



Mustang Online Payment System

Mustang Public Schools now has a new way to make online payments for student fees. Parents/Guardians will still use My School Bucks for your student's lunch account, but all other fees can be paid using the InTouch Receipting Online Payment System.

Things you need prior to using the new payment system:

- Email address your parent portal is associated with
- Parent Portal set up prior to May 25, 2017
- All of your students linked to your parent portal

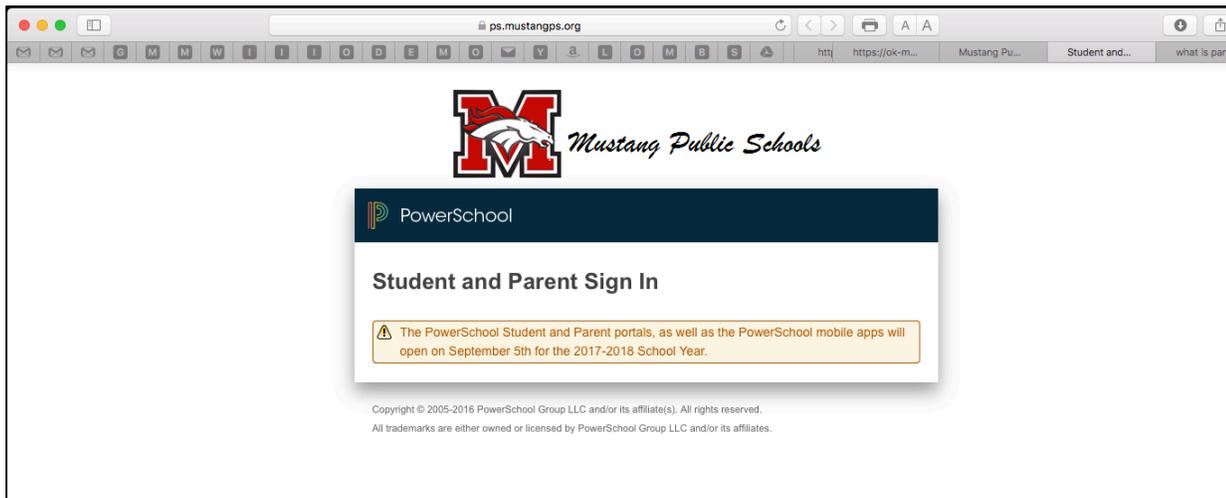
*****If you do not have one of these three items, you will have to wait to until September 5, when Parent Portal opens. ******

CURRENT EMAIL

The email information you completed in your student's enrollment packet is the email that is associated with your student, Parent Portal, and InTouch Online Payment System.

PARENT PORTAL

The PowerSchool **Parent Portal** is a feature of the PowerSchool Student Information System that provides parents/guardians immediate access to grades, assignments and attendance records in an effort to facilitate and improve communication between home and school.



Your student's Parent Portal sign on information is obtained from your student's school. When Parent Portal opens on September 5th, go to <https://ps.mustangps.org/public> and setup your parent portal account. If you have multiple children in the district, make sure all your children are linked to your parent portal. You will need each child's student ID numbers to do this.

Once you have set up your parent portal, wait 24 hours. It takes a cycle for the new account username and email information to be moved into the online payment system.

