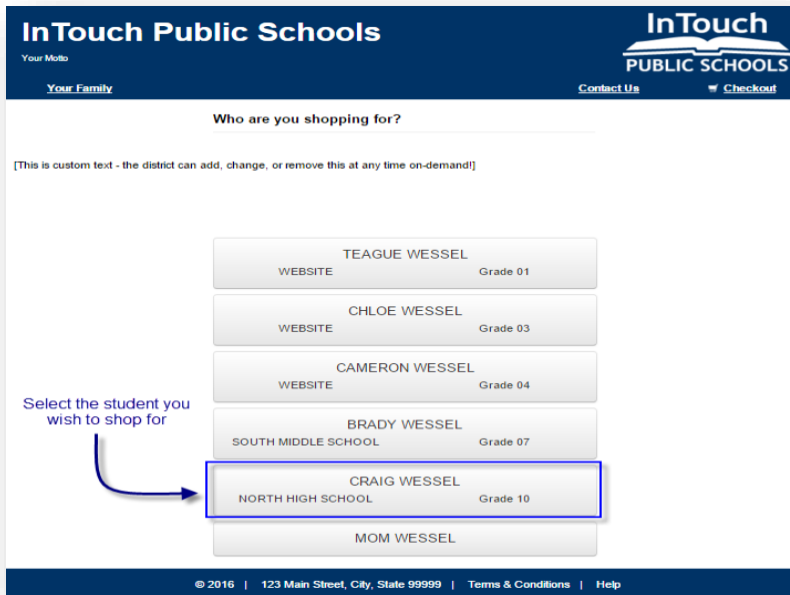


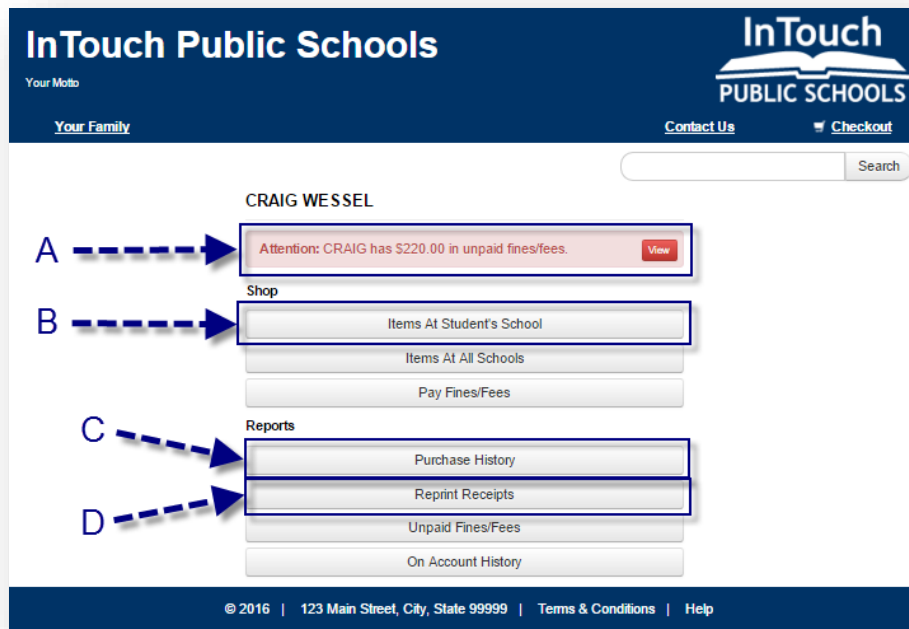
I'VE SIGNED IN, NOW WHAT?

Once you've signed in, select the student you want to shop for:



Once on your student dashboard, everything will be specific to your student. Here are the most common tools you should become familiar with:

Figure 1



- A. Fines and/or Fees may be present on your student’s account. If your student *has* a fine/fee on their account, you will see a **RED** notification window – this is your key to look at, and pay, any fines or fees assessed to your students account. There are many reasons why a fine or fee may be present on your account, and selecting “VIEW” will display the detail specific to your student.

NOTE: If you have questions regarding a fine/fee assessed to your students account, please contact your students building for visit the “FAQ” section at the end of this document.

