



Online Payment Parent Portal

Users Guide

2015/2016

Acorn

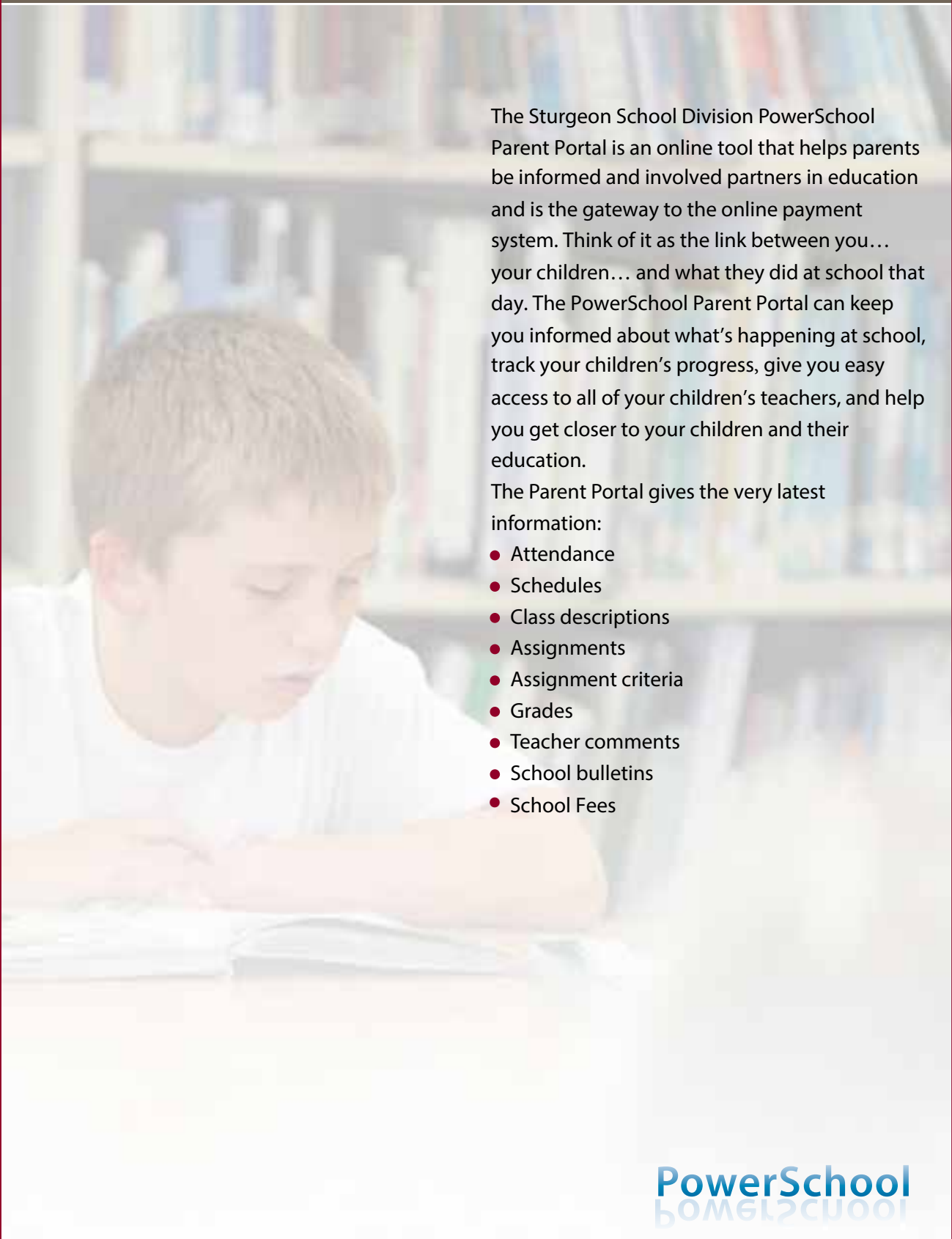




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Overview



The Sturgeon School Division PowerSchool Parent Portal is an online tool that helps parents be informed and involved partners in education and is the gateway to the online payment system. Think of it as the link between you... your children... and what they did at school that day. The PowerSchool Parent Portal can keep you informed about what's happening at school, track your children's progress, give you easy access to all of your children's teachers, and help you get closer to your children and their education.

The Parent Portal gives the very latest information:

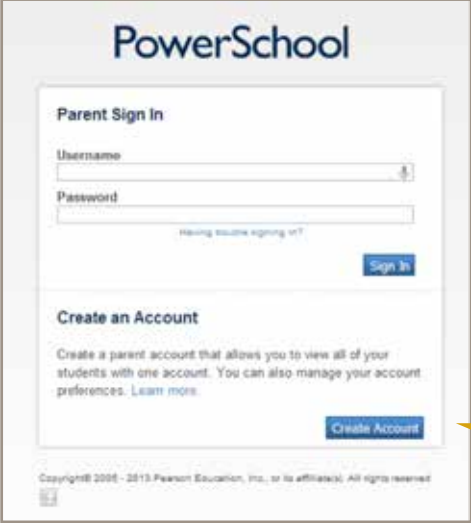
- Attendance
- Schedules
- Class descriptions
- Assignments
- Assignment criteria
- Grades
- Teacher comments
- School bulletins
- School Fees

