

Clear Creek ISD Summer School 2024

Parent Payment Guide

Payment can be made through your student's Home Campus Bookkeeper prior to June 10, 2024 or Online (see instructions below).

*Payments at the home campus can be cash, personal check, cashier's check, or money order. Personal checks must include physical address, phone number, and students name in the memo. Cash will not be accepted at the in-person registration or at Summer School (Clear Lake High School). The other payment methods listed above will be accepted.

*Online payments by Credit Card (Discover, MasterCard, or Visa only) through Family Access in Skyward will have a 4.40% convenience fee.

Starting June 10, 2024, payments can be made at Summer School (Clear Lake High School) Students will be dropped if payment is not received by June 12, 2024. Cash will not be accepted.

Refund requests must be submitted in writing before the second day of each session. No refund will be given to students dismissed due to disciplinary or attendance reasons.

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Parent Payment Guide

STEP 1:

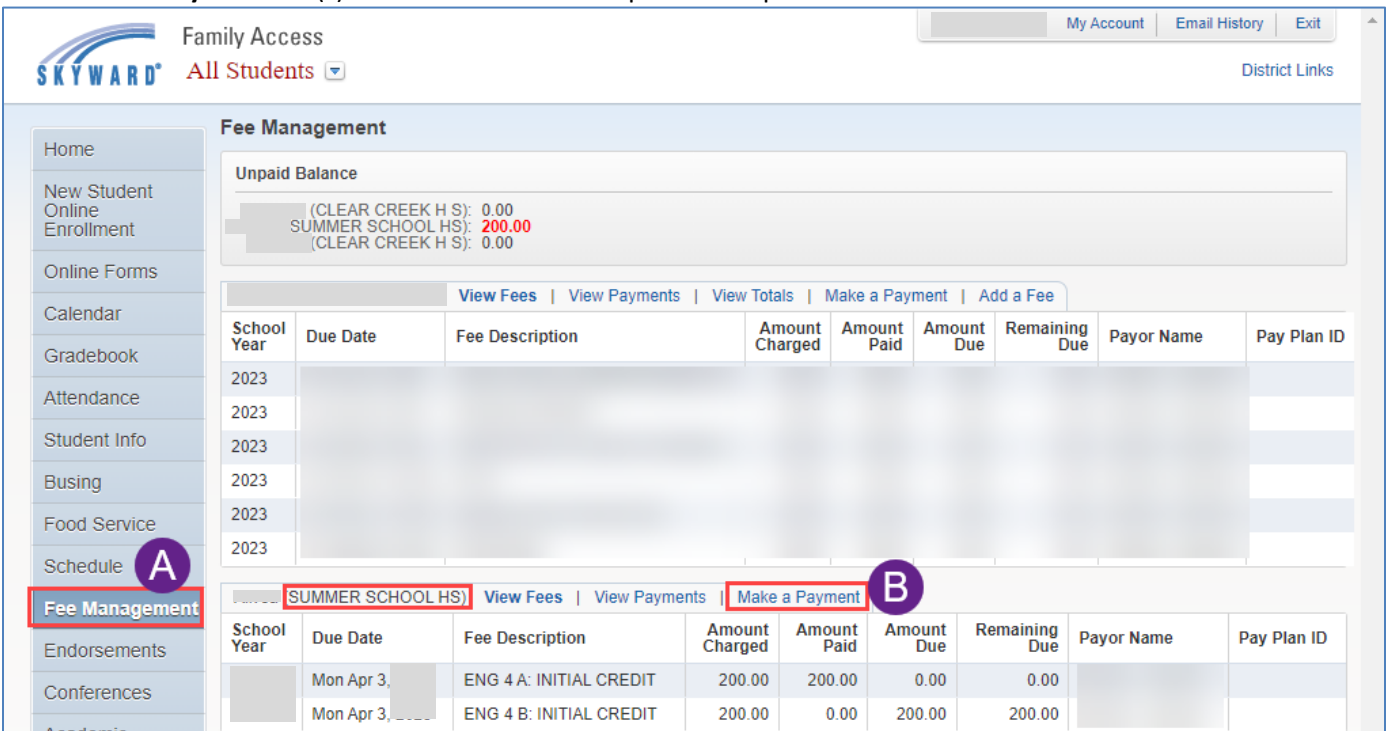
- Login to Skyward at skyward.ccisd.net
- **Students or Parents:** Use your Skyward login ID and password to pay fees for summer school courses by Credit or Debit Card.



