



Online Payments

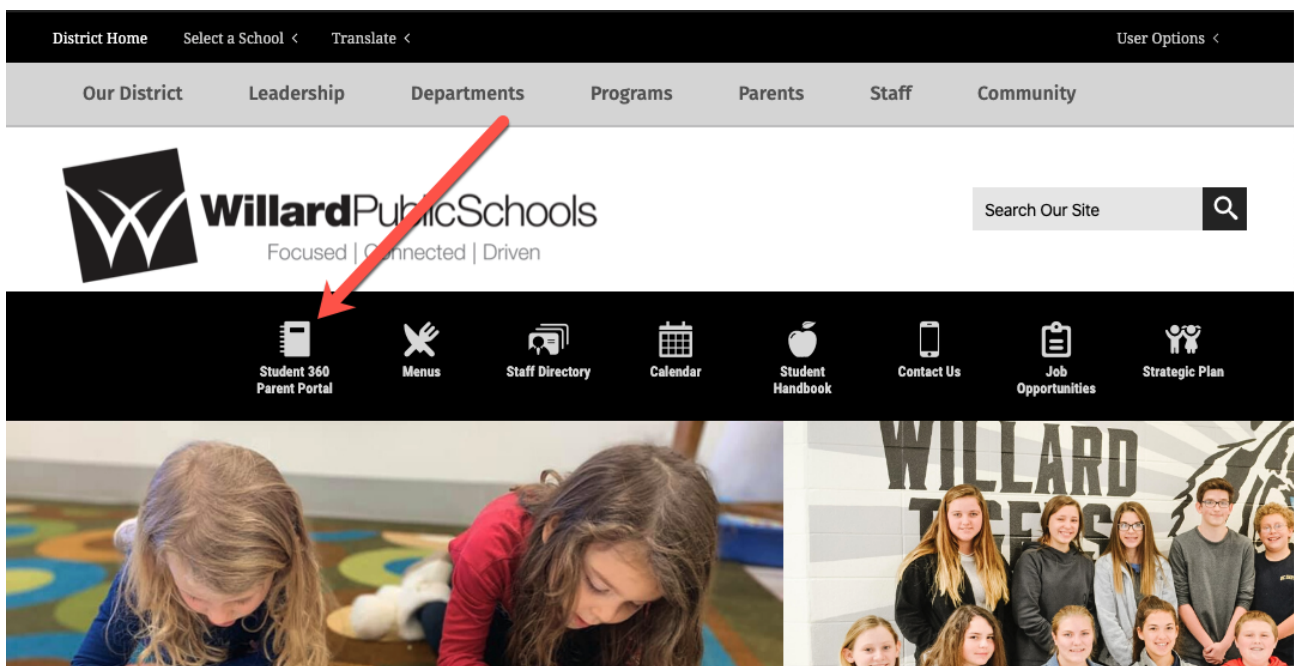


You can pay for required charges and optional fees online. This guide will show you how.

- In the **Student 360 Parent Portal**, you can pay for **required charges** such as band fees, student device fees, library fees, registration fees, etc.
- You can use **RevTrak** to pay **optional fees** such as buying a yearbook, field trips expenses, fundraiser donations, dance tickets, etc.
- **Food Service option coming soon!**

Pay for Required Charges in Student 360 Parent Portal

1. **Access the Student 360 Parent Portal.** This can be done from any of our websites using the Student 360 Parent Portal global icon in the black bar.



2. On the **PARENT tab** log in with your Student 360 Parent Portal credentials.

Willard R-II School District

STAFF PARENT STUDENT

User Name ***** 1

Password ***** 2

[Forgot your parent password?](#) 3 Login

PARENTS ONLY - BE SURE TO CLICK THE "PARENTS" TAB BEFORE TYPING YOUR USER NAME

Please go here to view lunch policies [Food Services page](#)

3. Click on what you want to pay, **Fees & Billing**.

The screenshot shows the Tyler SIS Student Summary page for a student in Grade 09 at Willard High School, Academic Year 2019-2020. The page is divided into several sections: Announcements, Assignments, Fees & Billing, Meal Service Balance, Current Grades, and Student Schedule. The 'Fees & Billing' section is highlighted with a red box and shows a balance of \$1,250.00 Due. The 'Meal Service Balance' section shows a balance of \$16.90. A red arrow points from the 'Fees & Billing' section to the 'Meal Service Balance' section.