PowerSchool
BOMGL2SCHOOL

Create a PowerSchool Parent Account

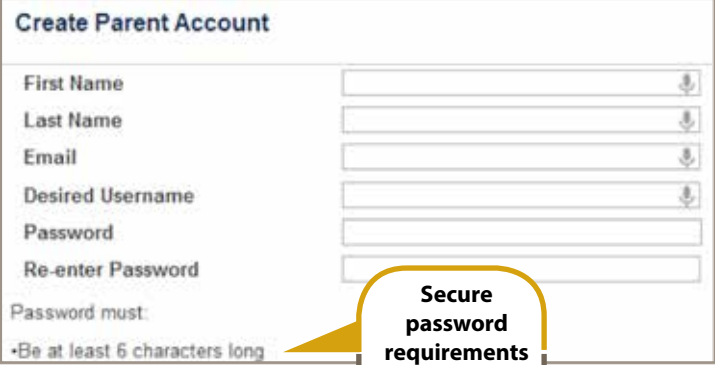
To create your parent account, open your web browser (Internet Explorer, Firefox, Chrome, Safari) and type pschool.sturgeon.ab.ca/public into the address bar at the top of the screen.

01



The screenshot shows the PowerSchool login page. At the top is the 'PowerSchool' logo. Below it is a 'Parent Sign In' section with fields for 'Username' and 'Password', a 'Sign In' button, and a link for 'having trouble signing in?'. Below the sign-in section is a 'Create an Account' section with a descriptive paragraph and a 'Create Account' button. A yellow callout bubble points to the 'Create Account' button with the text 'Click Create Account'.

02



The screenshot shows the 'Create Parent Account' form. It includes fields for 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password', and 'Re-enter Password'. Below these fields is a 'Password must:' section with a requirement: '•Be at least 5 characters long'. A yellow callout bubble points to the password fields with the text 'Secure password requirements in PowerSchool'. Another yellow callout bubble points to the 'First Name', 'Last Name', and 'Email' fields with the text 'Parents are required to enter: • First Name • Last Name • Primary email address'.

PowerSchool
POWER SCHOOL

Create a PowerSchool Parent Account

Link Children to your PowerSchool Parent Account

Using the information provided by your child's school, complete the required information to add your children to your PowerSchool account.

03

Access ID =
Confidential
ID
(provided by
school)

Student Name	Access ID	Access Password	Relationship
<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Choose

Cancel Submit

Enter the legal
name of your
child

Access
Password =
Password
(provided by
school)

Identify your
relationship
to your child

Click ENTER/
SUBMIT when
finished

PowerSchool
power school

Powerschool Home Page View

When you sign in to the PowerSchool Student and Parent portal, the start page appears. This page serves as the central point from which you begin your PowerSchool Student and Parent portal session. The start page consists of the following main areas:

Kirsten

Navigation

Grades and Attendance

Grade History

Attendance History

Email Notification

Power Announcement

Teacher Comments

Student Fees

School Bulletin

Account Preferences

Graduation Progress

My Schedule

School Information

2015-2016 School Year Calendar

Grades and Attendance

Grades and Attendance:

Attendance By Class

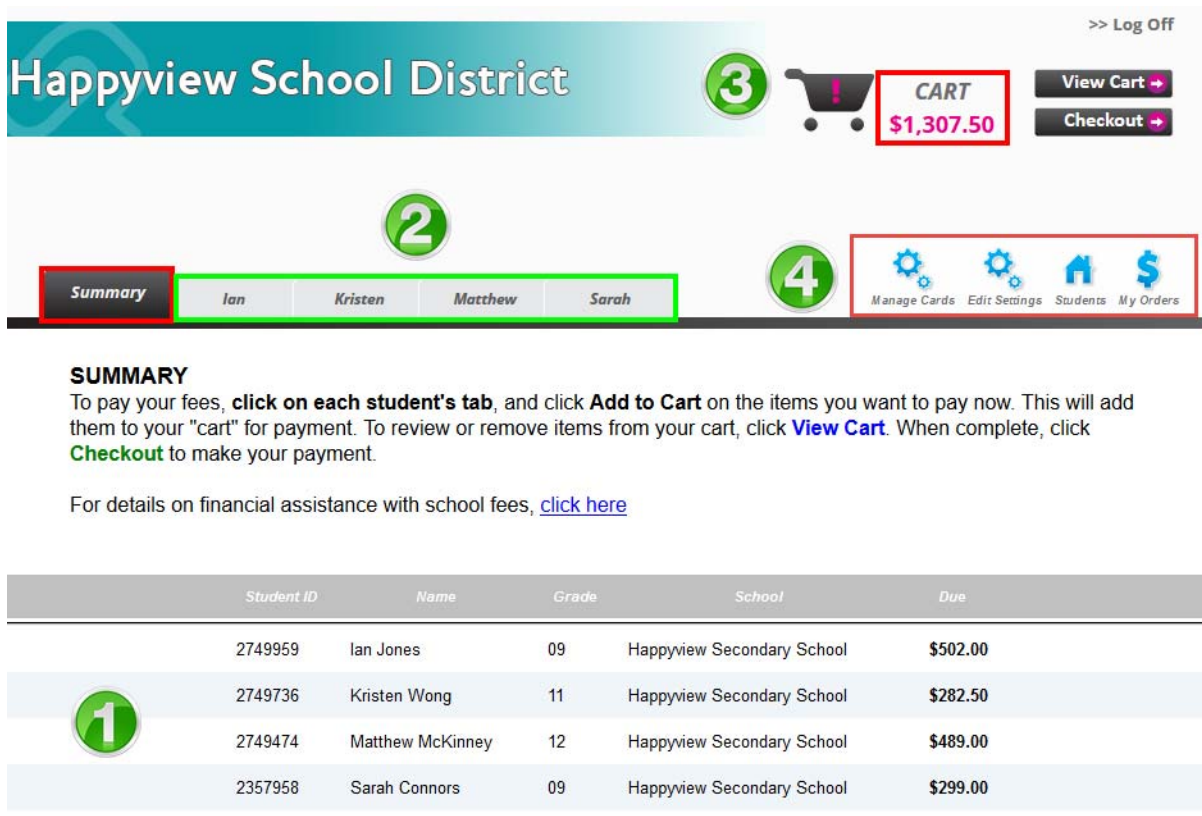
Exp	Last Week					This Week				
	M	T	W	H	F	M	T	W	H	F
1(A-B)										
3(A-B)										
4(A-B)										