The image shows the Skyward login interface for Clear Creek ISD. It features the Skyward logo at the top, followed by the text "CLEAR CREEK ISD" and "CLEAR CREEK ISD Production". Below this, there are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the "Sign In" button. The version number "05.18.02.00.04" is displayed in the bottom right corner.

STEP 2:

- Click **Fee Management** found in the Home Menu on the left.
- Click **Make a Payment** link(s) at Summer School Campus or Campuses.



The screenshot displays the "Family Access" page in Skyward. The top navigation bar includes "My Account", "Email History", and "Exit". The main content area is titled "Fee Management" and shows an "Unpaid Balance" section with the following details:

- (CLEAR CREEK H S): 0.00
- SUMMER SCHOOL HS: **200.00**
- (CLEAR CREEK H S): 0.00

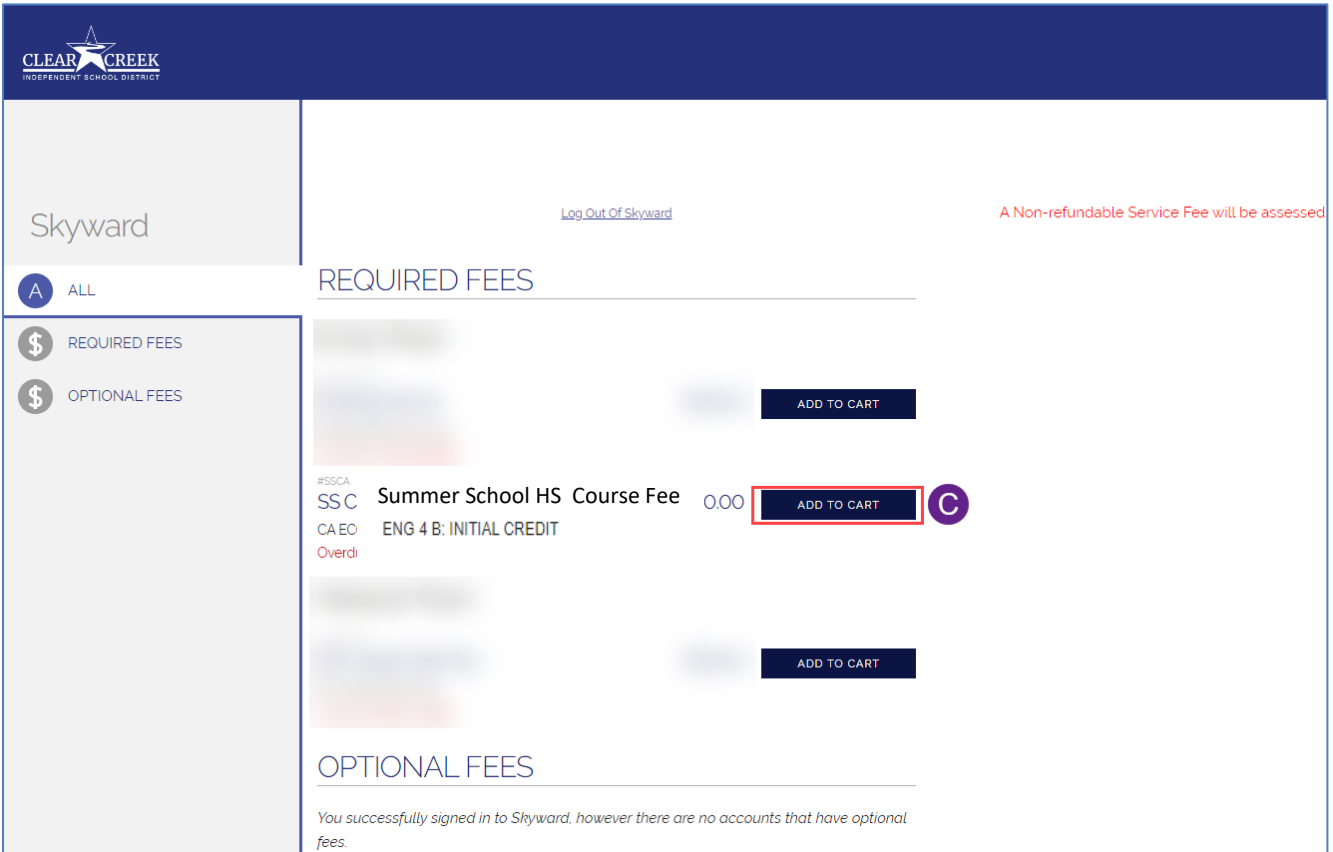
Below the balance section, there are links for "View Fees", "View Payments", "View Totals", "Make a Payment", and "Add a Fee". A table lists fees for the year 2023, with columns for School Year, Due Date, Fee Description, Amount Charged, Amount Paid, Amount Due, Remaining Due, Payor Name, and Pay Plan ID. The table shows two entries for "ENG 4 A: INITIAL CREDIT" and "ENG 4 B: INITIAL CREDIT", both with an amount due of 200.00. A red box labeled "A" highlights the "Fee Management" link in the left sidebar, and a red box labeled "B" highlights the "Make a Payment" link in the top navigation bar.

