



BYRCHALL HIGH SCHOOL

How to Login to WisePay and Change your Password

Step 1

Go to the WisePay page on the Byrchall High School website, this can be found under the Parents tab across the top of the page of visit:

<http://www.byrchall.wigan.sch.uk/parents/wisepay>

Press the WisePay logo to be directed to the login page.

Step 2

You will be presented with the following screen:

Welcome to our Online Payment Area

View Text Size +AA -Aa =A

Quick Links

- Byrchall High School - Home Page
- School Trips
- School Bus Payment
- Dinner Money
- Music
- ICT Payments
- Terms and Conditions
- Help

Please click on the sections below to browse for items that can be paid for online.

Food and Drink >
Pay for your Food and Drink here.

School Bus >
Pay for your school bus passes here.

Powered by **WisePay**

Log In

Enter Username/Email

Enter your Password

Log In

By logging in, you accept that cookies will be used during your visit to WisePay.
Further information >>>

Forgotten Log In Details

Our organisation accepts

VISA VISA DEBIT VISA ELECTRON MasterCard

PCI Security Standards Council

digicert

MasterCard SecureCode

Verified by VISA

Log into the portal by entering your username and password as stated in the letter sent home with your child. These details must be entered exactly as shown in the letter. Once entered press the Log In button.

Step 3

Once logged in you will see the Change your Password button. Press this button to start the process.

BYRCHALL HIGH SCHOOL

Makerfield Community Trust

WisePay

Welcome **Matt Jackson** to your account for **Matt Jackson**

View Text Size **AA - Aa = A**

[logout](#) [my Wise Account](#)

Quick Links

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Please click on the sections below to browse for items that can be paid for online.

Food and Drink >
Pay for your Food and Drink here.

School Bus >
Pay for your school bus passes here.

Powered by **WisePay**

Click here to Change Your Password

Selected Product Highlights
None Available

Merge Accounts
Merge Student Account

Our organisation accepts

VISA VISA DEBIT
VISA DEBIT MasterCard

pci Security Standards Council

digicert

MasterCard. SecureCode.
Verified by VISA

Please move onto the next page

Step 4

On this page you can review the details used to setup your account and you can make changes to certain details if you wish.

Any fields with a red star (*) are mandatory and cannot be left blank.

Please edit the form below to change details of your account

| | |
|-----------------------|---------|
| Student First Name | Matt |
| Student Second Name | Jackson |
| Guardian First Name* | Matt |
| Guardian Second Name* | Jackson |

Your email address. This will be used to send confirmation messages about your order, it will also be the address which receives information about your password if you need a reminder. We will **not** pass your email address on to third parties.

| | |
|------------------------|-----------------------------|
| Email Address* | admin@byrchall.wigan.sch.uk |
| Confirm Email Address* | admin@byrchall.wigan.sch.uk |

Your contact telephone number. This will be used if we need to contact you urgently about your order. Your telephone number will **not** be passed on to any third party.

| | |
|-----------|--------------|
| Telephone | 441942728221 |
| Mobile | 441942728221 |

| | |
|--|---|
| Allow College/School to send SMS via WisePay | <input checked="" type="radio"/> Not Set <input type="radio"/> No <input type="radio"/> Yes |
| Allow College/School to send Email via WisePay | <input checked="" type="radio"/> Not Set <input type="radio"/> No <input type="radio"/> Yes |

Your Password. This will be used log you into the system.

Please Note :

If you change your password, your username will be changed to your registered email address.

This means that when you login you will be required to enter your email address and new password.

The original username supplied to you by your school will become redundant.

School admin staff may have access to your details so choose a unique password that you do not use elsewhere.

| | |
|------------------------------|---|
| I want to change my password | <input checked="" type="radio"/> No, do not change my password <input type="radio"/> Yes, change my password. In the future I will log in using my email address and the password I provide below. |
| Password* | ***** Create a unique password that you do not use elsewhere as school admin staff may have access to view your password. For a secure password combine upper and lower case letters and numbers. |
| Confirm Password* | ***** |

Save

To change your password a valid and working email address must be provided.

Step 5

To change your password press “Yes, change my password. In the future I will log in using my email address and the password I provide below”

| | |
|------------------------------|---|
| I want to change my password | <input type="radio"/> No, do not change my password <input checked="" type="radio"/> Yes, change my password. In the future I will log in using my email address and the password I provide below. |
| Password* | ***** Create a unique password that you do not use elsewhere as school admin staff may have access to view your password. For a secure password combine upper and lower case letters and numbers. |
| Confirm Password* | ***** |

