

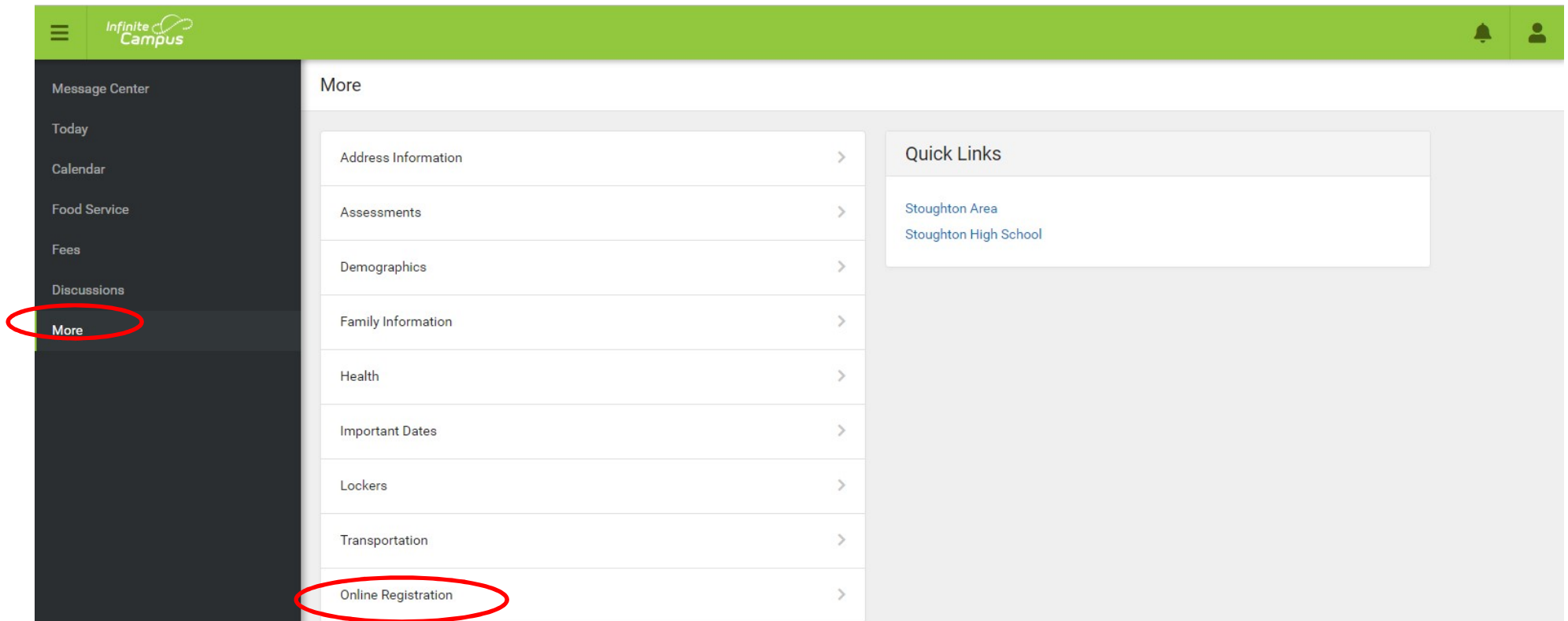
# INFINITE CAMPUS PARENT PORTAL UPGRADE

Changes for the desktop and phone app

## New Portal Notes

(the cart and account will appear on the upper right corner of your phone app; right side of screen on desktop)

- ❖ **ON LINE REGISTRATION** is under More, then On Line registration at the bottom of the screen. Note, once you are redirected to the On Line Registration you will be logged out of your main Infinite Campus session and will need to log in again to pay fees.



❖ **FOOD SERVICE PAYMENTS & BALANCES** are under Food Service.

- **Balances, Payments and History** arrow next to balance).

The screenshot shows the 'Food Service' section of a web application. On the left is a dark sidebar with a menu containing 'Message Center', 'Today', 'Calendar', 'Food Service' (circled in red), 'Fees', 'Discussions', and 'More'. The main content area is titled 'Food Service' and contains a table with three columns: 'ACCOUNT NAME', 'ACCOUNT #', and 'BALANCE'. The first row of the table has 'Student name and meal account #' in the first column, '\$2.40' in the second column (circled in red), and a right-pointing arrow in the third column (also circled in red). Below the table is a blue 'Pay' button (circled in red). On the right side of the interface, there is a summary box showing '2 Items in Cart' for '\$80.00', with links for 'My Cart' and 'My Accounts'.

- **Make a payment** click Pay, then add amount, then add to cart.

This screenshot shows the same 'Food Service' interface, but with the 'Add to Cart' button (circled in red) highlighted instead of the 'Pay' button. The table now has four columns: 'ACCOUNT NAME', 'ACCOUNT #', 'BALANCE', and 'AMOUNT'. The first row has an empty 'ACCOUNT NAME' field, an empty 'ACCOUNT #' field, an empty 'BALANCE' field, and '\$0.00' in the 'AMOUNT' column (circled in red). A right-pointing arrow is in the final column. The 'Add to Cart' button is circled in red, and a 'Cancel' button is visible next to it. The sidebar and right summary box remain the same.