Grade	Course Name	YTD Trdy	YTD Abs
78% (C+)	Alg Conc		
66% (D)	CON PHY SCI		
60% (D-)	Concert 2		
84% (B)	ENG I	2	
81% (B-)	HEALTH		
98% (A)	MIXED CHORUS		
72% (C-)	WLD HISTORY		

4. Click the **Pay** button.

The screenshot shows the Meal Service Balance payment screen. The 'PAY' button is highlighted with a red arrow. The screen displays the following information:

Meal Service Balance	
Rollover Balance	0.10
Deposits	140.10
Charges	123.20
Balance	\$16.90

5. Enter the Deposit Amount(s) in the appropriate field(s).
6. Click **Proceed to Verification** in the bottom right corner.

Tyler SIS

Online Payment

Academic Year - 2019-2020

ACCOUNT / NEW DEPOSITS TRANSACTION HISTORY

Site	Student Name	Account	Account Balance	Deposit Amount
WIHS		Meal Account	16.90	10.00
WIHS		Meal Account	2.44	
WIHS		Meal Account	0.60	
Total due for Academic Year 2019-2020			0.00	
			Total Deposit	
A fee of 3.65% is assessed to cover processing costs.			Service Charge	
			Transaction Total	

Proceed to Verification

7. Note the transaction amount.
8. Click the **Pay** button in the bottom right corner.

Online Payment Verification

Site	Student Name	Account	Account Balance
WIHS		Meal Account	16.90
Total due for Academic Year 2019-2020			0.00
			Total Deposit
A fee of 3.65% is assessed to cover processing costs.			Service Charge
			Transaction Total

You have chosen to deposit a total of 10.00 dollars plus service charges of 0.37 dollars for a transaction total of 10.37 dollars.

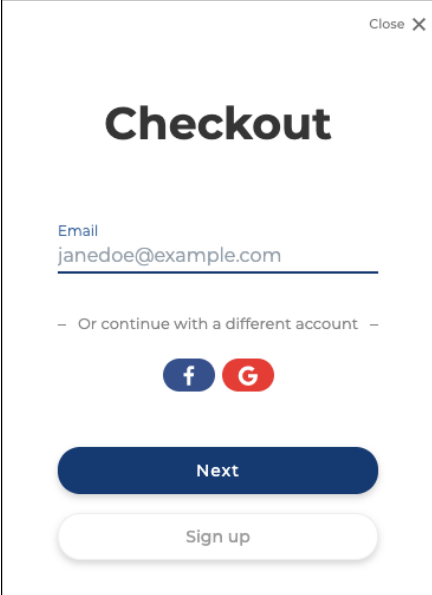
If you want to proceed to a screen provided by ConnexPoint to submit your credit card information and complete this transaction select Pay. If not, select Go Back to Previous Screen.

Go Back to Previous Screen Pay

When the Checkout window is displayed you have 3 login options:

- Click the Facebook button to login with the credentials for your existing Facebook account.
- Click the Google button to login with the credentials for your existing Google account.
- Click the Sign up button to create an account using the same email you have in the Student 360 Parent Portal. If you have already created an account, enter your email address and then click the Next button to enter your password.

