

## **Infinite Campus Online Payments for Fees**

### ***Basic Instructions Outline***

1. Log on to your Infinite Campus portal account. Do not use the account from your student!!
2. Once logged into Portal, click on Payments under the Family section. Note, you may be asked to update your Adobe Flash Player to the latest version. Follow prompts or visit [www.adobe.com](http://www.adobe.com) and use the options to download Flash Player.
3. If first time to make payments you must first enter the Payment Information to set up your preferred Payment Method and Vendor. Your address entered for your payment method must match the information currently assigned to your bank card.
4. After entering Payment Information select the Fees or enter amounts you wish to pay. Then select Continue when ready.
5. Then select the Payment Method you wish to use. Then select Continue when ready.
6. Review and verify that you have selected the correct Fees, entered correct amounts, verify or change email address for receipt, and the Payment Method info is correct.
7. When ready press Make Payment!
8. Print or review receipt as needed.

### ***Questions about Online Payments:***

1. Please use a parent user account to set up and pay your fees. If set up under a student account they will have access to make payments. If you need a parent account please contact your school office and download the Parent Portal Request form from the website.
2. Is this secure? Yes, once you enter the Payment processing steps this information is a direct exchange between Vanco, our Online Payment vendor. No information is stored in Infinite Campus or on school computers.
3. Food Service is NOW available for some buildings. The district has rolled out Food Service to the High School, Middle School, and will be adding to the elementary

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buildings over next two weeks. Notices will be published when this is live on your school.

4. Where are last years Fees? Infinite Campus did not include the option to view or make payments on previous years fees. Infinite Campus is working on updates to their system that will make this available in the future.
5. If you have any issues with your payments please work with the main office of your child's school first. Issues with Food Service accounts should be directed to the Food Service staff at the Board Office at 440-428-2166.
6. Any questions about Pay to Participate Fees at the Middle or High Schools should be directed to the main office or the schools Athletic Directors.