

OE Transportation Fee Instructions-2 or more Students

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.

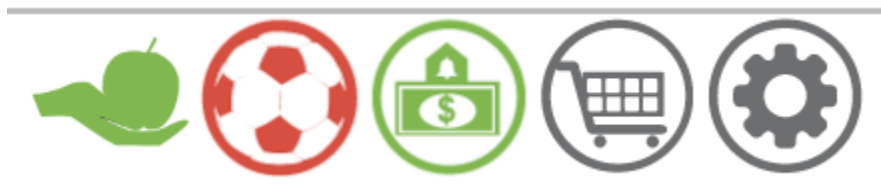
The screenshot shows the ParentVUE interface. On the left is a vertical navigation menu with the following items: Home, Messages, Calendar, Attendance, Class Schedule, Conference, Course History, Course Request, Grade Book, Health, Report Card, and Student Info. Below this menu are two sections: 'Fees' and 'Test History & Community Service'. On the right side of the page, there is a 'FEES' section 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. Choose **one** of your students to assign the fee (information on other students will be collected later in the transaction). Click the blue Assign button next to the **OE Transportation \$650 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 \$650 2023-2024 -- This fee is for 2 or more students. Use the OE Tranportaion \$425 2023-2024 fee for 1 student.	--	\$650.00	Assign

[Hide Optional Fees](#)

8. Click on the blue Sign Forms button to complete a required transportation form. This form will collect information on all students in your family receiving open enrollment transportation.

test studentt

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Other School Fees

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148328	OE Transportation \$650 2023-2024 -- This fee is for 2 or more students. Use the OE Tranportaion \$425 2023-2024 fee for 1 student.	06/30/2023	\$650.00	Sign Forms

9. Select Yes to proceed to the form.

Form
✕

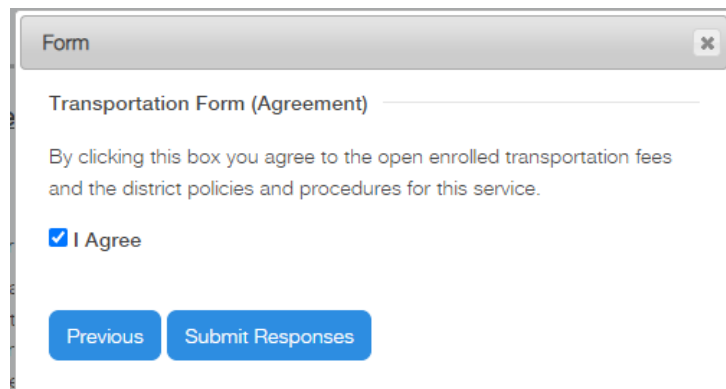
To complete this purchase, additional information is required. Would you like to proceed?

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

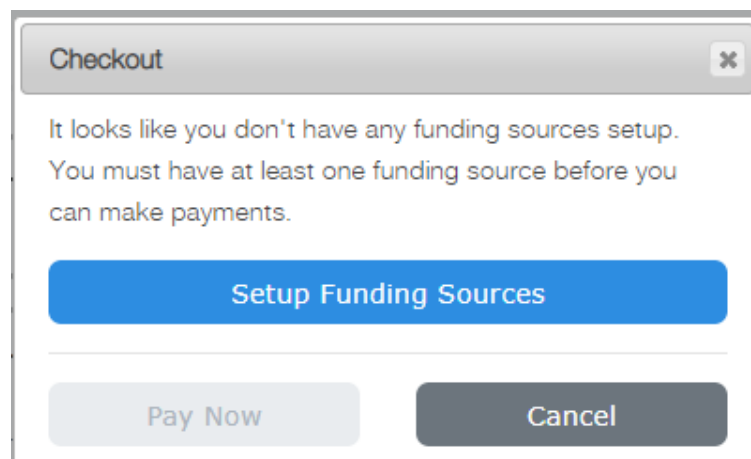
12. After the required transportation form has been submitted, scroll to the **top** of the page and click Checkout.



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.