

HOW TO MAKE A PURCHASE OR PAY FINES USING THE THS ASB STUDENT STORE

YOU MUST BE LOGGED IN TO YOUR ACCOUNT TO BE ABLE TO VIEW AND PAY FOR ITEMS.

IF YOU HAVE NOT USED THE STUDENT STORE SINCE JANUARY 1, 2021, YOU MUST CREATE A NEW ACCOUNT BY CAREFULLY FOLLOWING THE DIRECTIONS BELOW:

The ASB Student Store is found at:

<https://fullertonhighdistrict.graystep.com/>

There is also a quicklink for the store on the bottom right of the www.troyhigh.com home page.

SETTING UP YOUR ACCOUNT

STUDENTS: If this is your first visit to our new website since it started on JANUARY 1, 2021, you will NOT be able to view any items for sale UNTIL you:

- Follow the instructions on the homepage of the ASB Student Store to CREATE A NEW ACCOUNT USING YOUR SCHOOL EMAIL ADDRESS.
- Please answer the FIRST question correctly, indicating that you are a student, not a parent.
- Make sure you are signed in to your account to be able to view the items available to you for purchase.

PARENTS: If this is your first visit to our new website since it started on JANUARY 1, 2021, you will NOT be able to view any items available to purchase for your student UNTIL you:

- Follow the instructions on the homepage of the ASB Student Store to CREATE A NEW ACCOUNT USING YOUR PERSONAL EMAIL ADDRESS.
- Please answer the FIRST question correctly, indicating that you are a PARENT, not a student.
- Add all family students to your account under "MY FAMILY" in the profile information using their STUDENT ID information.

PAYING FOR ITEMS and FINES

Once you have created an account, you must **ALWAYS BE SIGNED INTO YOUR ACCOUNT to view and purchase items or pay fines.**

After you have signed in to your account, choose “Troy High School” from the “School” drop down menu located at the upper left of the home page.

Review the “Categories” list to find the type of transaction you would like to make.

FOR FINES: Please refer to your Aeries account under “fees and fines” to see obtain specific information required regarding the fines that you owe. (ie: name of book owed, type of fine, amount owed, etc.)

Some items and fines may require you to fill in additional information before adding them to the cart.

Please always print out and keep your receipt for your records.

TROUBLESHOOTING

If you are experiencing difficulties, please attempt the following before sending an inquiry to liwilliams@fjuhsd.org.

- Make sure you complete the ALL steps to create your account on the same computer, using the same browser to complete the process including the confirmation email. If you do not, you will receive an error message.
- Use a computer or your Chromebook to create your account, not your phone.
- Make sure you are **signed in to your account to see your items**.
- If you are a STUDENT, make sure you use your STUDENT EMAIL to create your account.

- If you are a PARENT, make sure you use your personal email address to create your account and ADD YOUR STUDENT's information to "My Family" in order to be able to view items available to your student.
- Look at items on the Troy High School tab, using the correct category to find your item.
- KEEP YOUR RECEIPT for your records and to present it when picking up items.