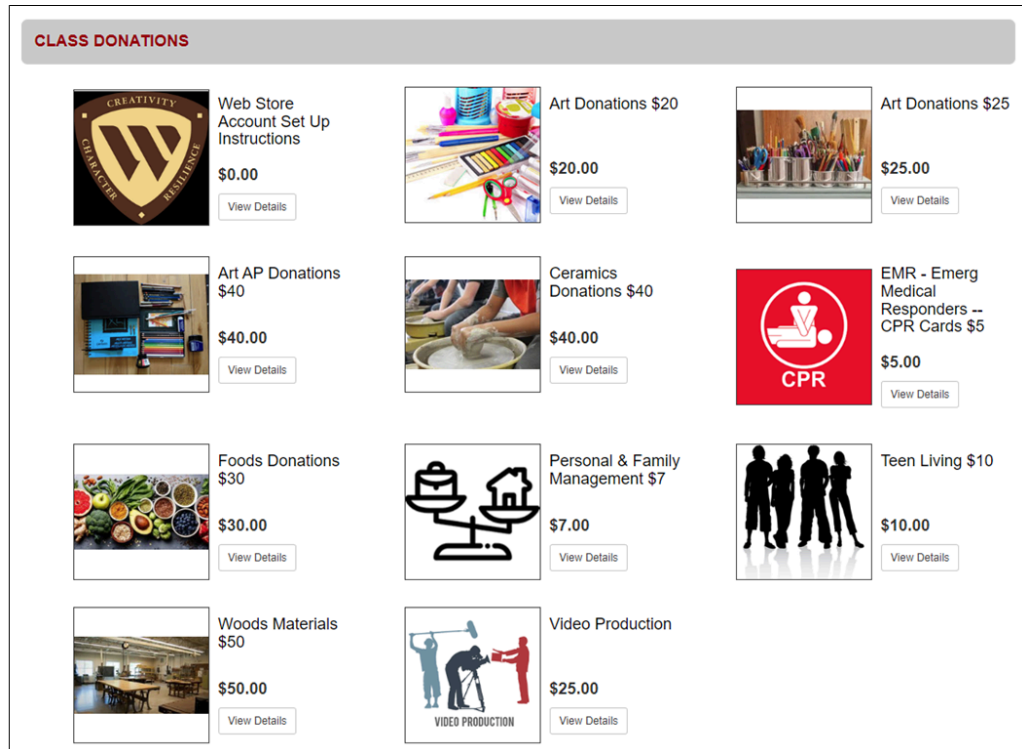
1. Log in



2. Select  
Category

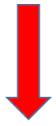


3. Select  
Donation

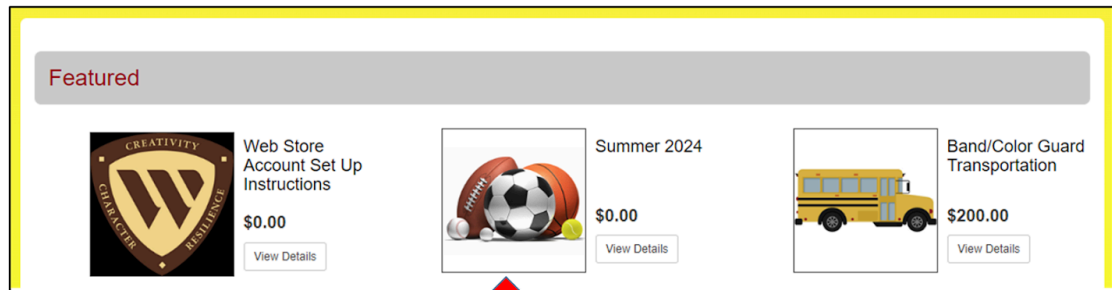
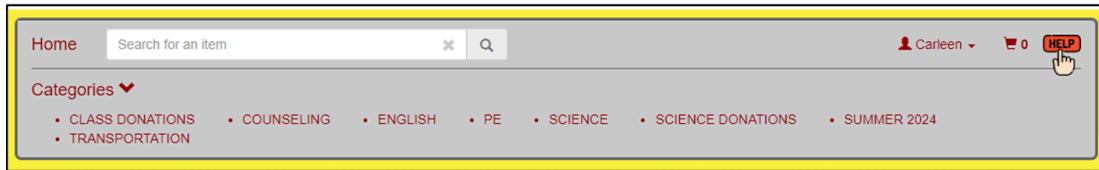


4. Proceed to checkout

## 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](mailto:ramirez.carleen@tUSD.org).

Thank you.