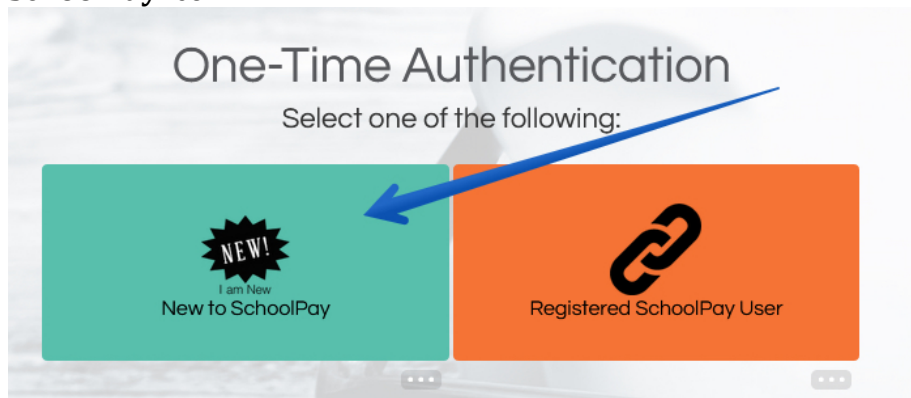


First Time Accessing the Glenbard Online Store

1. In PowerSchool, click on the **Applications** icon () in the upper-right.
2. Click **Glenbard Online Store**

Applications	Description
Glenbard Online Store	Fundraisers, tickets, and more thru SchoolPay

3. Setup a new SchoolPay account or register a previous account. **Note: If your PowerSchool email was already used at a prior school, you must register your old account.**
 - a. If you used SchoolPay at a grade or middle school, click the orange **Registered SchoolPay User** icon and provide your SchoolPay credentials to attach your old SchoolPay account to Glenbard.
 - b. If you have not used SchoolPay before, click the green **New to SchoolPay** icon



4. Read the Terms and Conditions and click the Accept button
5. This is a one time only setup. After agreeing to the Terms, each time you click Glenbard Online Store from PowerSchool, you will be automatically logged into your store account.