CLICK ON THE STUDENT FEES LINK TO ACCESS THE ONLINE PAYMENT PORTAL

Legend

Attendance Codes: Blank=Present | L=Late | EL=Excuse Late | AB=Absent | FL=Flex Day | E=Excused | FT=Field Trip | S=Student
NP=Not Participating | IS=In School Suspension | MB=Missed Bus | LE=Left Early | PE=Pending Expulsion |
Citizenship Codes: E=Excellent | C=Competent | N=Needs Improvement |

Understanding the Fee Summary Page



Happyview School District

>> Log Off

CART
\$1,307.50

View Cart
Checkout

Summary | Ian | Kristen | Matthew | Sarah

Manage Cards | Edit Settings | Students | My Orders

SUMMARY
To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

For details on financial assistance with school fees, [click here](#)

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357958	Sarah Connors	09	Happyview Secondary School	\$299.00

- After adding all students, you will be brought to a Summary Page that displays the outstanding balance for each student attached to your parent account.
- Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts.
- The total amount due for all children will appear in the **CART** total in the top right corner of the window.
- Click on different Account icons to view or edit details of your parent account:
 - > **Manage Cards** - if your School District offers pre-authorized payments plans, then you can add and edit credit card information here.
 - > **Edit Settings** - edit your e-mail, password, or name.
 - > **Students** - add or remove students from your account.
 - > **My Orders** - view past payments on your account.

Understanding the Student Account Tab

The screenshot shows the 'Student Account Tab' for a student named Matthew McKinney. The interface includes a top navigation bar with tabs for 'Summary', 'Ian', 'Kristen', and 'Matthew' (highlighted with a red box and callout 1). To the right are icons for 'Edit Settings', 'Students', and 'My Orders'. Below the navigation bar, a summary section shows 'Matthew McKinney' with ID '2749474' and 'Grade: 12'. It also displays 'SCHOOL FEES \$289.00', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$289.00'. A yellow banner (callout 2) contains a note about School Damage Deposits. Below this is a section for 'School Fees Due Now' (callout 3) with tabs for 'Future Charges' and 'Paid'. A 'Print Statement' link is also present. A table lists various fees with their amounts and due dates. To the right of the table are 'Add to Cart' buttons for each fee, with 'Add ALL to Cart' at the top. Two buttons, 'Add to Cart', are highlighted with red boxes and callout 4. At the bottom, an 'Additional Items' section (callout 5) shows 'New Items' and two optional fees: 'Noon Hour Supervision Fee' and 'Yearbook Fee'.

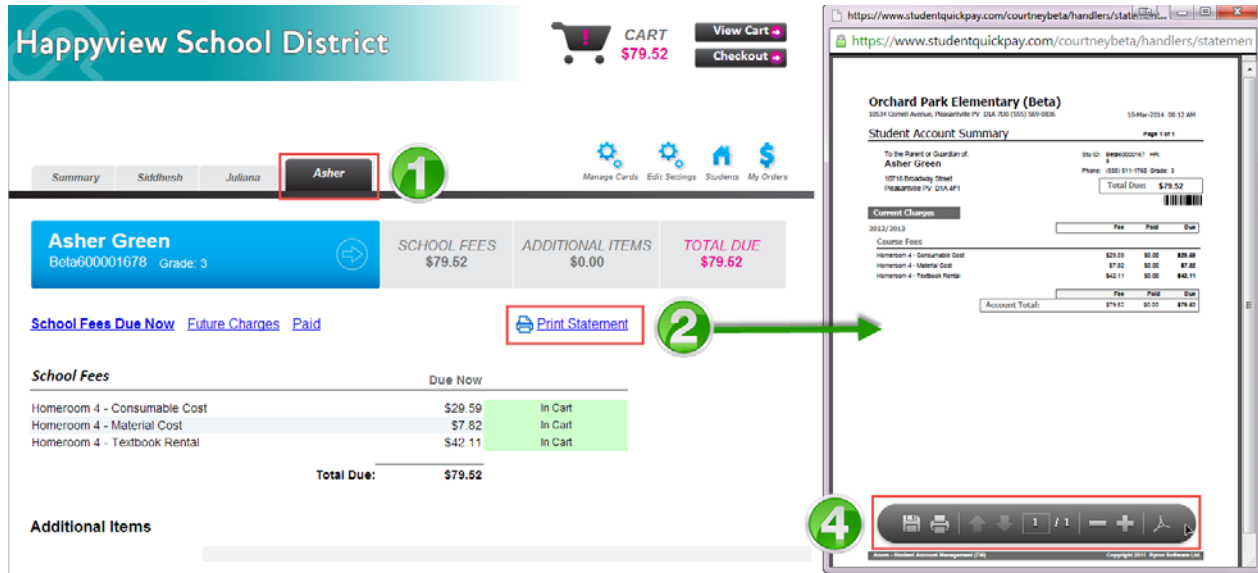
Due Now		
School Damage Deposit	\$75.00	16-Apr-2012
Hot Lunch Program	\$75.00	27-Apr-2012
Registration Fee	\$45.00	27-Sep-2012
Biology 12 - Lab Fee	\$15.00	23-Oct-2012
Student Leadership Fee	\$10.00	23-Oct-2012
Lock Fee	\$5.00	23-Oct-2012
Graduation Fee	\$125.00	8-Nov-2012
Technology Fee	\$75.00	14-May-2013
Student Agenda	\$9.00	23-May-2013
Learning Resource Fee	\$55.00	21-Aug-2013
Total Due:	\$489.00	

