

## PAYING ACTIVITY and ATHLETIC FEES ON-LINE

This is the home page of the parent portal. Click on Fees to begin:

The screenshot shows the Infinite Campus parent portal home page. The left sidebar contains a navigation menu with the following items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Responsive Schedule, Food Service, Fees (highlighted with a yellow arrow), Discussions, and More. The main content area displays a 'Message Center' with tabs for 'Announcements' and 'Inbox'. A 'District Announcement' dated 07/22/2019 is visible, with the subject 'July 2019' and the salutation 'Dear Parents and Guardians,'. The announcement text states: 'Waseca Public Schools utilizes an online system, Infinite Campus, that allows parents/guardians to important student information. It is important that Waseca Public Schools has an updated email ac phone number for your household. The Technology Responsible Use Agreement is now included with update. The Agreement must be accepted in order to receive a device at applicable grade levels. To prepare for the 2019-2020 school year, all families need to go to the Parent Portal beginning Mo must complete the Annual Update by Friday, August 9th. Please use the following directions to review and update your child(ren's) information: Log into Campus Parent Portal Go to the bottom left hand corner and click on More. Click on Annual Update.'

Make sure the correct student is selected. Then choose "My Accounts":

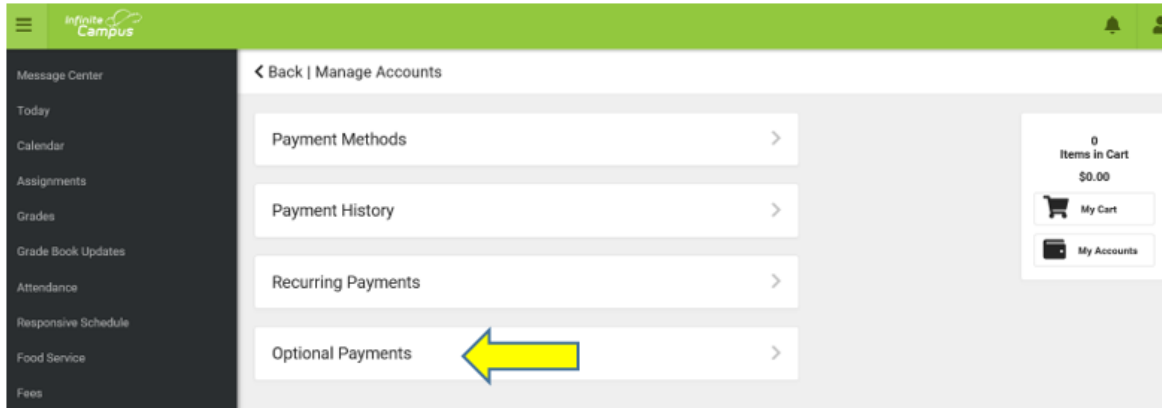
The screenshot shows the 'Fees' page in the Infinite Campus parent portal. The left sidebar is visible with 'Fees' selected. The main content area shows a 'Total Due: \$0.00' and a table with columns for 'DESCRIPTION', 'DUE DATE', and 'FEE BALANCE'. The table contains a 'Subtotal' row with a value of '0.00'. On the right side, there is a sidebar with '0 Items in Cart \$0.00', 'My Cart', and 'My Accounts' buttons. A yellow arrow points to the student selection dropdown at the top right, and another yellow arrow points to the 'My Accounts' button.

If you have not done so already, you will need to enter in your payment method information. Choose "Payment Method". Once page opens click "New" located at the bottom left hand corner:

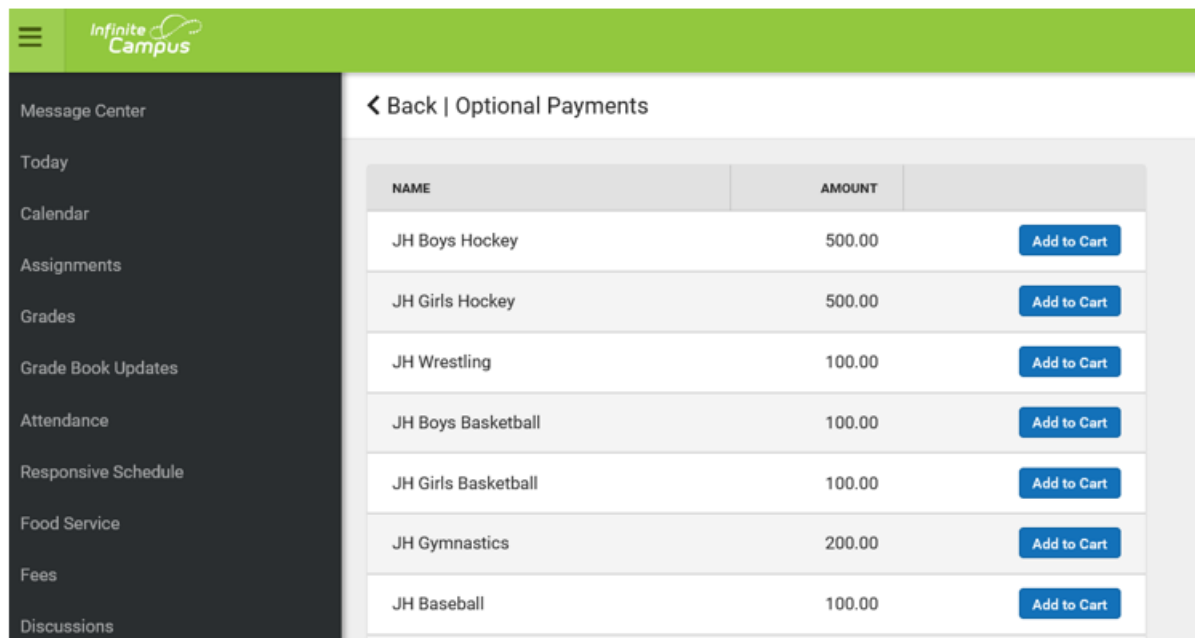
The screenshot shows the 'Manage Accounts' page in the Infinite Campus parent portal. The left sidebar is visible with 'Manage Accounts' selected. The main content area shows a list of options: 'Payment Methods' (highlighted with a yellow arrow), 'Payment History', 'Recurring Payments', and 'Optional Payments'. On the right side, there is a sidebar with '0 Items in Cart \$0.00', 'My Cart', and 'My Accounts' buttons.

Once done, click “Back Payment Methods” located at the top left hand corner. You are now ready to add fees to your cart.

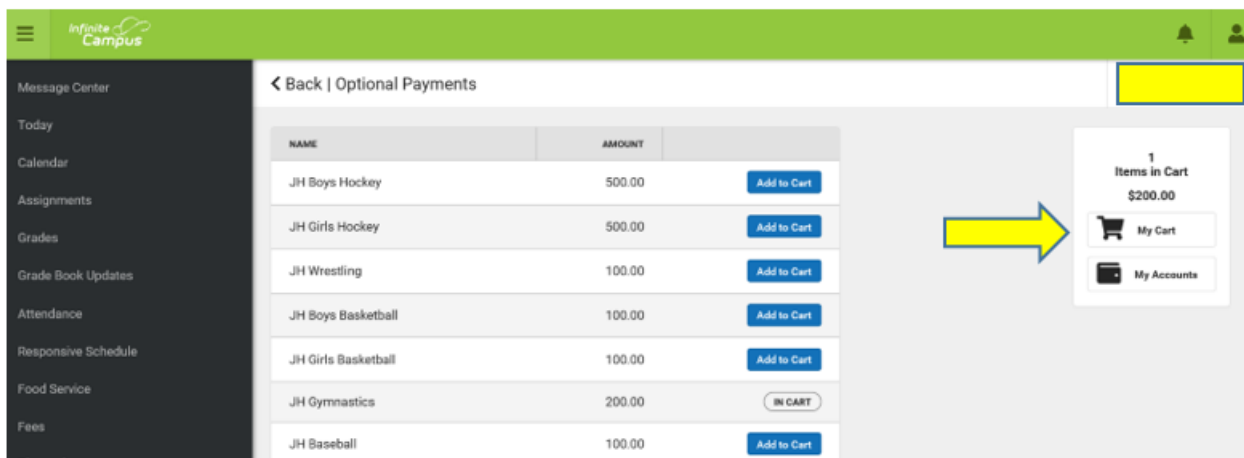
Choose “Optional Payments”:



Click “Add to Cart” when you identify the appropriate fee:



After all appropriate fees have been added to your cart, click “My Cart”



Complete the appropriate payment information.