

Accessing the Portal

The Portal can be accessed by users with a username and password.

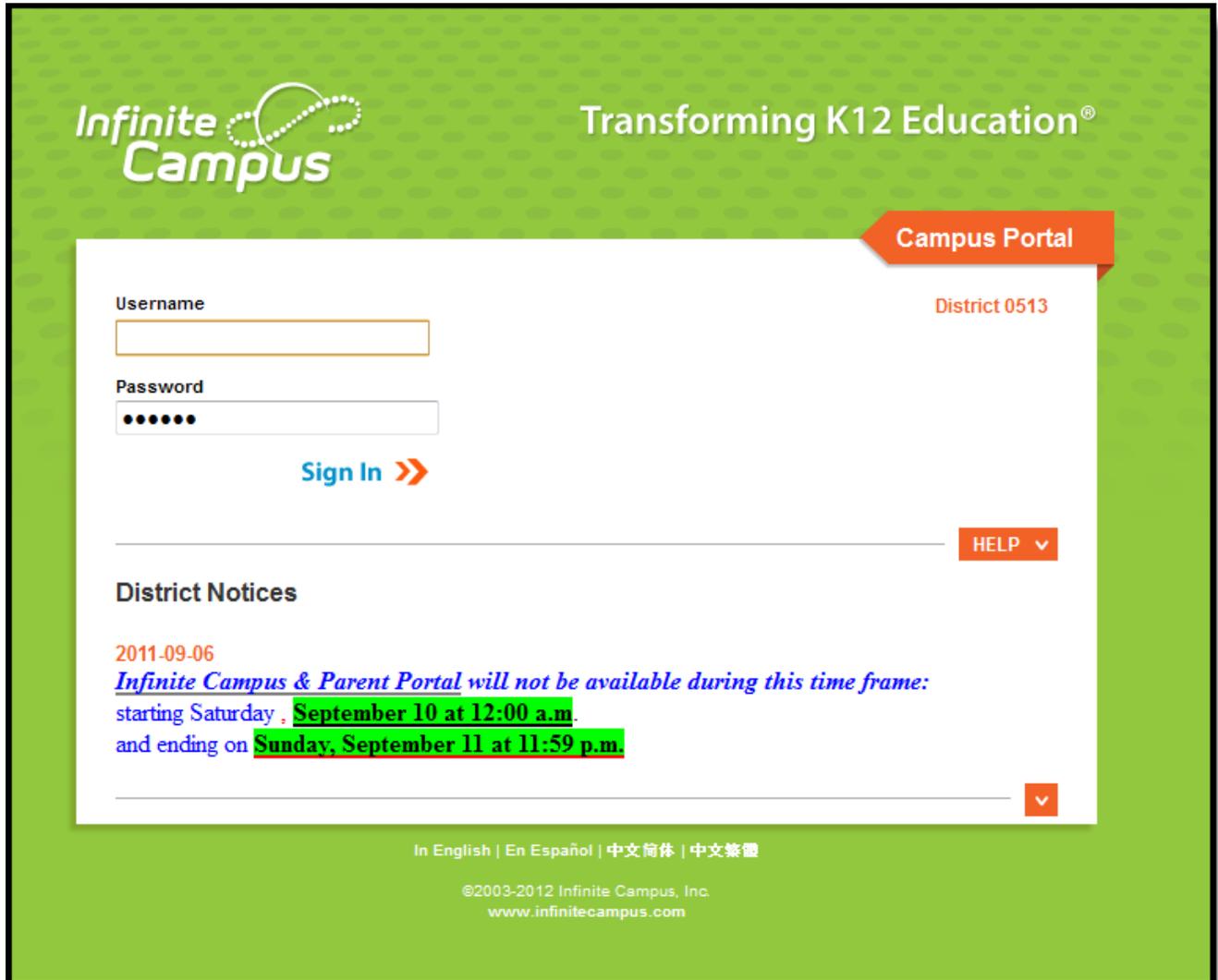


Image 2: Portal Login

Navigating the Campus Portal

Once logged in, an index of accessible information for the household as a whole is listed in the navigation pane located on the left hand side of the screen. Sign Out and Home buttons appear in the top right corner of the screen, with the Name of the individual logged into the Portal appearing next to these buttons. Clicking the Home button will take the user back to the homepage seen upon signing in. This page contains the Family and User Account sections of the navigation pane. When a user first logs in the [Messages](#) tab located in the Family section is selected.



Image 4: User Name and Home and Sign Out Buttons

Managing Payment Information

Online Payment functionality allows the ability to register, modify and delete payment methods. These tools enable a transaction to occur and provide users with the ability to manage their online accounts.