1. Click on each tab to review individual student fees.
2. Any notes from the school or district will appear in yellow at the top of the screen.
3. The default view is **School Fees Due Now**, but you can also view **Future Charges** and past **Paid**.
4. Depending on the setup of your district's online payment website, mandatory school fees may already been added to the shopping cart automatically, or you may have the option of choosing which fees to add to the cart.
5. At the bottom of the window is a section called **Additional Items**, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart.

Printing Student Account Statements

Parent Account > Specific Student tab

You can print and save student account statements to your computer for any child attached to your parent account.



The screenshot shows the Happyview School District Parent Account interface. The 'Asher' student tab is selected, indicated by a green circle with the number 1. The 'Print Statement' link is highlighted with a red box and a green circle with the number 2. An arrow points from this link to a pop-up window showing the 'Orchard Park Elementary (Beta) Student Account Summary'. In this pop-up window, the 'Print' icon in the bottom toolbar is highlighted with a red box and a green circle with the number 4.

Happyview School District

CART \$79.52 View Cart Checkout

Summary Siddhesh Juliana **Asher** Manage Cards Edit Settings Students My Orders

Asher Green
Beta600001678 Grade: 3

SCHOOL FEES \$79.52 **ADDITIONAL ITEMS \$0.00** **TOTAL DUE \$79.52**

[School Fees Due Now](#) [Future Charges](#) [Paid](#) [Print Statement](#)

School Fees

	Due Now	
Homeroom 4 - Consumable Cost	\$29.59	In Cart
Homeroom 4 - Material Cost	\$7.82	In Cart
Homeroom 4 - Textbook Rental	\$42.11	In Cart
Total Due:	\$79.52	

Additional Items

Orchard Park Elementary (Beta)
33534 Cornell Avenue, Pleasantville, NJ 08460-7000 (503) 569-0836
10716 Elmwood Street, Pleasantville, NJ 08460-4871

Student Account Summary
Page 1 of 1

To the Parent or Guardian of:
Asher Green
10716 Elmwood Street
Pleasantville, NJ 08460-4871

Student ID: 000000001678 HRS: 3
Phone: (503) 611-1762 Grade: 3
Total Due: \$79.52

Current Charges

	File	Paid	Due
2013/2013			
Course Fees			
Homeroom 4 - Consumable Cost	\$29.59	\$0.00	\$29.59
Homeroom 4 - Material Cost	\$7.82	\$0.00	\$7.82
Homeroom 4 - Textbook Rental	\$42.11	\$0.00	\$42.11
Account Total:	\$79.52	\$0.00	\$79.52

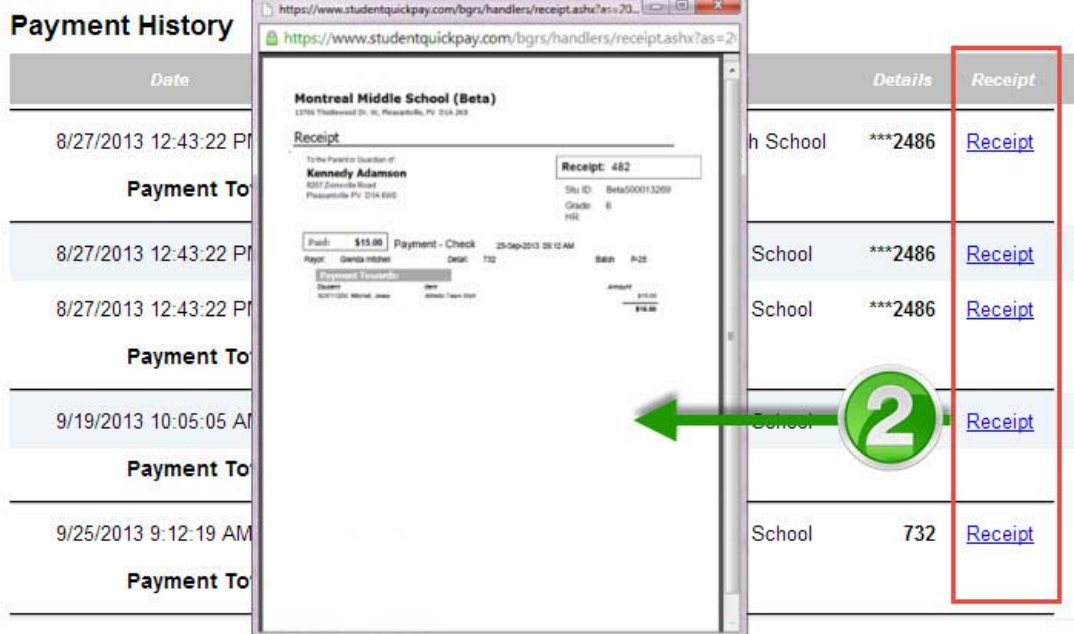
Print Save Up Down 1 / 1 - +

1. Navigate to the appropriate student tab.
2. Click on the **Print Statement** link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