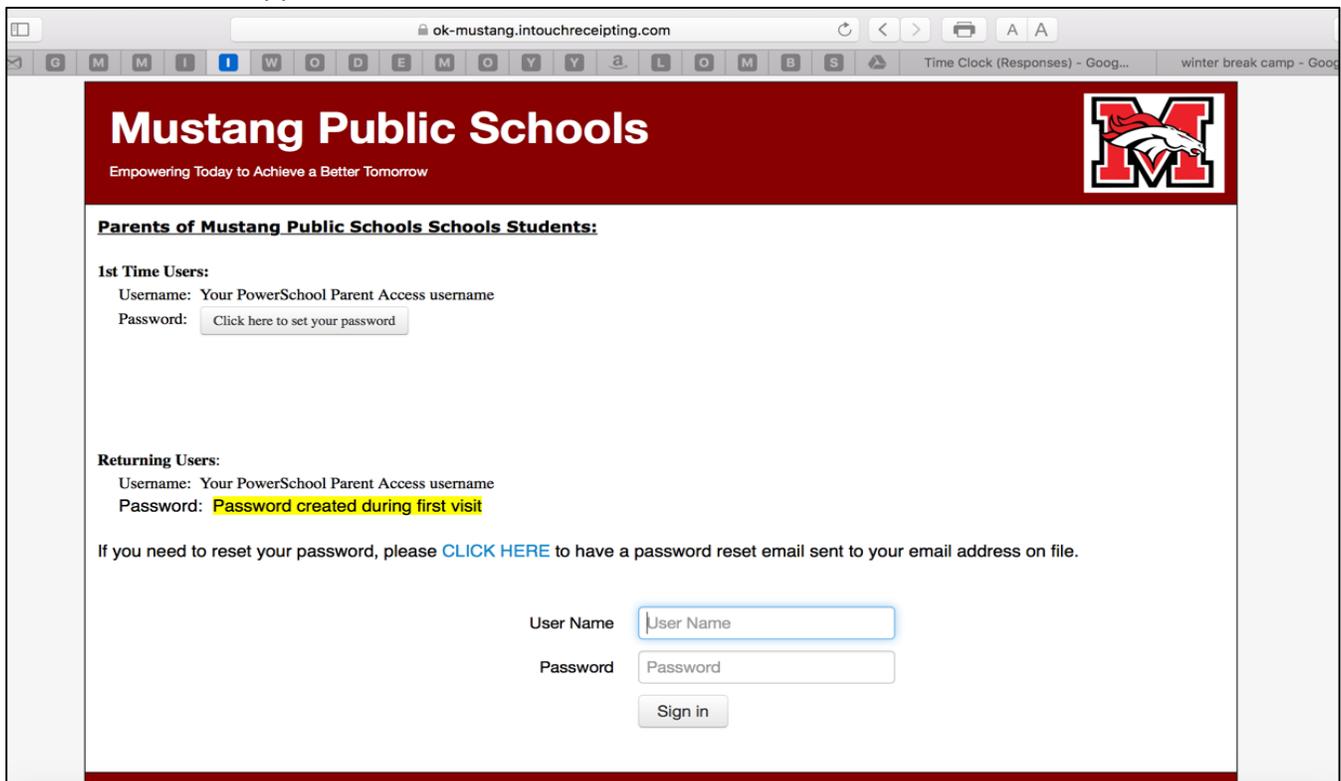
NOTE: If you have a parent portal that was set up prior to May 25, 2017 but your student is not showing, you will have to wait until September 5th. Then you will log into your parent portal and link your student, wait 24 hours and then your student should be in your online payment system account.

InTouch, our online payment system, utilizes your parent portal username and the email associated with parent portal. Therefore, your parent portal username will also be your username for the online payment system.

Once Parent Portal is open and your account is setup, you will access the web site at the following address: <https://ok-mustang.intouchrecepting.com>

(Parents who already have Parent Portal and student linked to their account may access this link anytime.)

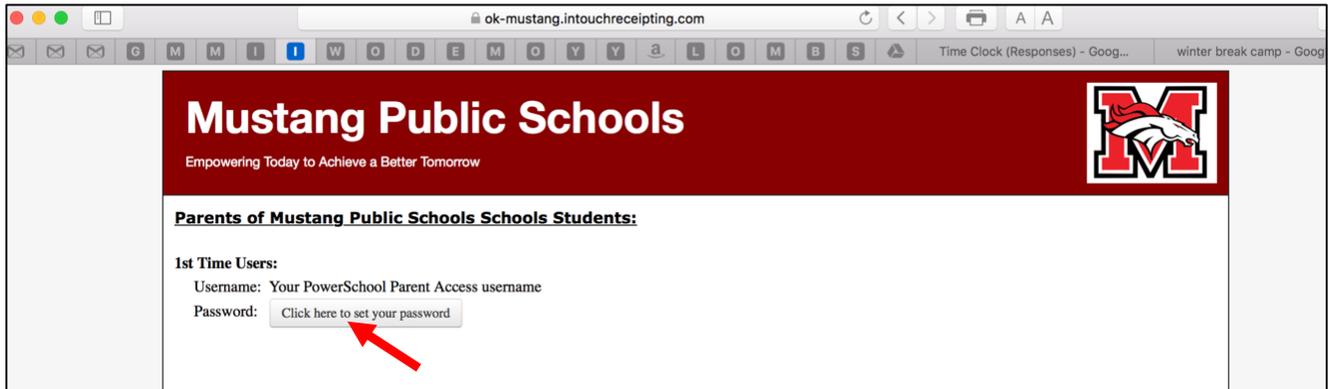
This screen should appear.