Payments

Accepted Payment Methods

Minimum payment amount is \$6.00
In the sections below, you may add additional funds to your student's lunch accounts, pay for school fees, and add items pay for.

Food Service Account	Balance	*Estimate	Payment
Student, Adam M	\$0.00	N/A	\$ <input type="text"/>
Student, Laura A	\$0.00	N/A	\$ <input type="text"/>

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
Student, Adam M	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	New Fee	06/19/2014	\$50.00	\$ <input type="text"/>
	Optional Fee 1	06/19/2014	\$150.00	\$ <input type="text"/>
Optional Items <input type="text"/>				
Student, Laura A	Registration Fee	09/20/2013	\$25.00	\$ <input type="text"/>
	Optional Fee 1	06/30/2014	\$144.00	\$ <input type="text"/>
	Choir Concert	07/01/2014	\$13.00	\$ <input type="text"/>
Optional Items <input type="text"/>				

Convenience Fee: \$ 2.00

Total: \$

[Continue](#)

Registering / Modifying / Deleting Payment Information

Registering Payment Information

Before a user is able to make an online payment, a payment method needs to be established. Users have the option of paying by credit card, checking account or savings account. To begin registering a

payment method, select the fees to pay and click the **Continue** button. On the next page, click the **Add** button next to **Select the Payment Method**.

The screenshot shows a 'Payments' page with a header 'Accepted Payment Methods' featuring logos for VISA, MasterCard, American Express, and echeck. A 'Payment History' button is in the top right. The total amount is '\$82.00'. A red rectangular box highlights the section 'Select the payment method' which includes 'Add' and 'Edit' buttons. Below this, there are two radio button options: 'echeck *6789 - Checking' (which is selected) and 'VISA *0026'. At the bottom, there are 'Back' and 'Continue' buttons.

Registering a Payment Method

Registering Checking Information

Users have the ability to register and make payments via a checking account. To begin the registration process, select the **Checking** radio button.

The screenshot shows a modal dialog box titled 'Add Payment Method'. It contains the following fields and options: 'Name: (required)' with the value 'Robert Parent'; 'Address: (required)' with '4321 109th Ave NE'; 'City: (required)' with 'Any Town'; 'State / Zip: (required)' with 'MN / 55449'; 'Account Type' with three radio buttons: 'Checking' (selected and highlighted with a red box), 'Savings', and 'Credit/Debit Card'; 'Routing Number:' with '075900575'; and 'Account Number:' with '123456789'. At the bottom are 'Back to Payments' and 'Save' buttons.

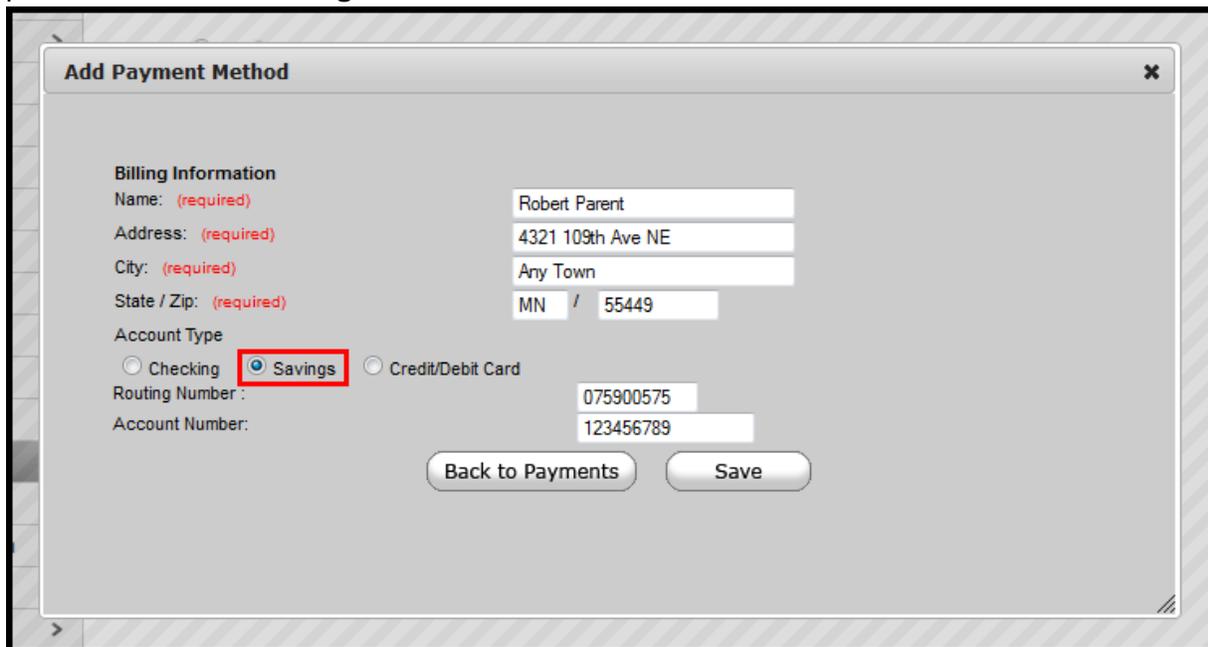
Registering a Checking Account Payment Method

Enter all required Billing Information as well as the checking account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Savings Information

Users have the ability to register and make payments via a savings account. To begin the registration process, select the **Savings** radio button.