Printing Payment Receipts

Parent Account > My Orders

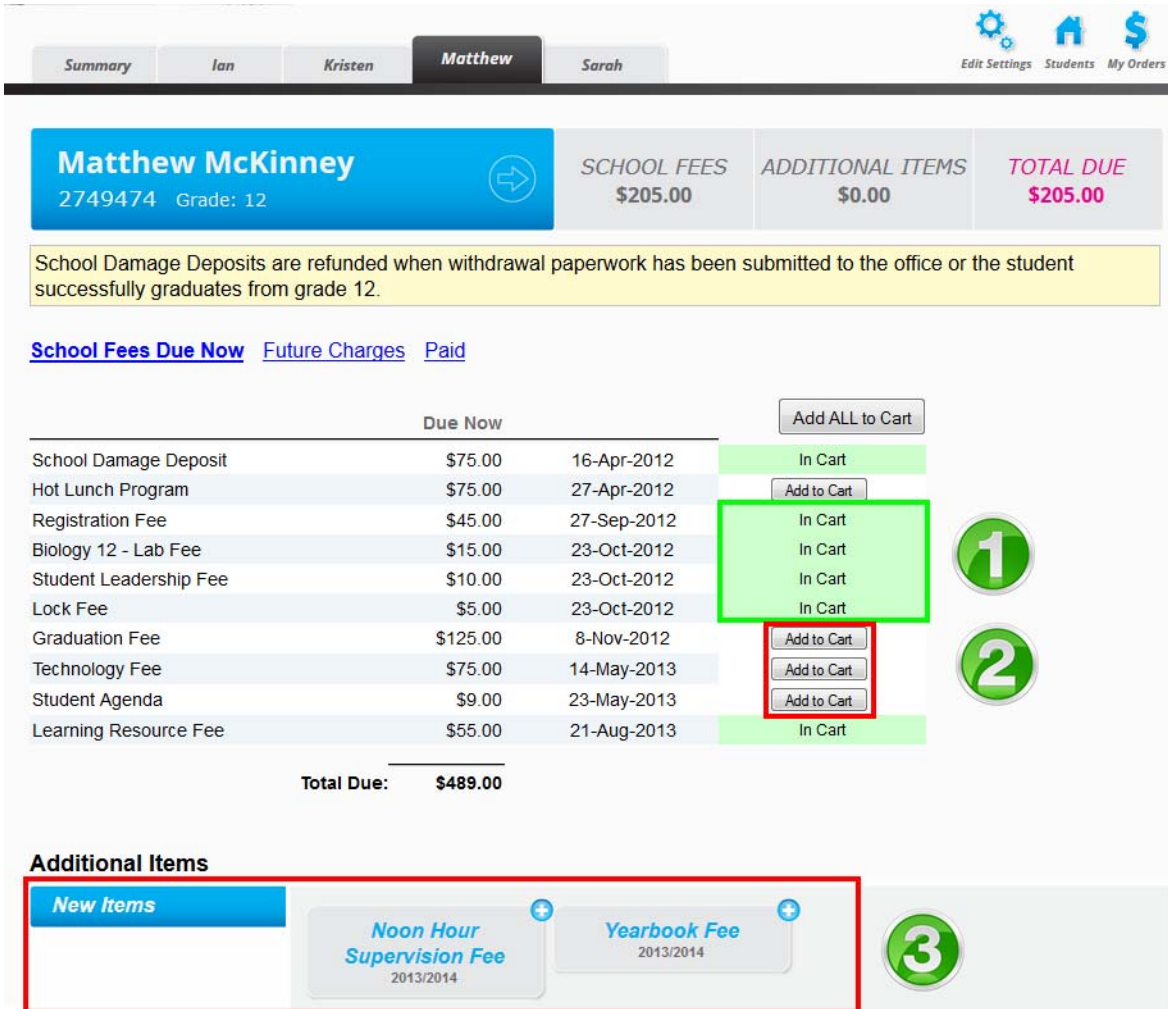
You can print and save payment receipts from the online payment website.



1. Click on the **My Orders** icon.
2. In the Payment History window, select **Receipt** in the far-right column to save or print the desired payment receipt.

Adding Fees to the Cart

Mandatory school fees may or may not already be in a parent's shopping cart. These settings are determined by the school district and will vary.



The screenshot shows the Rycor School Online Payments interface for a student named Matthew McKinney (ID: 2749474, Grade: 12). The interface includes a navigation bar with tabs for Summary, Ian, Kristen, Matthew (selected), and Sarah. There are also links for Edit Settings, Students, and My Orders.

The main section displays the student's name and a summary of fees:

SCHOOL FEES	ADDITIONAL ITEMS	TOTAL DUE
\$205.00	\$0.00	\$205.00

A yellow banner states: "School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12."

Below this, there are links for [School Fees Due Now](#), [Future Charges](#), and [Paid](#).

The "School Fees Due Now" section lists various fees with their amounts and due dates. A green box highlights the "In Cart" status for several fees, and a red box highlights the "Add to Cart" buttons for others. A green circle with the number 1 points to the "In Cart" status, and a green circle with the number 2 points to the "Add to Cart" buttons.

