

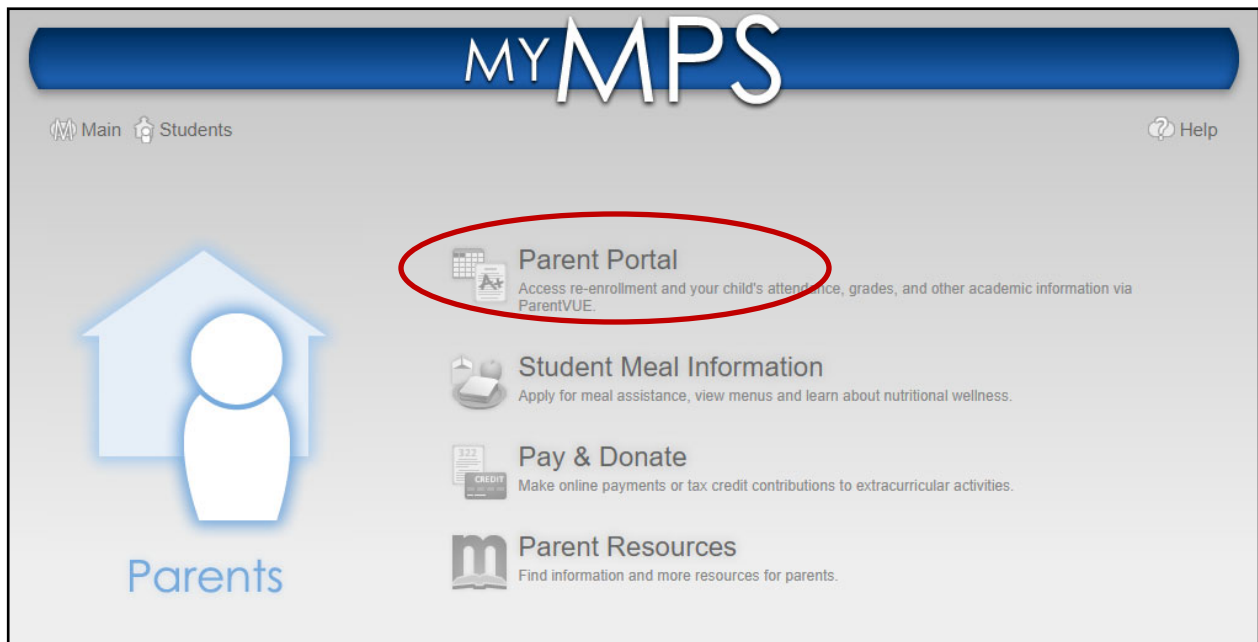
# Finding Your User Name and Password

Your Webpay user name is not the same as your Parent Portal user name, but you can find it in your Parent Portal.

*If you have never set up your Parent Portal account, please contact the registrar at the school your child attends.*

If you have a Parent Portal account, please follow **ALL** 7 steps:

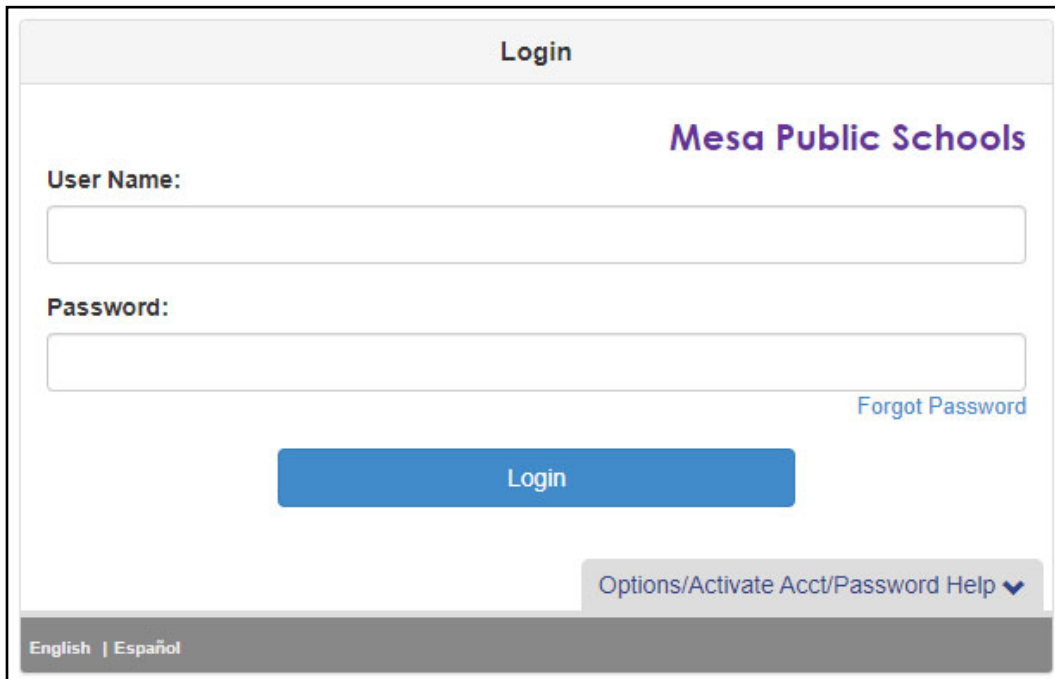
1. Click on this link or log into the Parent Portal at <https://mymps.mpsaz.org/#parents>
2. Click on Parent Portal



