

Infinite Campus Parent Portal **On-Line Fee Payment Steps**

1. Go to the Wausau School District website www.wausauschools.org
2. Go to and open the “Families” (located upper right hand corner)
3. Click on “Parent Portal Infinite Campus”
4. If you **DO NOT** have a Parent Portal login, please contact: Kathy Tyskiewicz at ktyskie@wausauschools.org
5. If you **DO** have a Parent Portal login, follow the steps outlined below

- Go to “FEES” on the left hand side



Fees

- Go to “OPTIONAL” on the bottom right side



Optional Payments

- Click “ADD TO CART” for the fees you would like to pay
(you can also add your sports fees at this time)

- Once you have added all your fees to the cart...Click on “MY CART”



- Go to the wallet “My Accounts”. Enter credit card information and save.



- Hit “SUBMIT PAYMENT” button

**** There is a \$2 fee per credit card transaction.**

Refer to the fees sheet in the packet mailed to you for items that need to be paid

NOTE: If you have more than one student, you can change to another student on the upper right corner of the screen. Go to that student to add fees to your cart. Your cart will then contain all fees for all students.