Due Now			Add ALL to Cart
School Damage Deposit	\$75.00	16-Apr-2012	In Cart
Hot Lunch Program	\$75.00	27-Apr-2012	Add to Cart
Registration Fee	\$45.00	27-Sep-2012	In Cart
Biology 12 - Lab Fee	\$15.00	23-Oct-2012	In Cart
Student Leadership Fee	\$10.00	23-Oct-2012	In Cart
Lock Fee	\$5.00	23-Oct-2012	In Cart
Graduation Fee	\$125.00	8-Nov-2012	Add to Cart
Technology Fee	\$75.00	14-May-2013	Add to Cart
Student Agenda	\$9.00	23-May-2013	Add to Cart
Learning Resource Fee	\$55.00	21-Aug-2013	In Cart
Total Due:		\$489.00	

The "Additional Items" section shows a "New Items" button and two optional fees: "Noon Hour Supervision Fee 2013/2014" and "Yearbook Fee 2013/2014". A green circle with the number 3 points to these items.

1. Fees that say **In Cart** will contribute to a student's outstanding balance.
2. Fees that have the **Add to Cart** button next to them must be added to the cart before they can be paid for. As soon as you click on the Add to Cart button, the CART total will automatically update to reflect the new balance.
3. Fees that appear as buttons in the **Additional Items** area are optional and must be added to the cart before they can be purchased. After you click on the button, a confirmation box will pop-up and prompt you to add the fee to your cart.

Viewing the Cart

After you have added all fees to your shopping cart, click on **View Cart** in the top right-hand corner of the screen to review your cart. Depending on the payment settings of your school district, you may, or may not be allowed to remove mandatory fees from your cart. If you see **remove** buttons next to each fee, you can click on them and your Student Total will adjust accordingly. Once you are ready to make payment, click on the **Pay Now** button.

Cart Total: \$333.25

Pay Now

Stephanie Rodriguez

Due Pay

2014/2015

General Fees		\$124.00
Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00
Individual Assessments		\$75.00
Football Uniform	\$70.00	\$70.00
Lock Fee	\$5.00	\$5.00

remove
remove
remove
remove

remove
remove

Student Payment: 199.00

Update Cart

Alex Town

Due Pay

2014/2015

Course Fees		\$70.25
Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$14.50
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$15.75
General Fees		\$64.00
Registration Fee	\$45.00	\$45.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00

remove
remove
remove
remove

remove
remove
remove

Student Payment: 134.25

Update Cart

Payment Amount: \$333.25

Sub Total: \$333.25

Total Payment: \$333.25



Pay Now

Making a Partial Payment

If partial payments are an option made available by your School District, you can choose to pay for a portion of school fees if you do not wish to pay the full amount.

- When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

Cart Total: \$155.25

Pay Now

Alex Town

Due Pay

2014/2015

Course Fees \$70.25

Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$14.50
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$15.75

remove
remove
remove
remove

General Fees \$85.00

Activity Card	\$5.00	\$5.00
Student Activity Fee	\$70.00	\$70.00
Student Leadership Fee	\$10.00	\$10.00

remove
remove
remove

Student Payment:

Update Cart

Payment Amount: \$155.25

Sub Total: \$155.25

Total Payment: \$155.25

Pay Now

- Click on the **Update Cart** button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the **Pay Now** button when ready to provide payment.

Checking Out

After reviewing each student tab, click the **Checkout** button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the **Pay Now** button to checkout.

Enter Payment Details

Once you are brought to the Payment Details page, select your **Payment Type**:

- Credit Card
- Electronic Check (USA only)
- Interac Online (Canada only)

Payment Details

Choose Payment Type:

Manage Saved Cards

- ☒ Credit Card
- ☐ Electronic Check
- ☐ INTERAC® Online

Pay by Credit Card



Cardholder Name
 Credit Card Number
 Expiration Date /
 CVD (# on back of card)

Payment Amount: \$300.00 US

Cancel

Submit Payment

Stephanie Rodriguez

Due Pay

2014/2015

General Fees \$195.00

Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
September - Hot Lunch Program	\$25.00	\$25.00
Sr. Registration Fee	\$55.00	\$55.00
Student Leadership Fee	\$10.00	\$10.00

Individual Assessments \$5.00

Lock Fee	\$5.00	\$5.00
----------	--------	--------

Student Total: \$200.00

Alex Town

Due Pay

2014/2015

Course Fees \$40.00

Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$0.00
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - S2	\$15.75	\$0.00

General Fees \$60.00

Activity Card	\$5.00	\$0.00
Student Activity Fee	\$70.00	\$50.00
Student Leadership Fee	\$10.00	\$10.00





Student Total: \$100.00

Payment Amount: \$300.00

Credit Card Payments

Your School District determines which credit card companies they will accept payments from. If you do not see the logo of your credit card on your school district payment website, it means this method is not accepted.

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date /

CVD (# on back of card)

Payment Amount: **\$788.00 CDN**

ACH Check Payments (USA only)

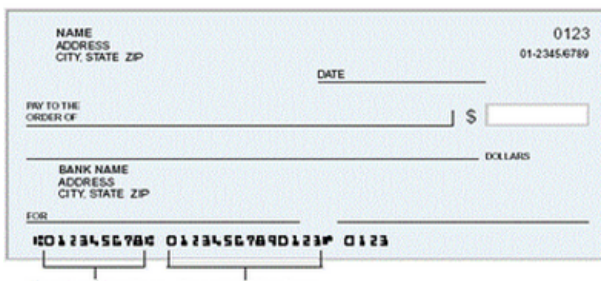
What is ACH e-Check?

The Automated Clearing House (ACH) Network is a secure electronic funds transfer system. This network provides for the interbank clearing of electronic payments for participating depository financial institutions.

For ACH processing, a customer (parent) authorizes the merchant (school district) to automatically retrieve payments directly from their checking or savings account for deposit into the school district's merchant account.