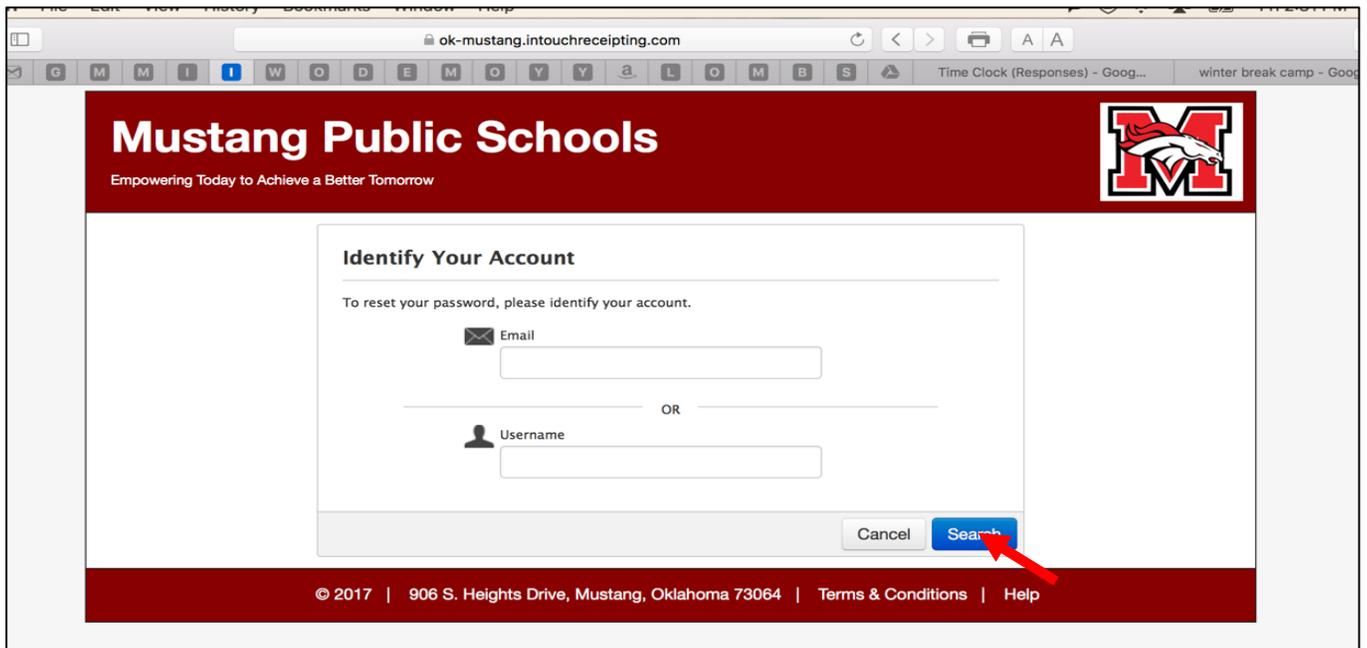
The screenshot shows a web browser window with the URL ok-mustang.intouchrecepting.com. The page header features the Mustang Public Schools logo and the tagline "Empowering Today to Achieve a Better Tomorrow". Below the header, the text reads "Parents of Mustang Public Schools Schools Students:". The page is divided into two sections: "1st Time Users:" and "Returning Users:". Under "1st Time Users:", there is a "Username:" field with the instruction "Your PowerSchool Parent Access username" and a "Password:" field with a button that says "Click here to set your password". Under "Returning Users:", there is a "Username:" field with the instruction "Your PowerSchool Parent Access username" and a "Password:" field with the instruction "Password created during first visit". At the bottom of the page, there is a "User Name" input field, a "Password" input field, and a "Sign in" button. A link "CLICK HERE" is provided for password resets.