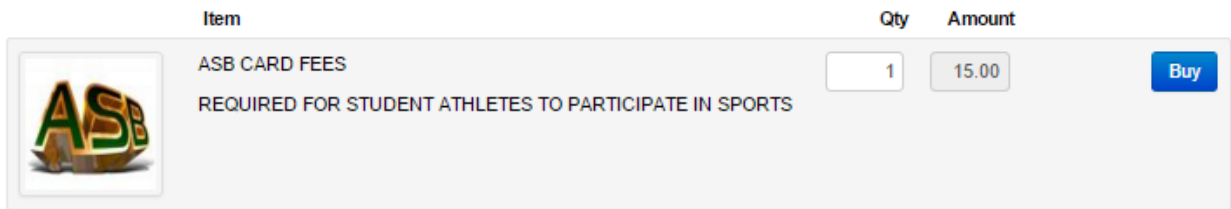
- B. “Items at Students School” is where you’ll go to browse items available to your student for purchase. This should look familiar to you if you’re familiar with online shopping. Once you’ve selected items in the webstore, you can view/edit your cart, or proceed to checkout.
- C. “Purchase History” is an on-demand tool for you to use to track your purchase history. This allows you to confirm prior purchases or confirm payment was delivered by your student to the building.
- D. “Reprint Receipts” is a tool that allows you to print a single receipt rather than your full payment ledger (*Purchase History*)

I’M IN THE WEBSTORE, BUT SOME ITEMS AREN’T AVAILABLE TO ME, WHY?

The online payments portal is integrated with many other systems across the district, and as a result, the webstore items can be ‘flagged’ to limit what students can purchase items. Below are examples of what you may see in the webstore, and the reason(s) certain items look the way they do:

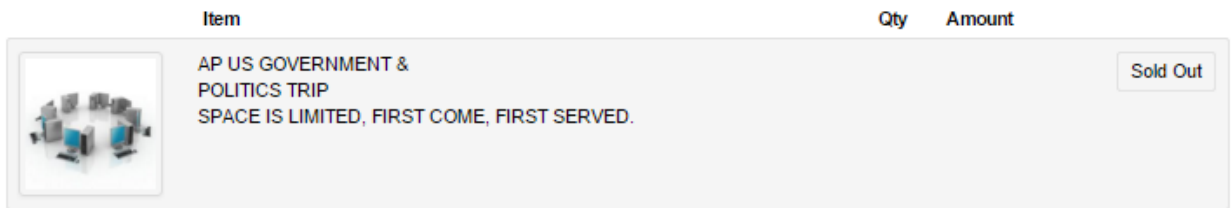
“Buy”

An item that’s available for purchase in the webstore will display a blue “Add” button – this means it’s available for purchase:




“Sold Out”

This notification will display if the quantity has been depleted on an item, or if the item is currently unavailable. *TIP: check the item description – there may be additional instructions for you regarding the item.*




“Pay Fines”

This is displayed when an item is marked to restrict purchases for students with outstanding fines on their account. If you click the “Pay Fines” button, this will take you to the fine window where you can add all applicable fines to your cart. Once you’ve added the fines to your cart, you’ll be able to add the restricted item to the cart as well:

Item	Qty	Amount
 THE PLANETS Support our hard working Symphony students! Attend their production of Holst's, The Planets!		Unavailable until fines are paid Pay Fines


“Grade Restriction”

Items that are restricted to a specific grade, are only available to students enrolled in the listed grades. If you find your student is listed in the wrong grade, or the item you wish to purchase *should* be available to your student – please contact the school for more information.

 CULINARY TRIP		Only available to grade(s) 12
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“Multipart Items/Combo Items”

If you find an item has multiple options available, this is a ‘Multipart item’ and you have the option to select what items you wish to add to the cart. If any of the checkboxes are greyed out/unavailable to edit, this means they are required.

Item	Qty	Amount
 REGISTRATION COMBO SAVE MONEY AND PURCHASE THE MOST COMMON ITEMS ALL AT ONCE!	1	Buy
AP HISTORY	8.00	<input checked="" type="checkbox"/>
ATHLETICS FUNDRAISER	12.50	<input checked="" type="checkbox"/>
YEARBOOK SALES	80.00	<input type="checkbox"/>