How does ACH work?

When you visit the Acorn Online Payments website and are ready to pay for school fees, you simply supply your bank account details (routing number and checking account number). The merchant account provider, Moneris, will then submit the transaction to the Federal Reserve, who will then credit or debit your bank account.



Name on Account

Account Type

Routing Number

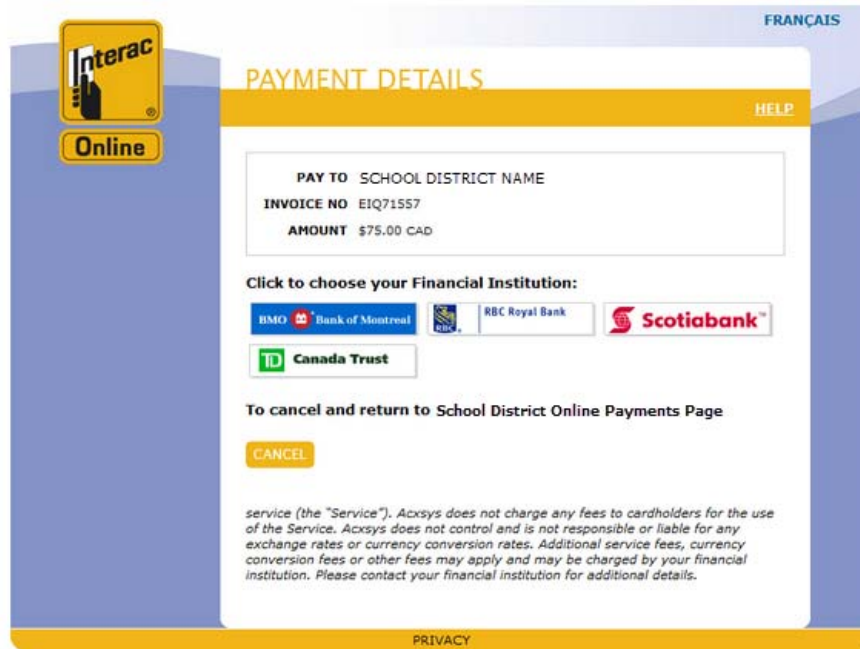
Account Number

Check Number

Payment Amount: **\$829.00**

Interac Online Payments (Canada only)

When you are ready to checkout, you can select the Interac Online payment type if this option is available to your school district. After clicking on the **Submit Payment** button, you must then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.



If you do not bank with one of the financial institutions below, you will not be able to pay with Interac Online. Please note that Interac Online acceptance is determined by individual financial institutions and NOT by the School District, Rycor Software or Moneris.



Check your E-mail for Online Payment Receipt

After you have successfully submitted your payment, you should check your e-mail for an electronic receipt that will look similar to the image below.

The email will be sent from **StudentQuickPay.com** and the Subject will be 'School Payment Receipt/ Confirmation'.

If you do not receive an e-mail within half an hour of payment, you should first check your Spam folder and also ensure that you are checking the correct e-mail account that is attached to your online payment parent account.

If the receipt is not in your Spam folder and you are certain you are checking the correct e-mail account, please click on the link for **Technical Support for Parents** located at the bottom of every online payment page and send an e-mail to the address provided.

Receipt / Confirmation

Thank you! Please find below the details of your transaction.

Please print and retain this email for your records.

This receipt / confirmation has been emailed to

Stephanie Rodriguez	Due	Paid
School Fees		\$64.00
Sr. Registration Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
Student Total:		\$64.00
Matthew Sadres	Due	Paid
School Fees		\$27.00
ECS Registration Fee	\$7.00	\$7.00
Jr. Activity Fee	\$20.00	\$20.00
Student Total:		\$27.00
Cart Total:		\$91.00
Payment Amount:		\$91.00

School Receipt:

ReceiptID: Ref#: 123456789012345678

AMOUNT: 91.00

Response Code: 00 Auth: 123456 Time: 1/23/2015 10:18:06 AM

Date Code: 1/23/2015 10:18:06 AM Type: 00

Card Type: VISO Code: Trx#: 123456_78 AVS#: null CVD: null

Account Preferences



Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Power Announcement
- Teacher Comments
- School Bulletin
- My Calendars
- Account Preferences**