Updated see 8/28/2017

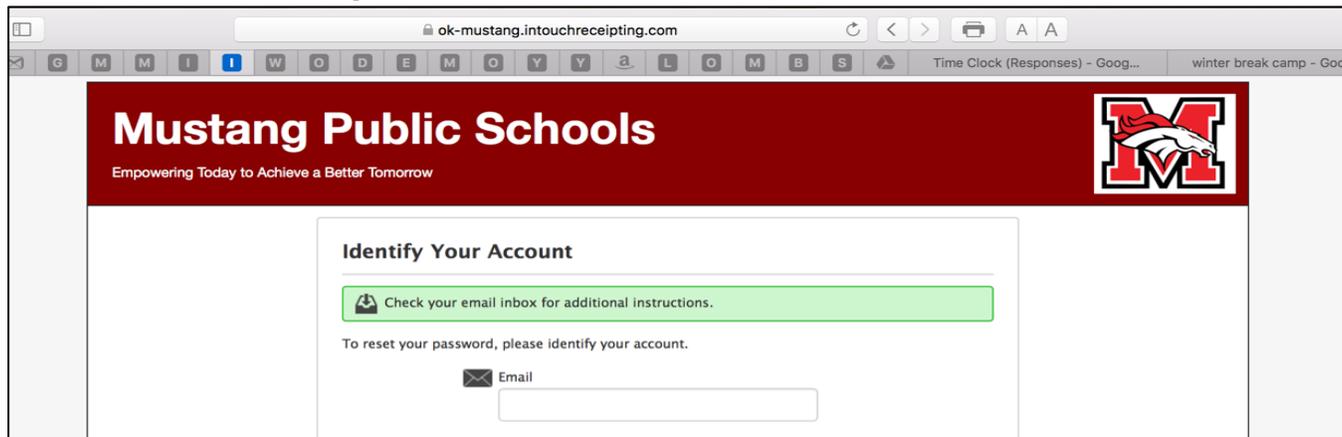
You will then click the 1st time user button that is located at the top left-hand side.



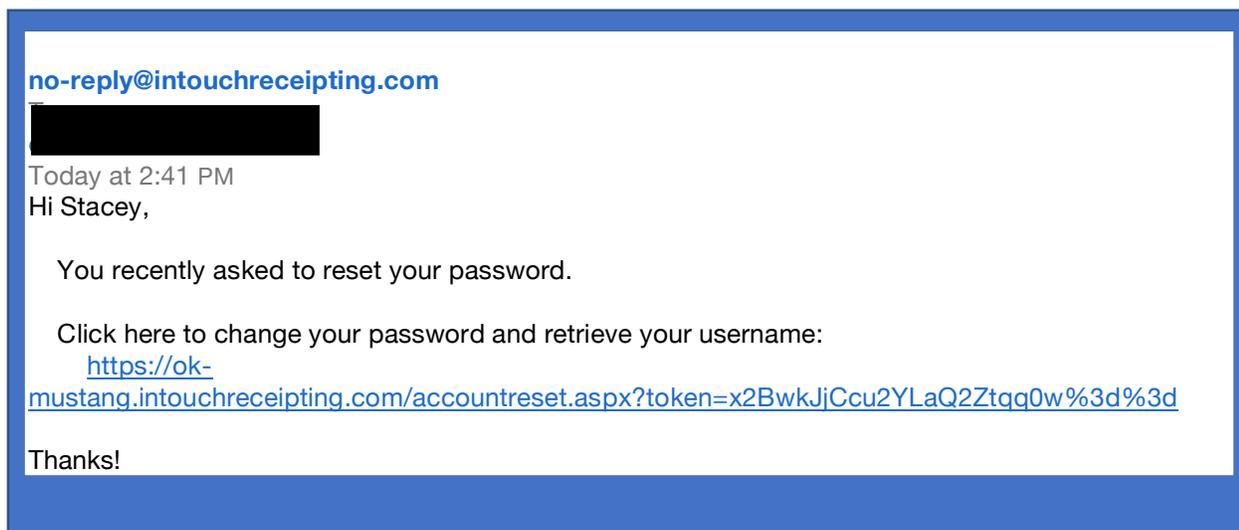
Enter your Parent Portal Username or Email associated with your Parent Portal account and click the Search button.



You will receive this message.

