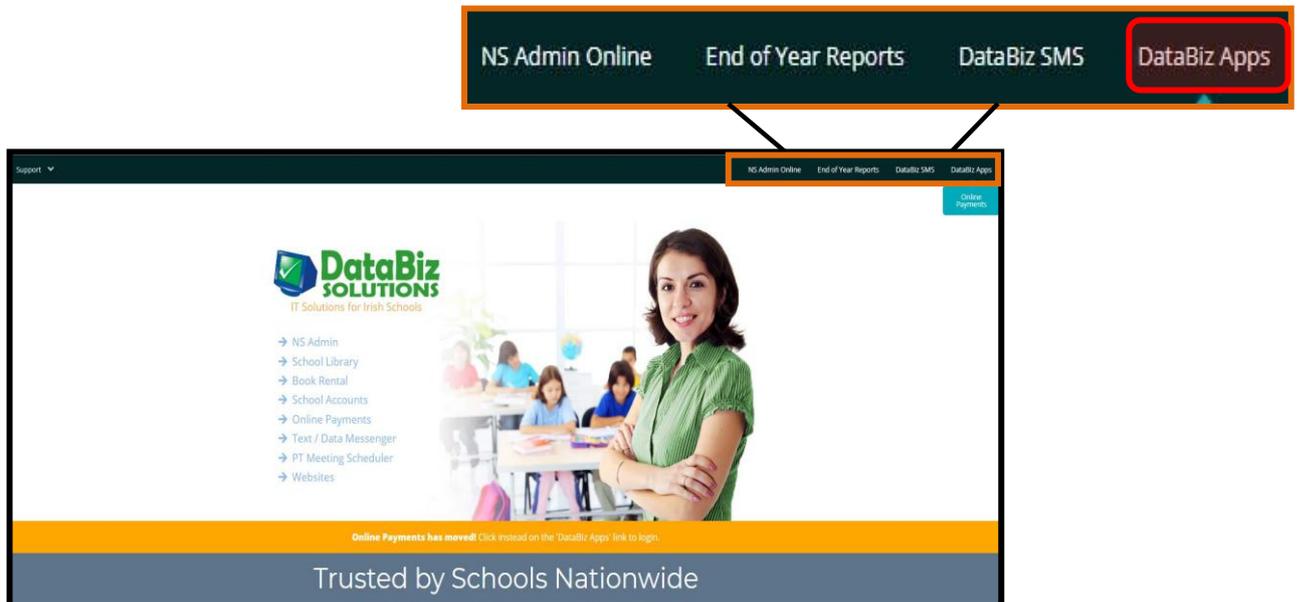


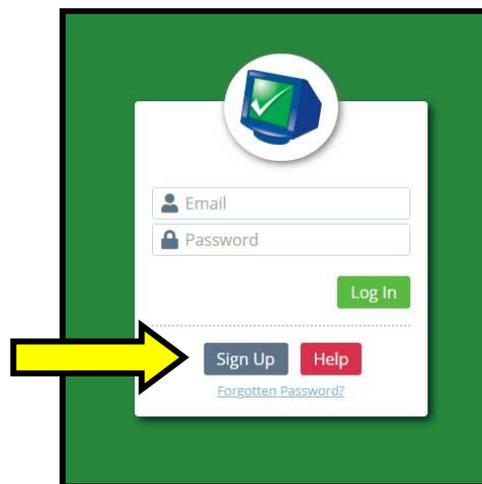
Sign up to DataBiz Apps

(For access to Online Payments and the Parent Teacher Meeting Scheduler)

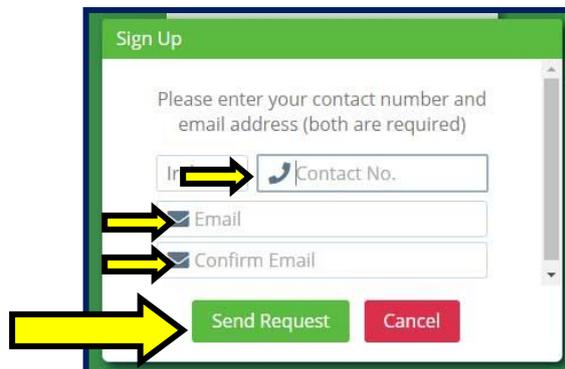
Step 1 - Go to the www.databizsolutions.ie website and click on **DataBiz Apps** link in the top right hand corner.



Step 2- Click on the **Sign Up** button.



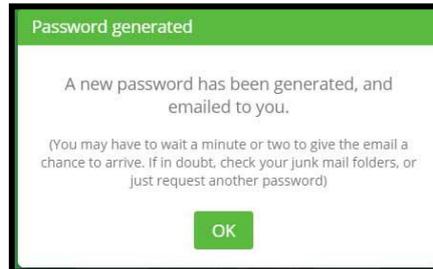
Step 3- Enter your mobile phone number and email address that the school has on file. Click **Send Request**.