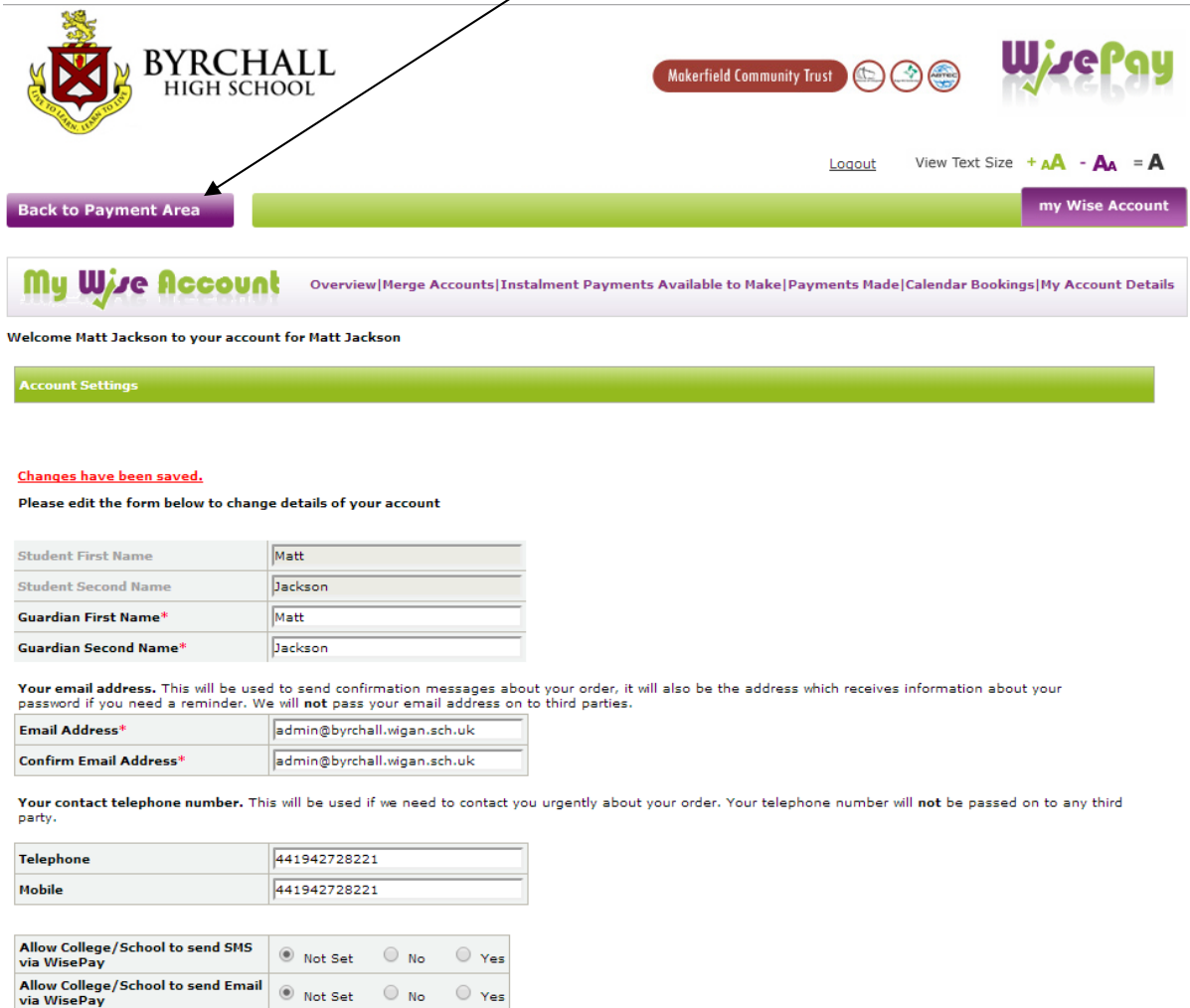
Save


Please try and make your password as unique as possible

Step 6

Press the save button and you will be prompted that changes have been saved.

Click on the “Back to Payment Area” button to return to the home page



BYRCHALL HIGH SCHOOL Makerfield Community Trust 

[Logout](#) View Text Size **+ AA - AA = A**

[Back to Payment Area](#) [my Wise Account](#)

My Wise Account [Overview](#) | [Merge Accounts](#) | [Instalment Payments Available to Make](#) | [Payments Made](#) | [Calendar Bookings](#) | [My Account Details](#)

Welcome Matt Jackson to your account for Matt Jackson

Account Settings

Changes have been saved.

Please edit the form below to change details of your account

| | |
|-----------------------|---------|
| Student First Name | Matt |
| Student Second Name | Jackson |
| Guardian First Name* | Matt |
| Guardian Second Name* | Jackson |

Your email address. This will be used to send confirmation messages about your order, it will also be the address which receives information about your password if you need a reminder. We will **not** pass your email address on to third parties.

| | |
|------------------------|-----------------------------|
| Email Address* | admin@byrchall.wigan.sch.uk |
| Confirm Email Address* | admin@byrchall.wigan.sch.uk |

Your contact telephone number. This will be used if we need to contact you urgently about your order. Your telephone number will **not** be passed on to any third party.

| | |
|-----------|--------------|
| Telephone | 441942728221 |
| Mobile | 441942728221 |

| | |
|--|---|
| Allow College/School to send SMS via WisePay | <input checked="" type="radio"/> Not Set <input type="radio"/> No <input type="radio"/> Yes |
| Allow College/School to send Email via WisePay | <input checked="" type="radio"/> Not Set <input type="radio"/> No <input type="radio"/> Yes |

End of Guide