

Parent Access to Centennial Student Accounts: Create an InTouch Account

For Purchases, Payments, Fees, Etc.



Parents must have a ParentVUE username and password to create an InTouch login. If you do not yet have a ParentVUE username and password, please contact Centennial's Student Information Systems Coordinator, Robin Konderik, at RKonderi@pusd11.net.

Use Your ParentVUE Username and Email Address to Create an InTouch Account:

1. Use Google Chrome. Visit <https://az-peoria.intouchrecepting.com/>.
2. Select the "Click here to set your password" button:

This screenshot shows the login page for the Peoria Unified School District's Online Payment Portal. At the top is the Peoria Unified School District logo. Below it, the text reads "PEORIA UNIFIED SCHOOL DISTRICT" and "Welcome to the Peoria Unified School District's Online Payment Portal". There are two main sections: "Parents of Peoria Unified School District Students:" and "1st Time Users:". The "1st Time Users:" section has fields for "Username: Your ParentVUE username" and "Password: Click here to set your password". The "Click here to set your password" button is circled in red. Below this, it says "It may take up to 24 hours after creating your ParentVUE account before being able to log in." There is also a "Returning Users:" section with fields for "Username: Your ParentVUE username" and "Password: Password created during first visit".

3. A new screen will appear, prompting you to enter either the email address or username associated with your ParentVUE account.

Enter the email address or ParentVUE user name.

4. **Click** the "Search" button.

This screenshot shows the "Identify Your Account" form. At the top is the Peoria Unified School District logo. Below it, the text reads "PEORIA UNIFIED SCHOOL DISTRICT" and "Identify Your Account". The form has a heading "Identify Your Account" and a sub-heading "To reset your password, please identify your account by email address or username." There are two input fields: "Email Address" and "Username". Below the "Email Address" field is the text "OR" and below the "Username" field is the text "Username". At the bottom right of the form are "Cancel" and "Search" buttons.

5. When InTouch successfully finds the email address or username associated with your ParentVUE account, a green box will prompt you to "Check your email inbox for additional instructions."

Check your email. You should receive an email from "InTouch" Recepting, entitled "Account Reset." Inside the email is a link to "set a new password."

This screenshot shows the "Identify Your Account" form with a green prompt box. At the top is the Peoria Unified School District logo. Below it, the text reads "PEORIA UNIFIED SCHOOL DISTRICT" and "Identify Your Account". The form has a heading "Identify Your Account" and a sub-heading "To reset your password, please identify your account by email address or username." A green box with a checkmark icon and the text "Check your email inbox for additional instructions." is displayed. Below the green box is the text "To reset your password, please identify your account by email address or username." At the bottom right of the form are "Cancel" and "Search" buttons.

6. **Click on the emailed link** to “set a new password.” You will be directed to a page that allows you to set and confirm a new password.
7. **Set and confirm a new password.** You can use your existing ParentVUE password or create an different password, if you choose.
8. **Click on the “Change” button.** You will be returned to the same InTouch login screen from Step 1. <https://az-peoria.intouchrecepting.com/>
9. **Scroll to** the middle of the page, where “**Returning Users**” log in.
10. **Enter your ParentVUE username and the password that you created** in Step 7.
11. **Click on the “Sign In” button.** A page will load with the names of each of your students enrolled in the Peoria Unified School District.
12. A page will load with buttons to access the accounts for each of your Peoria Unified students, as well as a button to access your own personal account.

Your personal account is provided so you can make purchases on your own behalf, donate to a school activity, or even sign up for a Community Education class!

Select whichever account you wish to view, “shop” or pay for:

Who are you shopping for?		
[This is custom text - the district can add, change, or remove this at any time on-demand!]		
TEAGUE WESSEL	WEBSITE	Grade 01
CHLOE WESSEL	WEBSITE	Grade 03
CAMERON WESSEL	WEBSITE	Grade 04
BRADY WESSEL	SOUTH MIDDLE SCHOOL	Grade 07
CRAIG WESSEL	NORTH HIGH SCHOOL	Grade 10
MOM WESSEL		

13. You will arrive at the dashboard for whichever account you choose. Here are the most common tools you should become familiar with:



- A. Fines and/or Fees may be present on your student's account. If your student has a fine/fee on their account, you will see a **RED** notification window. This is your key to look at, and pay, any fines or fees assessed to your student's account. There are many reasons why a fine or fee may be present on your account and selecting "VIEW" will display the detail specific to your student. NOTE: If you have questions regarding a fine/fee assessed to your student's account, please contact your student's building or visit the "FAQ" section at the end of this document.
- B. "Items at Students School" is where you'll go to browse items available to your student for purchase. This should look familiar to you if you're familiar with online shopping. Once you've selected items in the webstore, you can view/edit your cart, or proceed to checkout.
- C. "Purchase History" is an on-demand tool for you to use to track your purchase history. This allows you to confirm prior purchases or confirm payment was delivered by your student to the building.
- D. "Reprint Receipts" is a tool that allows you to print a single receipt rather than your full payment ledger (Purchase History).

Questions or Concerns? We're Here to Help!

Centennial Student Bookstore

Mrs. Jennifer Leyvas, Manager [Email](#)

Mrs. Jody Black, Assistant [Email](#)

623-412-4417



FAQ | COMMONLY ASKED QUESTIONS

Q: IS MY CREDIT CARD DATA STORED WHEN I USE THE ONLINE PAYMENTS APPLICATION?

A: No – the online payments application does not store your card data under any circumstance. Peoria Unified School District does not store your credit card data under any circumstance either. The online payments portal uses PCI compliant processes and security protocols to ensure your data is protected while being processed. All payments are secure and protected.

Q: WHAT CARD TYPES ARE CURRENTLY ACCEPTED ONLINE?

A: Visa, Mastercard and Discover.

Q: I HAVE A FINE ON MY STUDENT'S ACCOUNT. WHY WOULD MY STUDENT HAVE A FINE?

A: There are several reasons why your student may have a fine. The online payments application is integrated to each school's finance office, and many other district systems send the online payments application data. The most common reasons for why a fine is on a student's account are:

- A student lost or damaged a library/textbook.
- A class fee wasn't paid.
- A student damaged school property.
- A student didn't pay a field trip fee, a club due, etc. on time.

If there is a fine on your account, certain items may be restricted for purchase until the fine/fines are paid.

Q: I'VE TRIED TO LOG IN TO THE WEB STORE, BUT I HAVEN'T BEEN ABLE, WHAT SHOULD I DO?

If you are having issues signing into the web store, it's most likely because you haven't created a password, or because you aren't signed up/enrolled in the parent portal. You can first try the recover password utility on the login page, but if that doesn't work, please contact your school site for further instructions.

Q: THERE IS AN ITEM MY STUDENT WANTS TO PURCHASE, BUT I DON'T SEE IT AVAILABLE IN THE STORE

A: The web store offers many items to parents and students, but there are certain items that may require hands-on management. As a result, the item may not be available in the web store. Typically, if there's an item requires this level of management, a fee will be assessed to the applicable students.