



Parent Access to Buckeye Union High School

Student Accounts: **Create an InTouch Account**

For Purchases, Payments, Fees, Etc.

BUHS: 623-269-1104

EFHS: 623-269-1204

YHS: 623-269-1304

LC: 623-269-2002

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 your school's Registrar.

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

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

The screenshot shows the Buckeye Union High School District website. Below the district name, it says "Parents of Buckeye Union High School District Students:". Underneath, it says "1st Time TouchBase Parent Users * :". There are two input fields: "Username : Your ParentVUE username" and "Password :". The "Password" field has a button that says "Click here to set or reset your password" which is circled in red. To the right of the button, it says "(this will set/change your password)".

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.

The screenshot shows a form titled "Identify Your Account". Below the title, it says "To reset your password, please identify your account by email address or username." There are two input fields: "Email Address" and "Username". Between the two fields is the word "OR". At the bottom right, there are two buttons: "Cancel" and "Search".

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" Receipting, entitled "Account Reset." Inside the email is a link to "set a new password."

The screenshot shows the same "Identify Your Account" form. A green message box is displayed in the center, containing an envelope icon and the text "Check your email inbox for additional instructions." Below the message box, the text "To reset your password, please identify your account by email address or username." is visible.

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-buckeyeunion.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 Buckeye Union High School District.
12. A page will load with buttons to access the accounts for each of your students, as well as a button to access your own personal account.

Your personal account is provided so you can make purchases without having to pay in person at our school site.

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

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!

Contact your school's Bookstore



623-269-1117



623-269-1275



623-269-1375

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.