3. Click on **I am a Parent**



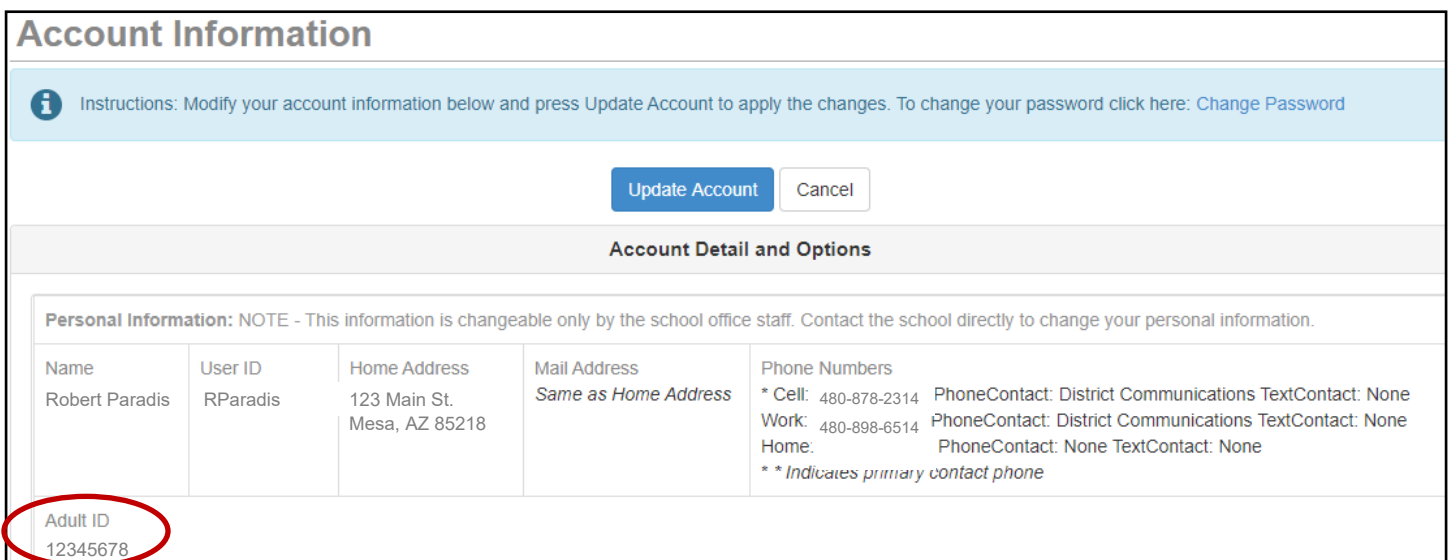
4. Enter your Parent Portal User Name and Password. Click **Login**.



5. In the upper righthand corner of the screen, click on the **My Account** tab



6. Locate the **Adult ID** number just below your name.



**Account Information**

**i** Instructions: Modify your account information below and press Update Account to apply the changes. To change your password click here: [Change Password](#)

[Update Account](#) [Cancel](#)

**Account Detail and Options**

**Personal Information:** NOTE - This information is changeable only by the school office staff. Contact the school directly to change your personal information.

Name	User ID	Home Address	Mail Address	Phone Numbers
Robert Paradis	RParadis	123 Main St. Mesa, AZ 85218	Same as Home Address	* Cell: 480-878-2314 PhoneContact: District Communications TextContact: None Work: 480-898-6514 PhoneContact: District Communications TextContact: None Home: PhoneContact: None TextContact: None * * Indicates primary contact phone
Adult ID				
12345678				

**Your Adult ID number is your Webpay Username.**

*If you have previously changed your name or password, please use that account login information.*

## **What is my Webpay password?**

Your password is up to the first 8 characters of the parent's last name as it is displayed in the Parent Vue/ Portal

- the first letter of your last name is capitalized. The rest are lowercase.
- it may be less than eight characters
- hyphens and spaces are considered a character
- apostrophes are not used

## **Examples:**

**This is how you would type your password if your last name is:**

McDonald

Jones

Smith-Jo

De Jesus

DAngelo not D'Angelo

7. You may now logout of your Parent Vue/Portal and log into the MPS Webpay, our payment/donation system. Please click link to be redirected:

<https://az-mesa.intouchrecepting.com>