Profile Students

Account Preferences - Profile

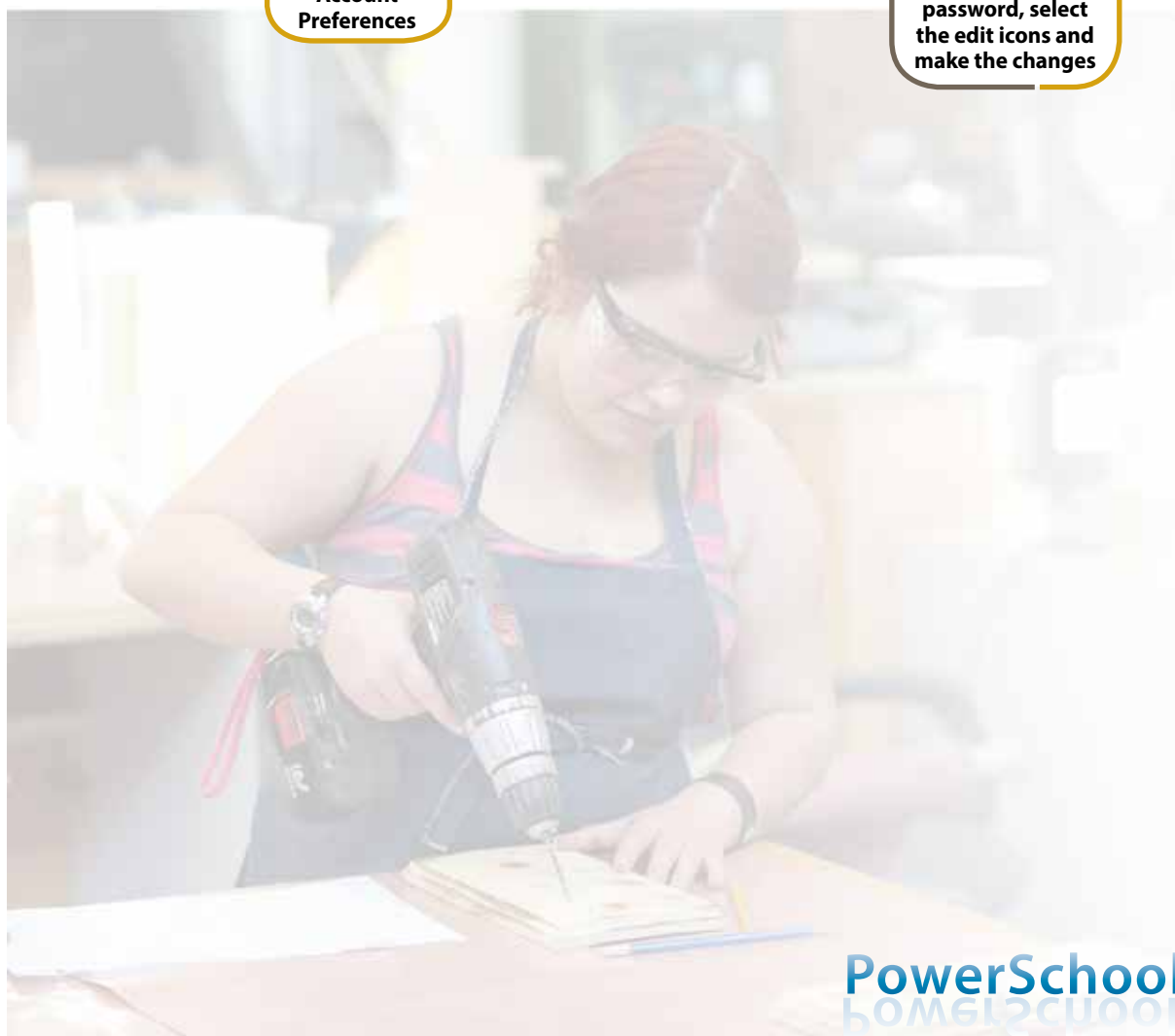
If you want to change the name, e-mail address, username or password associated with your Parent account, you may do so below. Please click the corresponding Edit button to make changes to your username, or password.

First Name:	John
Last Name:	Smith
Email:	john.smith@gmail.com
Select Language	Select a Language
Username:	jsmith 
Current Password:	***** 

Cancel Save

Change your account information by selecting Account Preferences

To change your PowerSchool login username and password, select the edit icons and make the changes



PowerSchool
POWER SCHOOLS

Forgotten Username or Password

Click here if you have forgotten your login username or password



The image shows the PowerSchool Parent Sign In and Create an Account form. The 'Parent Sign In' section has fields for 'Username' and 'Password', a 'Sign In' button, and a link 'Having trouble signing in?'. The 'Create an Account' section has a 'Create Account' button. A callout bubble points to the 'Having trouble signing in?' link.

PowerSchool

Parent Sign In

Username

Password

Having trouble signing in?

Sign In

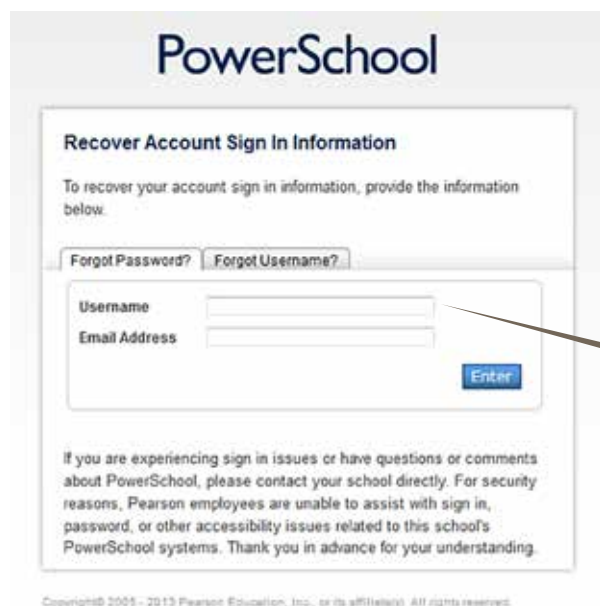
Create an Account

Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

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Enter the required information and click ENTER. Your login information will be sent to the email address you enter



The image shows the PowerSchool Recover Account Sign In Information form. It has tabs for 'Forgot Password?' and 'Forgot Username?'. The 'Forgot Username?' tab is selected, showing fields for 'Username' and 'Email Address', and an 'Enter' button. A callout bubble points to the 'Enter' button.

PowerSchool

Recover Account Sign In Information

To recover your account sign in information, provide the information below.

Forgot Password? Forgot Username?

Username

Email Address

Enter

If you are experiencing sign in issues or have questions or comments about PowerSchool, please contact your school directly. For security reasons, Pearson employees are unable to assist with sign in, password, or other accessibility issues related to this school's PowerSchool systems. Thank you in advance for your understanding.

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