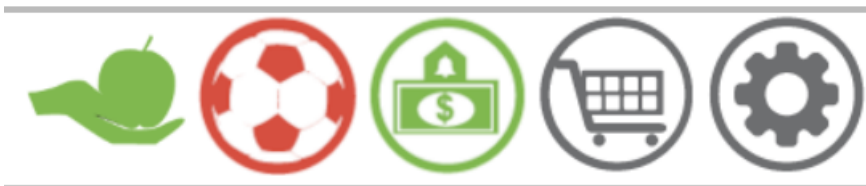


OE Transportation Fee Instructions-1 Student

1. Log in to your [ParentVUE](#) account.
2. Click on Fees in the left navigation bar.
3. Click on Fees (click here to access online payment system) in the center of the page.

The screenshot shows the ParentVUE interface. On the left is a navigation menu with the following items: Home, Messages, Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Grade Book, Health, Report Card, and Student Info. Below these are three sections: 'Fees' (with a blue icon of two people), 'Test History & Community Service' (with a blue icon of two people), and 'Fees' (with a blue icon of two people). On the right is a section titled 'FEES' with a list of links: 'Fees (click here to access online payment system)', 'Creating Parent User Account & Connecting Students', 'Activities Registration Instructions', 'Open Enrolled (OE) Transportation Instructions', 'Classroom & Field Trip Fees Instructions', and 'STMA Online Summer Class Instructions'.

4. Click on the green dollar sign icon.




5. Log in with your credentials or [create a parent user account and add students to your account](#), if you have not done so already.

6. Click on the shopping cart icon.




7. Click the blue Assign button next to the **OE Transportation \$425 2023-2024** for the student that will be assigned the fee.



test studentt

Student Account ID: **3097647**
Student ID: **1001**
District ID: **1691**
District: **ST. MICHAEL - ALBERTVILLE**


 **Other School Fees**

Currently there are no fees assigned to test studentt. There are some optional fees that can be viewed by clicking the 'View Optional Fees' button below. Clicking 'Assign' on any of the optional fees will assign it to test studentt.

Assigned ID	Description	Date Assigned	Amount	
--	OE Transportation \$425 2023-2024 -- This fee is for 1 student. Use the OE Tranportaion \$650 2023-2024 fee for 2 or more students.	--	\$425.00	Assign

[Hide Optional Fees](#)

8. Click on the blue Sign Forms button to complete a required transportation form for the student.



test studentt

Student Account ID: **3097647**
Student ID: **1001**
District ID: **1691**
District: **ST. MICHAEL - ALBERTVILLE**

 **Other School Fees**

Assigned ID	Description	Date Assigned	Amount	
148327	OE Transportation \$425 2023-2024 -- This fee is for 1 student. Use the OE Tranportaion \$650 2023-2024 fee for 2 or more students.	06/30/2023	\$425.00	Sign Forms 

9. Select Yes to proceed to the form.

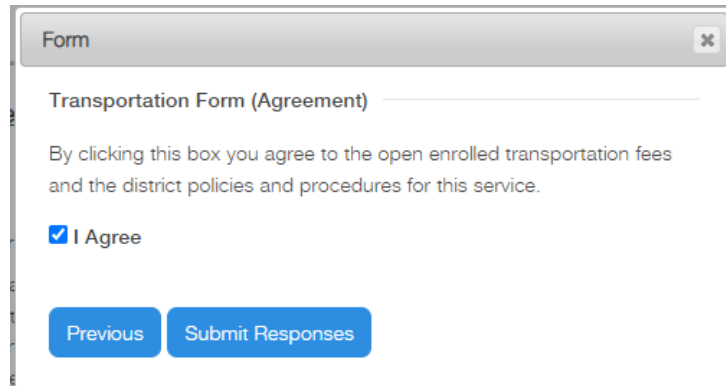
Form ✕

To complete this purchase, additional information is required. Would you like to proceed?

[Yes](#) [No](#)

10. Complete the applicable fields on the form and follow the prompts.

11. To submit the form, select I Agree and click on Submit Responses.



Form

Transportation Form (Agreement)

By clicking this box you agree to the open enrolled transportation fees and the district policies and procedures for this service.

I Agree

Previous Submit Responses

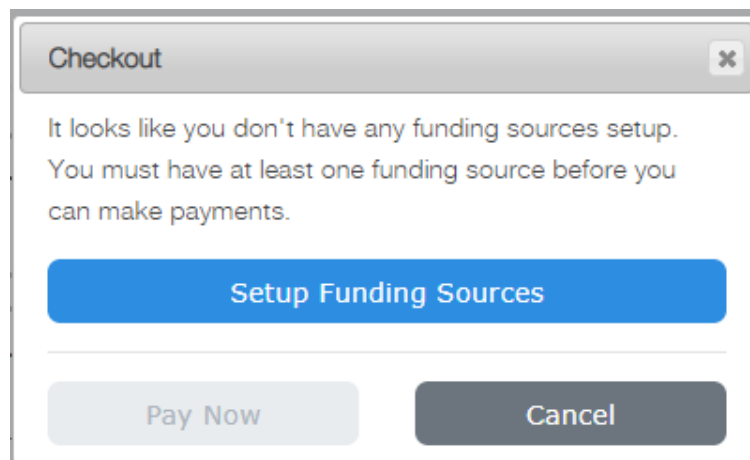
12. After a required transportation form has been submitted, scroll to the **top** of the page and click Checkout.



ST. MICHAEL - ALBERTVILLE

Checkout

13. If you have not set up your funding source, you can do so at this time by selecting the Setup Funding Sources button. Select Pay Now if a funding source has already been set up.



Checkout

It looks like you don't have any funding sources setup. You must have at least one funding source before you can make payments.

Setup Funding Sources

Pay Now Cancel

14. Follow the prompts to setup a funding source, if needed, and complete the payment process.

15. Please email transportation@mystma.org with any questions.