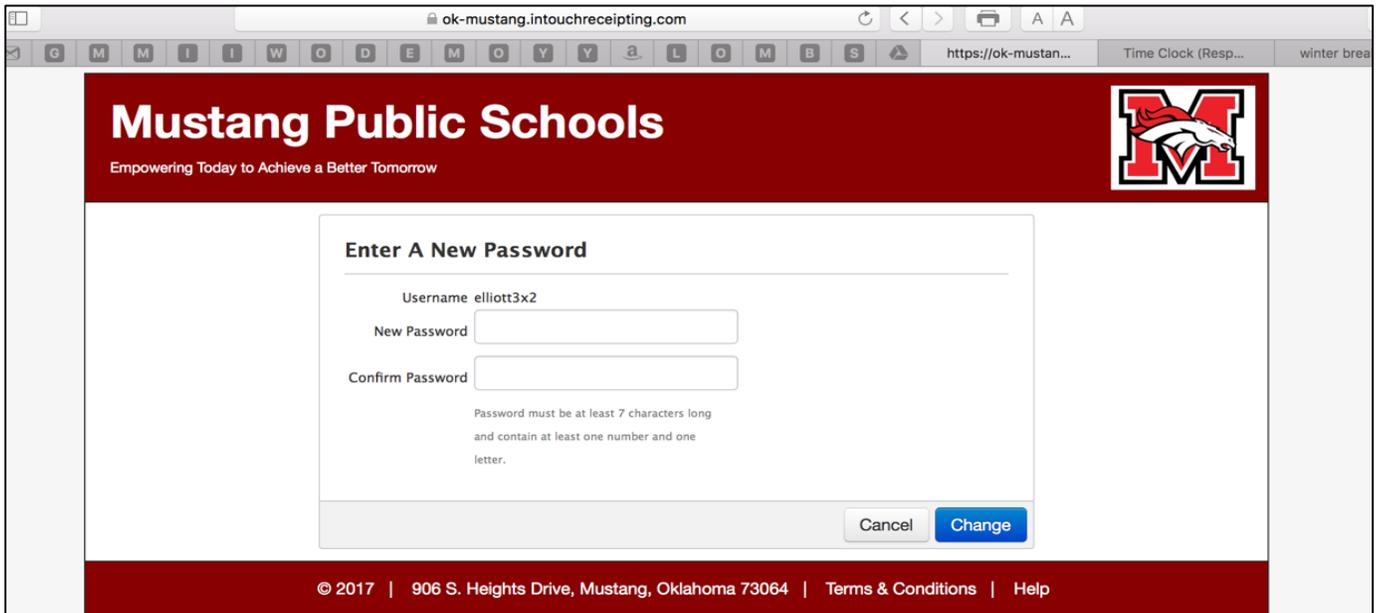


Check your email for a link to create a password for the online payment system. It should resemble this.



Updated see 8/28/2017

When you click on the link, you will be prompted to enter your new password. It must contain one letter and one number. Then click the Change button.