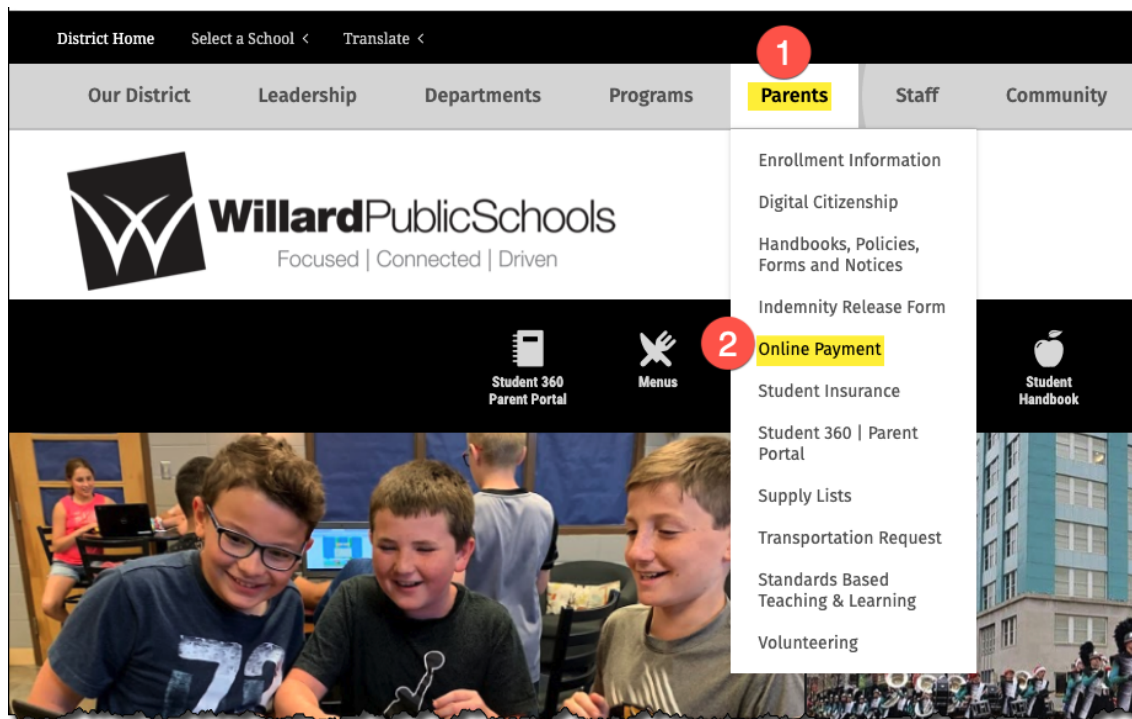
It will then take you to a location to put in your credit/debit card to complete the transaction.



The screenshot shows a 'Checkout' window with a 'Close X' button in the top right corner. Below the title, there is an email input field containing 'janedoe@example.com'. Below the input field, there is a link that says '- Or continue with a different account -'. Underneath this link are two social media icons: Facebook (f) and Google (G). At the bottom of the window, there are two buttons: a dark blue 'Next' button and a white 'Sign up' button with a light blue border.

Pay Optional Fees in RevTrak

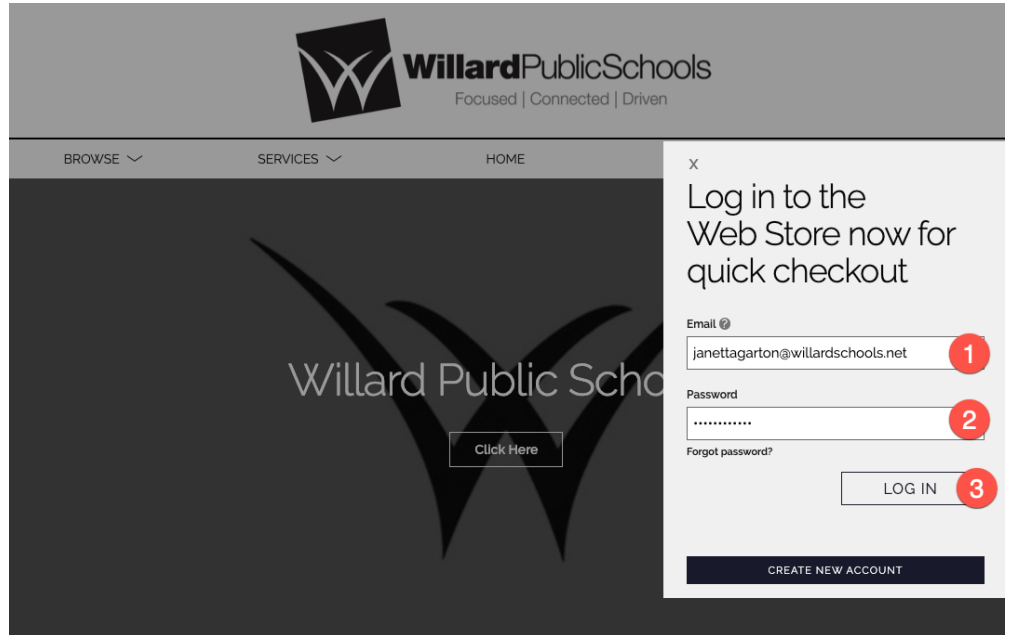
1. Access the **District website** at willardschools.net.
2. From the **Parent channel** choose **Online Payment**.



