

Making an Online Payment

Go to campus.rdale.org. Login into your Infinite Campus Parent Portal with your username and password.

If you don't have a username and password, please register for one at [Parent Portal - Registration Form](#). The registration form can be found at rdale.org. Select the *Parents* menu, then *Parent Portals* and *Parent Portal-Registration Form*.

1. Once you are logged into your Infinite Campus Parent Portal account, click on Payments. The Payments tab is found under Family on the left-hand side. Click the **blue amount button** and then click **Continue**.



2. Before you are able to make an online payment, a payment method needs to be established. Add your payment information by clicking “Add” or edit existing payment information by clicking “Edit”. **We accept VISA, MasterCard, American Express and Discover**. We do not accept ACH (Checking or Savings) or PAL.



3. Fill in your payment method information and click **Save**.

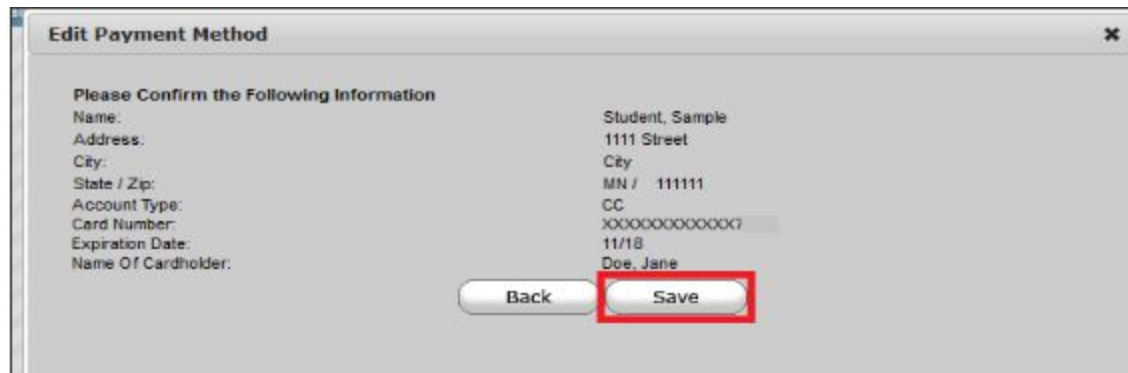


The screenshot shows a web form titled "Edit Payment Method". The form contains the following fields and options:

- Billing Information**
 - Name: (required) Student, Sample
 - Address: (required) 1111 Street
 - City: (required) City
 - State / Zip: (required) MN / 111111
- Account Type**
 - Checking
 - Savings
 - Credit/Debit Card
- Card Number:** XXXXXXXXXXXXXXX0000
- Expiration Date: (mm yy)** 11 / 18
- Name Of Cardholder:** Jane Doe

At the bottom of the form, there are two buttons: "Back" and "Save". The "Save" button is highlighted with a red rectangular box.

4. Confirm your payment method information is correct and click **Save** again. Click Back if you need to edit your information.

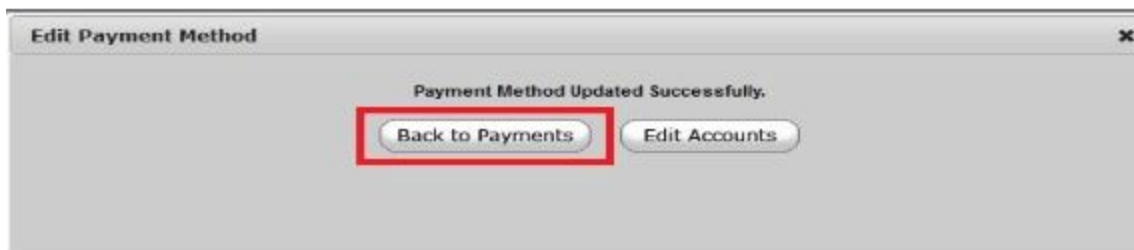


The screenshot shows a confirmation screen titled "Edit Payment Method". The text reads: "Please Confirm the Following Information". The information to be confirmed is:

- Name: Student, Sample
- Address: 1111 Street
- City: City
- State / Zip: MN / 111111
- Account Type: CC
- Card Number: XXXXXXXXXXXXXXX0000
- Expiration Date: 11/18
- Name Of Cardholder: Doe, Jane

At the bottom of the form, there are two buttons: "Back" and "Save". The "Save" button is highlighted with a red rectangular box.

5. Click Back to Payments.



The screenshot shows a success message titled "Edit Payment Method". The text reads: "Payment Method Updated Successfully." Below the message, there are two buttons: "Back to Payments" and "Edit Accounts". The "Back to Payments" button is highlighted with a red rectangular box.

6. You will now see the last 4 digits of your payment method on the screen. Click **Continue**.

The screenshot shows a web interface for payments. On the left is a navigation menu with items like Calendar, Demographics, Family, Messages, Discussions, Household Information, Family Members, Payments, and Notification Settings. The main content area is titled "Payments" and shows "Accepted Payment Methods" with logos for VISA, MASTERCARD, and DISCOVER. Below this, it says "Total: \$37.00" and "Select the payment method" with "Add" and "Edit" buttons. A radio button next to "VISA + 0000" is selected and highlighted with a red box. At the bottom, there are "Back" and "Continue" buttons, with the "Continue" button also highlighted with a red box.

7. Enter your email address to receive an emailed receipt of your payment. Click **Make Payment**.

The screenshot shows a confirmation screen for payments. It includes a table with the following data:

| Student | Calendar | Fee | Payment |
|---------|-------------------------------|--------------------|---------|
| | 2016-17 Robbinsdale Armstrong | Tech Insurance Fee | \$37.00 |

Below the table, it says "Total: \$37.00". There are fields for "Payment Method:" (VISA +0000) and "Receipt email address:" (parent@mail@email.com), both highlighted with red boxes. A "Make Payment" button is also highlighted with a red box. A "Back" button is visible on the left side of the main content area.