For Parents: How to Pay PowerSchool Fees in Parent Portal

STEPS

1. Log in to PowerSchool Parent Portal https://ucfsd.powerschool.com
   a. If you do not have an account, please contact the main office at your child's school to obtain the Access ID and Password needed to create your account
   b. If you have an account and do not remember your password, please contact the main office at your child's school to have your password reset
2. Once you are successfully logged in, make sure you see your child's first name at the top of the screen
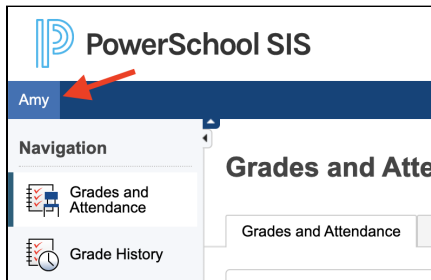
3. On the left-hand menu, click "Balance"
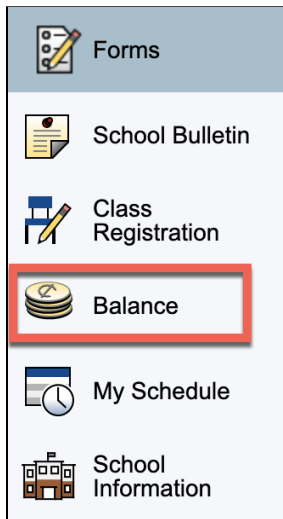
4. You will see a history of fees applied to your child's account

5. To make a payment, click on the green button for "Make a Payment"

Fee Transactions - Current Balance: $95.00

<div style="text-align:right">Make a Payment</div>

Date	Time	Fee Type	Description	Fee	Paid	Balance
08/29/2016	01:39 PM	11th Grade Class Dues	11th Grade Class Dues	20.00	0.00	20.00
08/25/2019	09:38 AM	10th Grade Class Dues	10th Grade Class Dues	25.00	0.00	25.00
08/26/2021	07:45 PM	Chromebook Insurance Fee		50.00	0.00	50.00
			Totals:	95.00	0.00	95.00

6. You will be taken to the RevTrak payment screen. Click "Add to cart" next to the fee you want to pay.

PowerSchool

Log Out Of PowerSchool

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$ REQUIRED FEES

REQUIRED FEES

Amy Testing

#PS01
10th Grade Class Dues $25.00   ADD TO CART
10th Grade Class Dues

#PS01
11th Grade Class Dues $20.00   ADD TO CART
11th Grade Class Dues

#PS01
Chromebook Insurance Fee $50.00   ADD TO CART
Chromebook Insurance Fee

G Translate

< **CART**

Clear Cart

CHROMEBOOK INSURANCE FEE
For: Amy Testing (17561-805553)

REMOVE $50.00

SUB TOTAL $50.00
SERVICE FEE $1.81
TOTAL $51.81

CONTINUE SHOPPING   CHECKOUT

7. Click "Checkout"

8. You will be prompted to log in to your RevTrak account. If you do not already have an account, click "Create New Account"

Log in to the
Web Store

Email ⊘

Password

Forgot password?

LOG IN ❭

CREATE NEW ACCOUNT

9. Once you have logged into your RevTrak account, you will be taken to the final payment screen where you will enter your credit card information and submit payment. You will receive a receipt via email of your payment and the fee will be marked "Paid" on your child's PowerSchool account.