The screenshot shows a dialog box titled "Add Payment Method" with a close button (X) in the top right corner. The form is divided into two main sections: "Billing Information" and "Account Type".

Billing Information:

- Name: (required) Robert Parent
- Address: (required) 4321 109th Ave NE
- City: (required) Any Town
- State / Zip: (required) MN / 55449

Account Type:

- Checking
- Savings
- Credit/Debit Card

Routing Number: 075900575

Account Number: 123456789

At the bottom of the form are two buttons: "Back to Payments" and "Save".

Registering a Savings Account Payment Method

Enter all required Billing Information as well as the saving account's **Routing Number** and **Account Number**. Once information has been entered, select the **Save** button. Users will be directed to a confirmation screen.

Carefully read and determine if all displayed information is correct. If so, select the **Save** button. The payment method is now saved within Infinite Campus and can now be used to make transactions. If information is incorrect, select the **Back** button. Users will be redirected back to the previous page, allowing for information to be adjusted.

Registering Credit Card Information

Users have the ability to register and make payments via a major credit/debit card. To begin the registration process, select the **Credit/Debit Card** radio button.

Add Payment Method

Billing Information

Name: (required) Robert Parent

Address: (required) 4321 109th Ave NE

City: (required) Any Town

State / Zip: (required) MN / 55449

Account Type

Checking Savings Credit/Debit Card

Card Number: 4012000033330026

Expiration Date: (mm yy) 05 / 16

Name Of Cardholder: Robert E Parent

Registering a Credit Card Payment Method

Enter all required Billing Information as well as the **Card Number**, **Expiration Date** and **Name of Cardholder**. If the **Card Number** is incorrect, the field will highlight in red and a red exclamation point will appear. Selecting the red exclamation point will generate a separate window describing the error that has occurred.

Once correct information has been entered, select the **Save** icon. The credit card is now established and may be used for transactions.