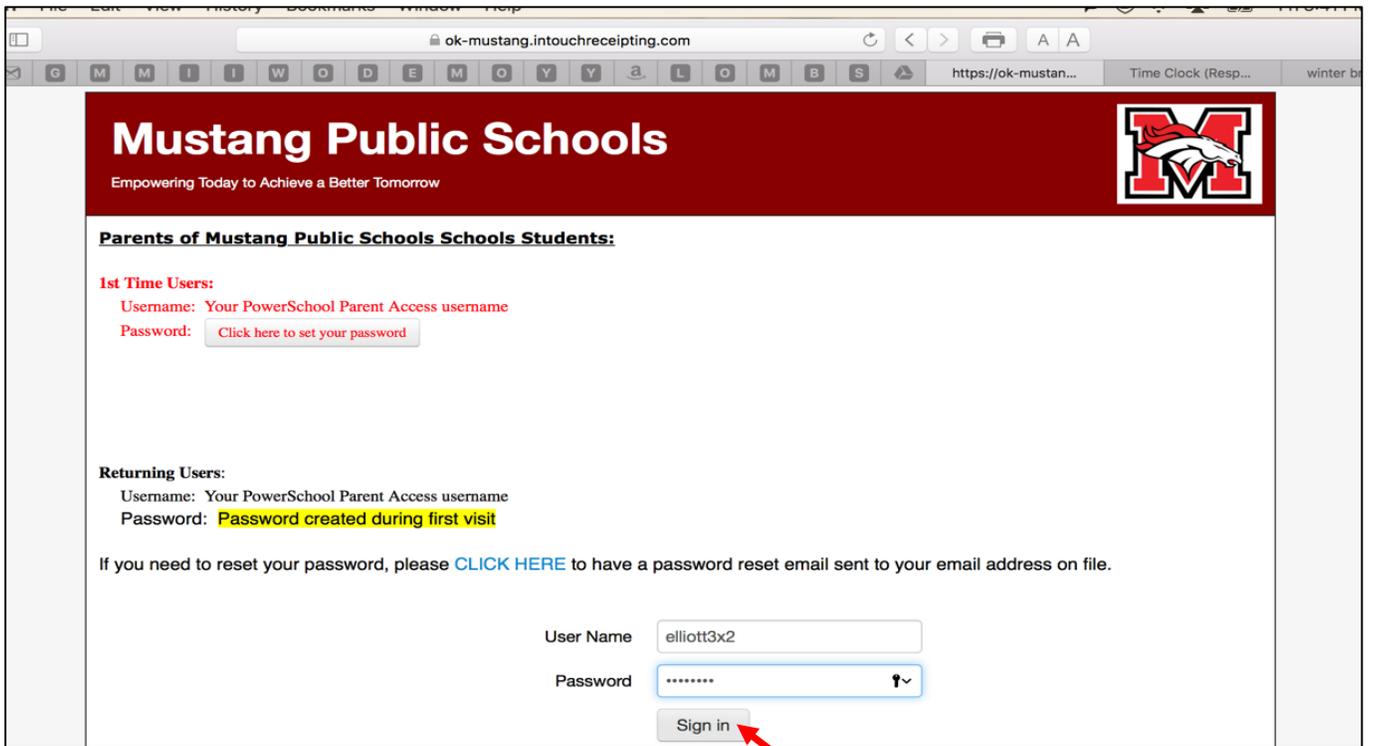


The screenshot shows a web browser window with the URL `ok-mustang.intouchrecepting.com`. The page header features the Mustang Public Schools logo and the tagline "Empowering Today to Achieve a Better Tomorrow". The main content area is titled "Enter A New Password" and contains a form with the following fields:

- Username: `elliott3x2`
- New Password:
- Confirm Password:

Below the form, a note states: "Password must be at least 7 characters long and contain at least one number and one letter." At the bottom of the form are two buttons: "Cancel" and "Change". The footer of the page includes the copyright notice "© 2017", the address "906 S. Heights Drive, Mustang, Oklahoma 73064", and links for "Terms & Conditions" and "Help".

You will be redirected back to the original sign-on page. Down at the bottom enter your Username and the Password you just created. Click Sign-in button.



The screenshot shows the same web browser window, but the page content has changed to the sign-in page. The header remains the same. The main content area is titled "Parents of Mustang Public Schools Schools Students:" and contains the following information:

- 1st Time Users:**
 - Username: Your PowerSchool Parent Access username
 - Password: [Click here to set your password](#)
- Returning Users:**
 - Username: Your PowerSchool Parent Access username
 - Password: **Password created during first visit**