Step 4 - The system then compares the email address and mobile phone number to the information your school provided. One of the following three options will occur:

Option A - Success

The details you have provided will match what is in the system and your new password will be sent to the email address just submitted and the following screen will be displayed.

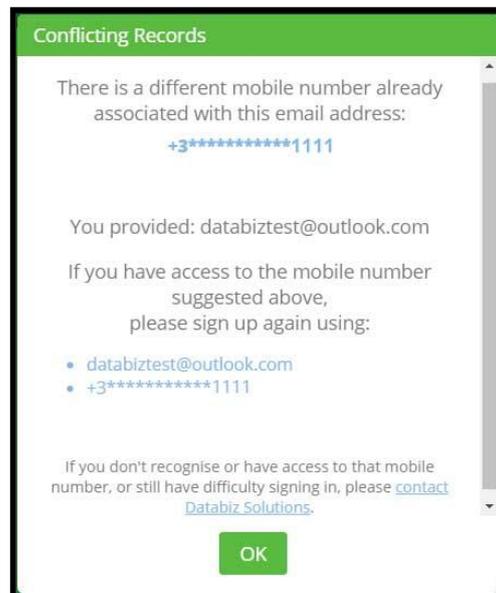
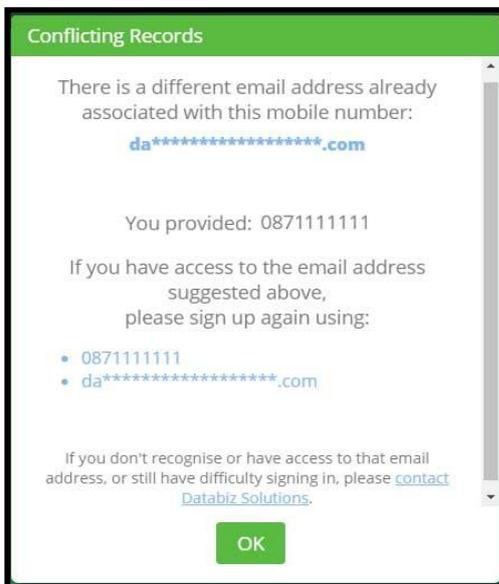


Option B - Partial match

The details you have provided partially match information in the system - either the mobile number or email address is incorrect.

If the **email is incorrect** you will be prompted with the following screen which will give you an indication of the email address that is stored on the system and you will be given the opportunity to re-submit it when you click **OK**.

If the **mobile phone number is incorrect** you will be prompted with the following screen which will give you an indication of the mobile phone number that is stored on the system and you will be given the opportunity to re-submit it when you click **OK**.



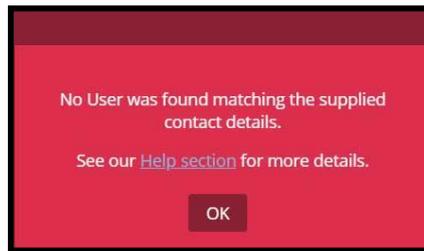
Once the new information is re-submitted and matches the information the school provided, your new password will be sent to the email address just submitted.

If you cannot provide details to match what is in the Databiz system you will have to contact the school to update your details.

Once your details are updated, restart from Step 1.

Option C - No match

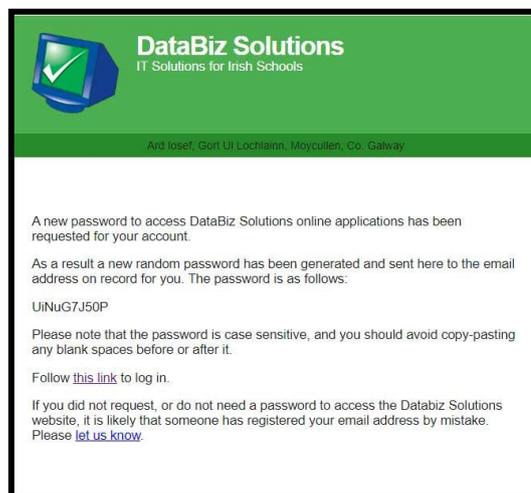
The details you have provided match no information in the system.



Contact the school to update your details.

Once your details are updated, restart from Step 1.

Step 5- Once your credentials have been accepted (**Option A - Success**) you will receive an email with your new password. *If the email isn't in your Inbox please check your Junk/Spam folder .*



Step 6- Go back to the login screen at <https://databizsolutions.ie/login> and enter your email address, the password received in the email and log into the system.