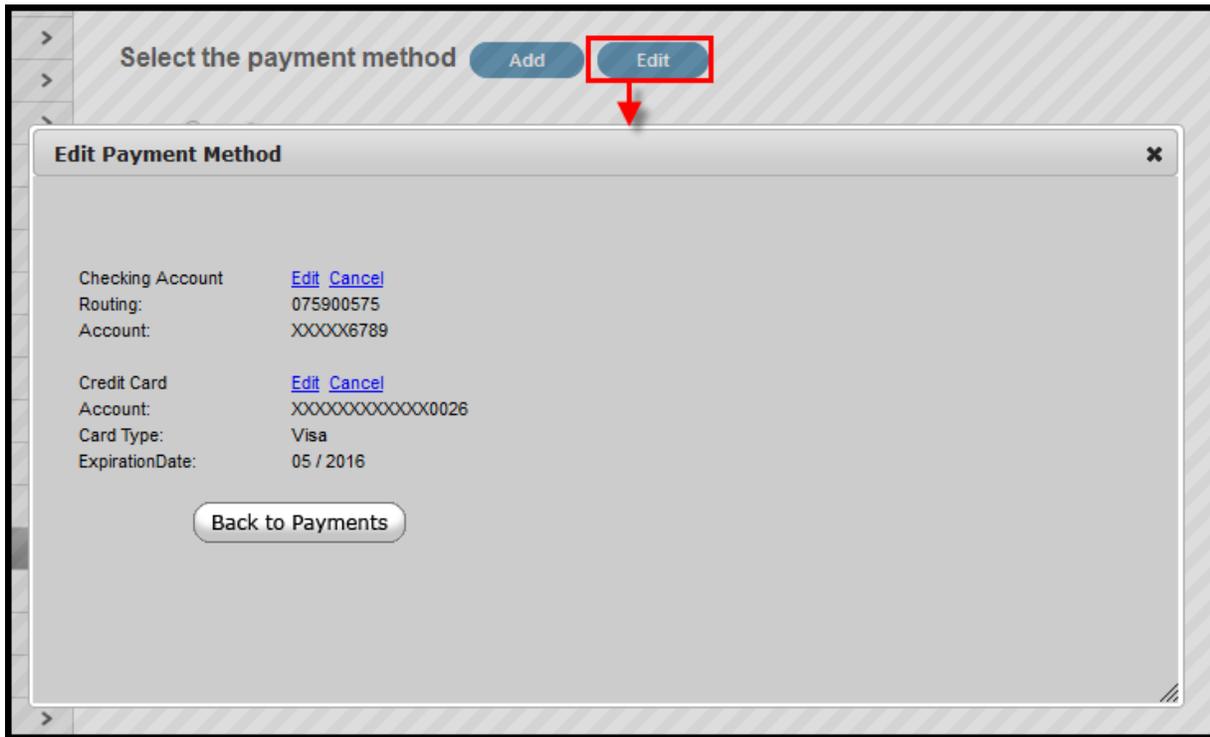
Modifying Payment Information

PATH: *Portal > Payments*

Users have the ability to modify registered payment methods by selecting the **Edit** button.

You should only use the Edit button to update information for the same payment method; in other words, the account number is not changing. For example, you can edit the payment method to update the billing address or expiration date for a credit card.

If the payment method is being completely replaced to use a completely different credit card or bank account, delete the existing payment method and add a new payment method.



Modifying a Registered Payment Method

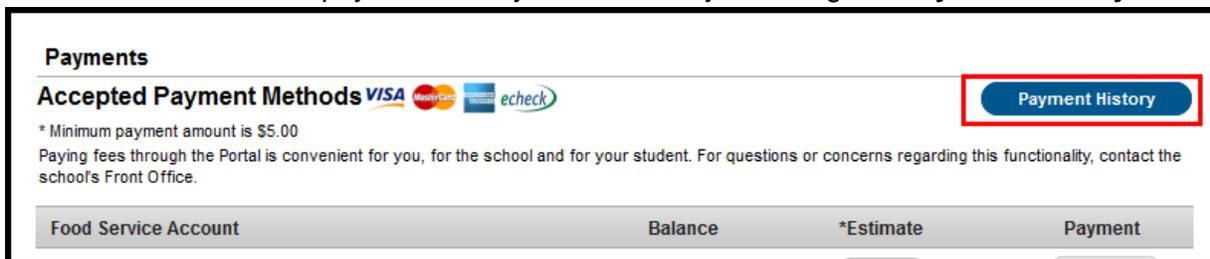
Once selected, users are directed to a new screen displaying all registered payment methods. To edit a payment method, select the corresponding **Edit** button. Make the required adjustments and click the **Save** button.

From this same location, entered payment information can be deleted. To delete a saved payment method, click the **Cancel** link. The confirmation screen displays. To continue with removal of this payment method, click the **Cancel** button. Then, click the **Edit Accounts** button to return to the list of stored payment options or click the **Back to Payments** button.

Viewing Online Payment History

PATH: *Portal > Payments*

Users can view detailed payment history information by selecting the **Payment History** button.



Viewing Online Payment History

The Transaction History screen displays, listing any online payment transactions completed between the entered date range.

Payments

Transaction History

Date Range 06/07/2013 - 08/07/2013 [Go](#) [Print](#)

Date	Payment Method	Reference #	Amount
<input type="checkbox"/> 2013-08-07 10:57:17.933	 *0026	16088206	\$52.00
Fee Payment			
Justin (Parking Fee SrH)			\$50.00
Convenience Fee			\$2.00
<input type="checkbox"/> 2013-08-07 09:49:07.91	 *0026	16088204	\$38.00
Fee Payment			
Justin (Book fine)			\$35.00
Convenience Fee			\$3.00

[Back To Payments](#)

Payment History Detail

This can also be printed by choosing the Print button. Select the **Download PDF for Printing** button. The Online Transaction Report will appear in a separate window in PDF format.

Payments

Transaction History

Date Range 06/07/2013 - 08/07/2013

Go

Print

Date	Payment Method	Reference #	Amount
2013-08-07 10:57:17.933	VISA *0026	16088206	\$52.00
			\$50.00
			\$2.00
			\$38.00
			\$35.00
			\$3.00

paymentHistory.fop - Mozilla Firefox

https://ie.infinitecampus.com/ie/portal/payments/paymentHistory.fop?x=calendar.Calendar-reportTitle&x=fi

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District		Payment History Report	
Generated on 08/07/2013 01:38:27 PM Page 1 of 1		06/07/2013 - 08/07/2013	
Date	Payment Method	Transaction Reference	Amount
2013-08-07 10:57:17	VISA *0026	16088206	\$52.00
Fee Payment			
Justice (Parking Fee Srt)			\$50.00
Convenience Fee			\$2.00
2013-08-07 09:49:07	VISA *0026	16088204	\$38.00
Fee Payment			
Justice (Book Fee)			\$35.00
Convenience Fee			\$3.00

Online Transaction Report