- **View and print history**, click arrow to the right of the balance

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**Food Service**  
Fees  
Discussions  
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Student Name

Time Frame  
Last 7 Days

Totals for selected time frame

Current Balance:	\$2.40	Starting Balance:	\$2.40
Money In:	\$0.00	Money Out:	\$0.00

No activity found for this time frame

Print

## ❖ FEES

- **District Assigned Fees are found under the Fee Tab** – this would be the annual consumable fee by grade, parking for approved applicants and athletic participation fees.

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**Fees**  
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Infinite Campus

Student name

Fees

Total Due: \$30.00

School Year: 2019 - 2020 Type: Unpaid

DESCRIPTION	DUE DATE	FEE BALANCE
HS Consumables Fee	07/16/2019	30.00
Subtotal		30.00

1 Items in Cart \$30.00

My Cart

My Accounts

IN CART

- **Optional Fees are found under the Fee Tab / My Accounts / Optional Fees** - items that are available to purchase based on grade appear here. Click Add to Cart to purchase an item.



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Payment Methods

Payment History




Recurring Payments

Optional Payments

1  
Items in Cart  
\$30.00

 My Cart

 My Accounts



Message Center

Today

Calendar

Food Service




Fees

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Student name

NAME	AMOUNT	
Athletic Family Pass-10 Punch	40.00	
Athletic Family Pass-20 Punch	70.00	
Yearbook-HS	50.00	

1  
Items in Cart  
\$30.00

 My Cart

 My Accounts



Message Center

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Calendar

Food Service




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Student name


NAME	AMOUNT	
Athletic Family Pass-10 Punch	40.00	
Athletic Family Pass-20 Punch	70.00	
Yearbook-HS	50.00	



2  
Items in Cart  
\$80.00

 My Cart

 My Accounts

- **View Cart and Check Out** - click on My Cart, click Add Payment Method if needed





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**2019-20 SCHOOL FEES IMPORTANT CHANGES**

**PLEASE [CLICK HERE](#) TO REVIEW PRIOR TO MAKING PAYMENTS**

AUTO PAYMENTS are now available. [Click here](#) for directions.

- Meal payments made online are typically posted to students' accounts within 15 minutes. Payments made with other methods may take longer to process.

Show More

NAME	FEE	AMOUNT	
	HS Consumables Fee	\$30.00	<a href="#">Remove</a>

NAME	OPTIONAL FEE	AMOUNT	
	Yearbook-HS	\$50.00	<a href="#">Remove</a>

2  
Items in Cart

\$80.00

 My Cart

 My Accounts

Subtotal: \$80.00

Service Fee: \$0.00

Total: \$80.00

Payment Method

No payment methods available

Add Payment Method

Email Address for Receipt

Submit Payment

❖ **RECURRING PAYMENTS** – go to My Accounts, Recurring Payments

This screenshot shows the 'Manage Accounts' page. On the left is a dark sidebar with navigation links: Message Center, Today, Calendar, Food Service, Fees, Discussions, and More. The main content area has a header 'Back | Manage Accounts' and a list of account management options: Payment Methods, Payment History, Recurring Payments, and Optional Payments. The 'Recurring Payments' option is circled in red. On the right, a summary box shows '2 Items in Cart' for '\$80.00' and links to 'My Cart' and 'My Accounts'. The 'My Accounts' link is also circled in red.

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Payment Methods >

Payment History >

Recurring Payments >

Optional Payments >

2 Items in Cart  
\$80.00

My Cart

My Accounts

This screenshot shows the 'Recurring Payment' form for 'Food Service'. The left sidebar is the same as the previous page. The main content area has a header 'Back | Recurring Payments' and a table with columns 'TYPE', 'FREQUENCY', and 'AMOUNT'. The table has one row for 'Food Service' with a '-' in the frequency and amount columns. A red circle highlights the right arrow of this row. To the right of the table is a form titled 'Recurring Payment Food Service'. The 'Frequency' section has 'Monthly' selected (circled in red) and 'Low Balance' as an option. Below are fields for 'Start Date \*', 'End Date \*', 'Payment Amount \*', and 'Payment Method \*'. The 'Payment Method \*' section shows 'No payment methods available' and an 'Add Payment Method' button. There is also an 'Email Address for Receipt' field. At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Save' button is circled in red.

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TYPE	FREQUENCY	AMOUNT
Food Service	-	-

Recurring Payment  
Food Service

Frequency

☒ Monthly

☐ Low Balance

Start Date \* End Date \*

Payment Amount \*

Payment Method \*

No payment methods available

Add Payment Method

Email Address for Receipt

Save Cancel

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TYPE	FREQUENCY	AMOUNT
Food Service	-	- >

Recurring Payment

Food Service

Frequency

☐ Monthly

☒ Low Balance

Start Date \*

End Date \*

Low Balance Amount \*

Payment Amount \*

Payment Method \*

No payment methods available

Add Payment Method

Email Address for Receipt

Save

Cancel