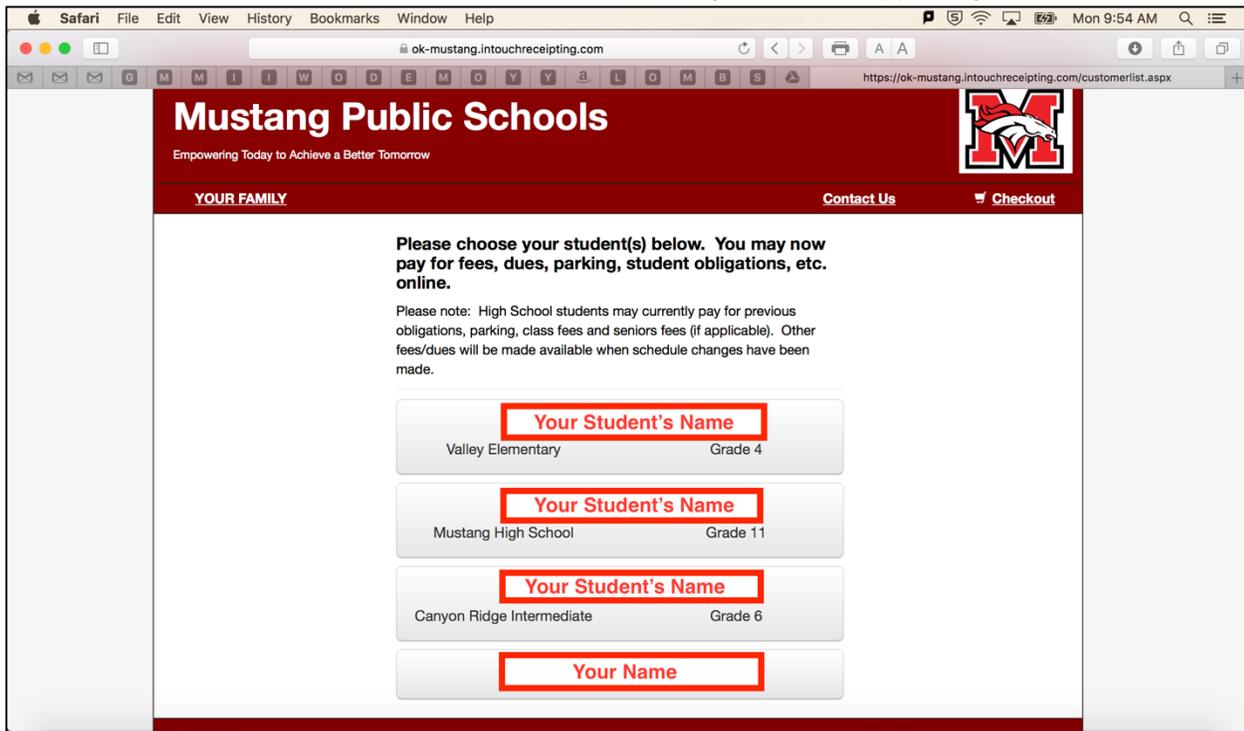
Below this information, a note states: "If you need to reset your password, please [CLICK HERE](#) to have a password reset email sent to your email address on file." At the bottom of the page, there is a sign-in form with the following fields:

- User Name: `elliott3x2`
- Password:

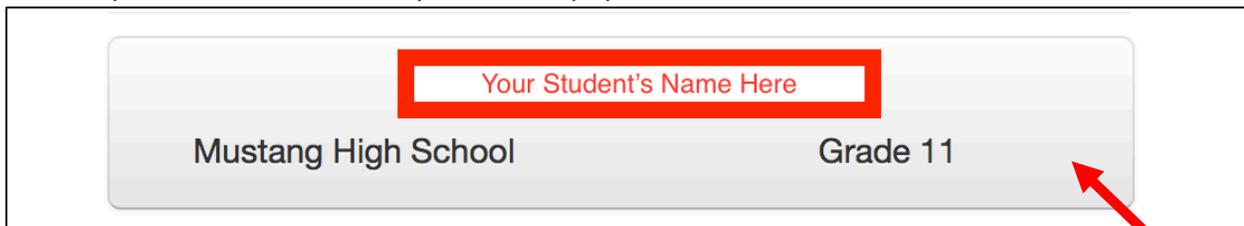
A red arrow points to the "Sign in" button at the bottom of the form.

Updated see 8/28/2017

You will then be taken to this screen. Here it will show your student(s) and your name at the bottom



Click on your student's bar that you wish to pay fees or fines.



NOTE: Your student may have fees already assigned to them for the upcoming school year or if they had any outstanding balance from previous year.

This page will then appear.

Attention: Student's Name has \$25.00 in unpaid fines/fees. [View](#)

Shop

Items At Student's School

Items At All Schools

Pay Fines/Fees

Reports

Purchase History

Reprint Receipts

Unpaid Fines/Fees

On Account History

Other

Recurring Deposits

THINGS TO KNOW:

- ❖ You may pay fees for all of your students in one transaction
- ❖ You may purchase items sold at the school online
- ❖ You may view your purchase history
- ❖ You may pull reports for tax purposes
- ❖ You may set-up recurring payments
- ❖ You may reprint receipts

- ❖ If you have an issue with a Fine, please contact your student's school