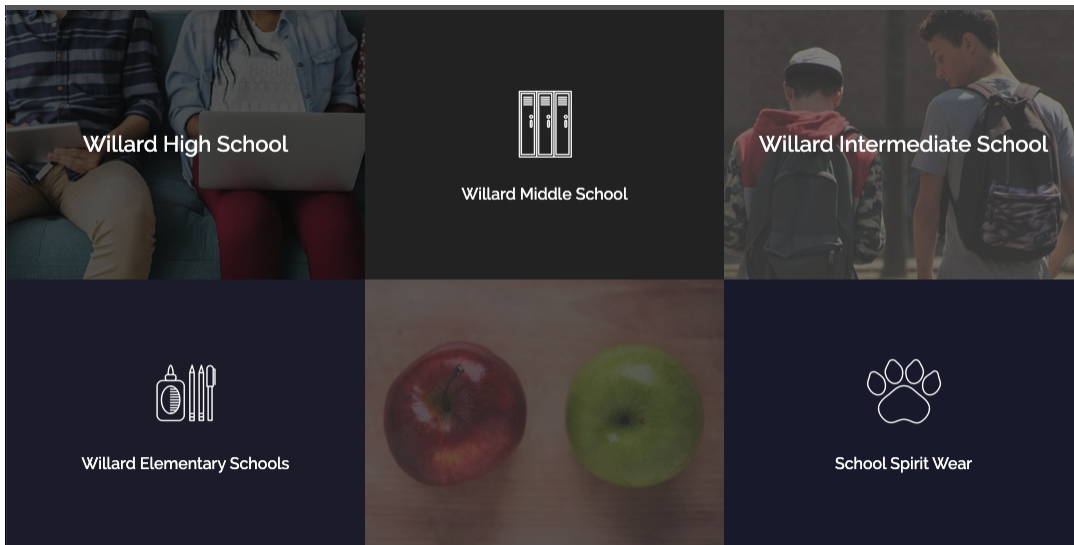
3. Click the link to access **RevTrak**.

4. Log in with your existing RevTrak credentials, or click Create a New Account.

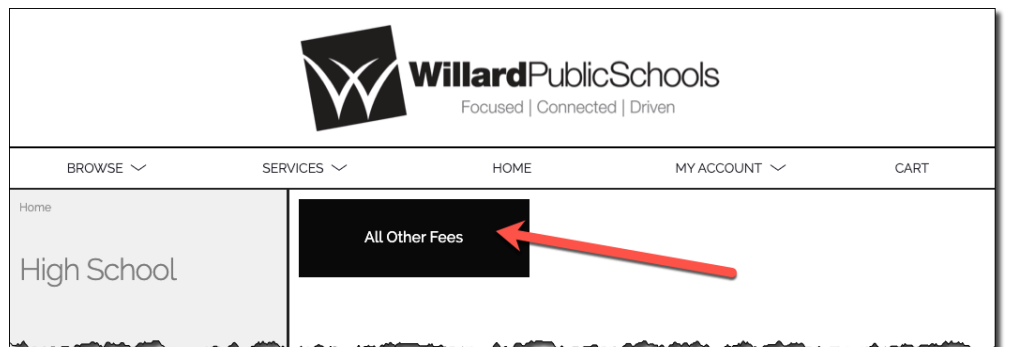
When creating a new account, use your information to sign-up, not your child's information. Enter the same email address that is in the Student 360 Parent Portal.



5. After you have successfully logged in, click the appropriate school, or School Spirit Wear button if you want to shop.



6. Click the **All Other Fees** button.



7. Select the appropriate **fee from the menu on the left.**
8. **Enter your information for payer.**
9. **Enter your student's information** in the bottom field.
10. Click the **Add to Cart** button.
11. Repeat this process for other fees if needed.

BROWSE SERVICES HOME MY ACCOUNT CART

Home > Middle School

1 MS Other Fees

- MS STUDENT ACTIVITIES PASS**
- MS LOCKER FEE

MS STUDENT ACTIVITIES PASS

Athletic Entry Pass [sku:MSPass]

\$15

2 Enter Payer Information Below:

First Name:

Last Name:

Address:

City: Willard

State:

Zip: 65781

Phone:

Email: janettagarton@willardschools.net

First, Last name of Student and Grade

3

A service fee may be applied at checkout.

4 ADD TO CART

12. Click the Checkout button in the bottom right corner.
13. Enter the required information to use a credit/debit card, or an echeck.

< CART

[Clear Cart](#)

MS STUDENT ACTIVITIES PASS

Quantity:

REMOVE \$15.00

SUB TOTAL \$15.00

SERVICE FEE \$0.55

TOTAL \$15.55

CONTINUE SHOPPING **CHECKOUT**

Questions

If you have questions regarding online payments, contact the District Office at 417-742-2584.