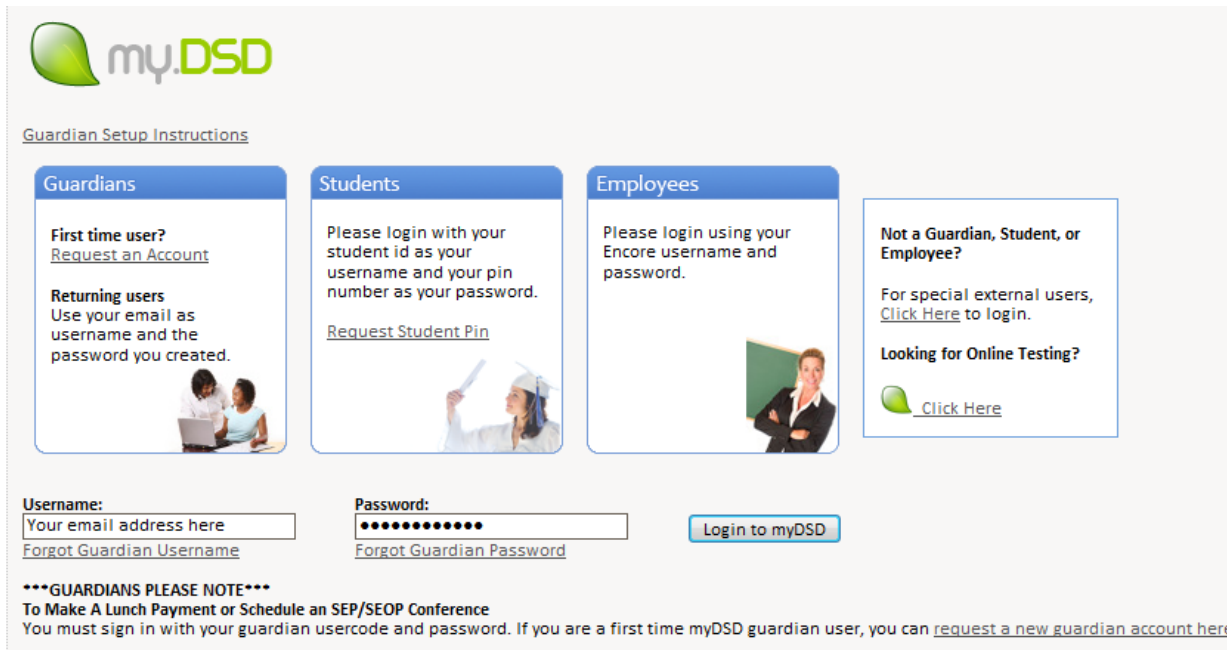


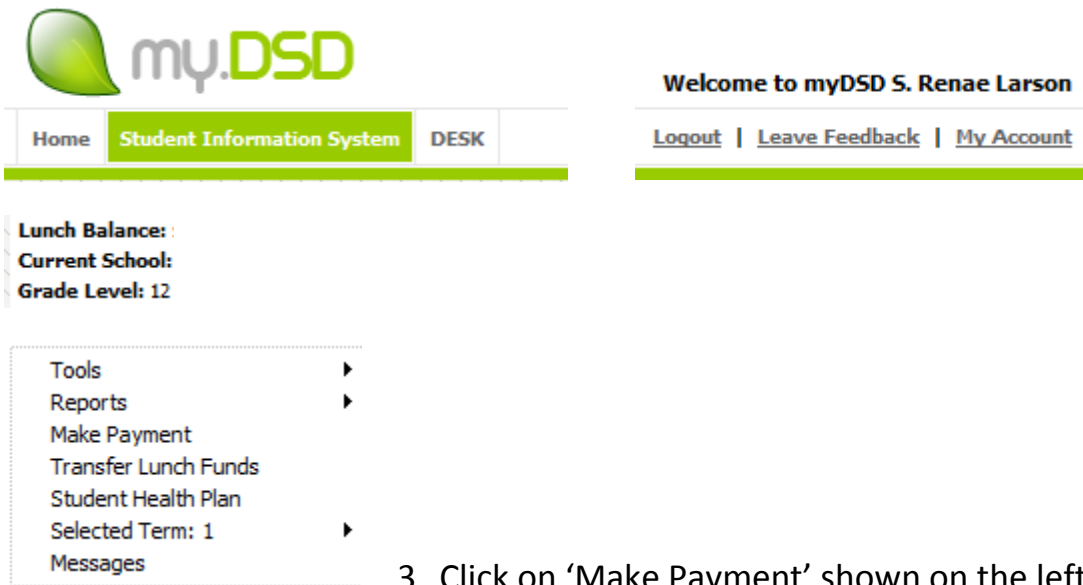
# HOW TO PAY FEES ONLINE

## 1. Sign in to myDSD



The image shows the myDSD login page. At the top left is the myDSD logo. Below it is a link for "Guardian Setup Instructions". There are three main login categories: "Guardians", "Students", and "Employees". Each category has instructions and a "Request" link. To the right is a box for "Not a Guardian, Student, or Employee?" with a "Click Here" link. Below these are "Username:" and "Password:" fields with "Forgot" links and a "Login to myDSD" button. At the bottom, there is a note for guardians: "\*\*\*GUARDIANS PLEASE NOTE\*\*\* To Make A Lunch Payment or Schedule an SEP/SEOP Conference You must sign in with your guardian usercode and password. If you are a first time myDSD guardian user, you can request a new guardian account here."

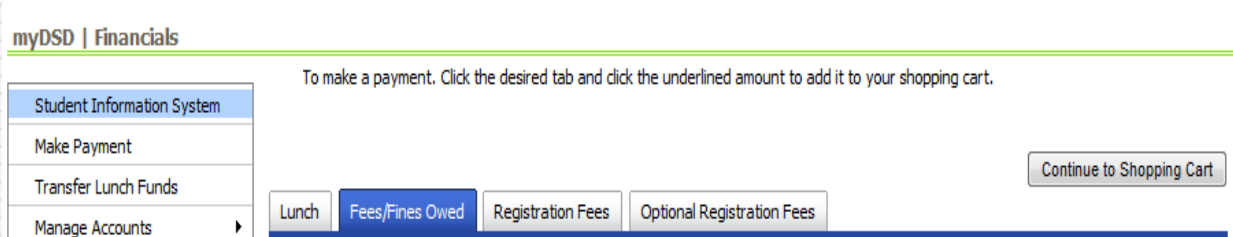
## 2. This is where you should be



The image shows the myDSD dashboard. At the top left is the myDSD logo. To the right is a "Welcome to myDSD S. Renae Larson" message with links for "Logout", "Leave Feedback", and "My Account". Below the logo is a navigation bar with "Home", "Student Information System", and "DESK". On the left, there is a "Lunch Balance:" section with "Current School:" and "Grade Level: 12". Below that is a menu with "Tools", "Reports", "Make Payment", "Transfer Lunch Funds", "Student Health Plan", "Selected Term: 1", and "Messages".

## 3. Click on 'Make Payment' shown on the left.

## 4. All Registration Fees and Class fees will be found under the Fees/Fines Owed Tab



The image shows the myDSD Financials page. At the top left is the "myDSD | Financials" header. Below it is a navigation bar with "Student Information System", "Make Payment", "Transfer Lunch Funds", and "Manage Accounts". To the right is a "Continue to Shopping Cart" button. Below the navigation bar is a row of tabs: "Lunch", "Fees/Fines Owed", "Registration Fees", and "Optional Registration Fees". The "Fees/Fines Owed" tab is selected. Above the tabs is a message: "To make a payment. Click the desired tab and click the underlined amount to add it to your shopping cart."