Clear Creek ISD Summer School 2024

Parent Payment Guide

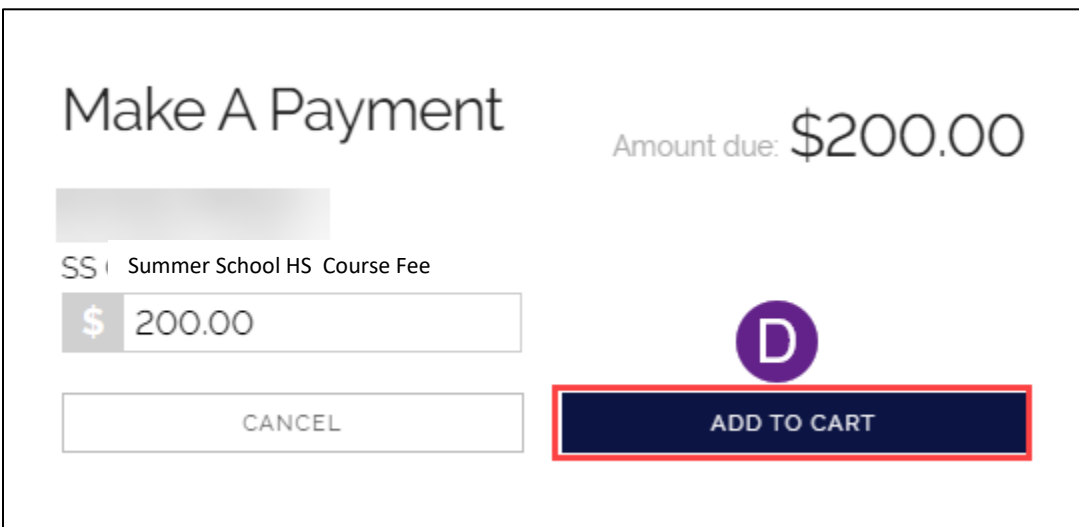
STEP 3:

- C. Click **ADD TO CART** button for each summer school course



The screenshot shows the Skyward interface for 'REQUIRED FEES'. On the left, there is a navigation menu with 'ALL', 'REQUIRED FEES', and 'OPTIONAL FEES'. The main content area is titled 'REQUIRED FEES' and lists several items. The item '#SSCA SSC Summer School HS Course Fee 0.00' is highlighted with a red box around its 'ADD TO CART' button, which is also marked with a purple circle 'C'. Other items include 'CAEO ENG 4 B: INITIAL CREDIT' and 'Overdi'. A note at the bottom states: 'You successfully signed in to Skyward, however there are no accounts that have optional fees.'

- D. **Make A Payment** window will appear, click **ADD TO CART** or **CANCEL** to go back.



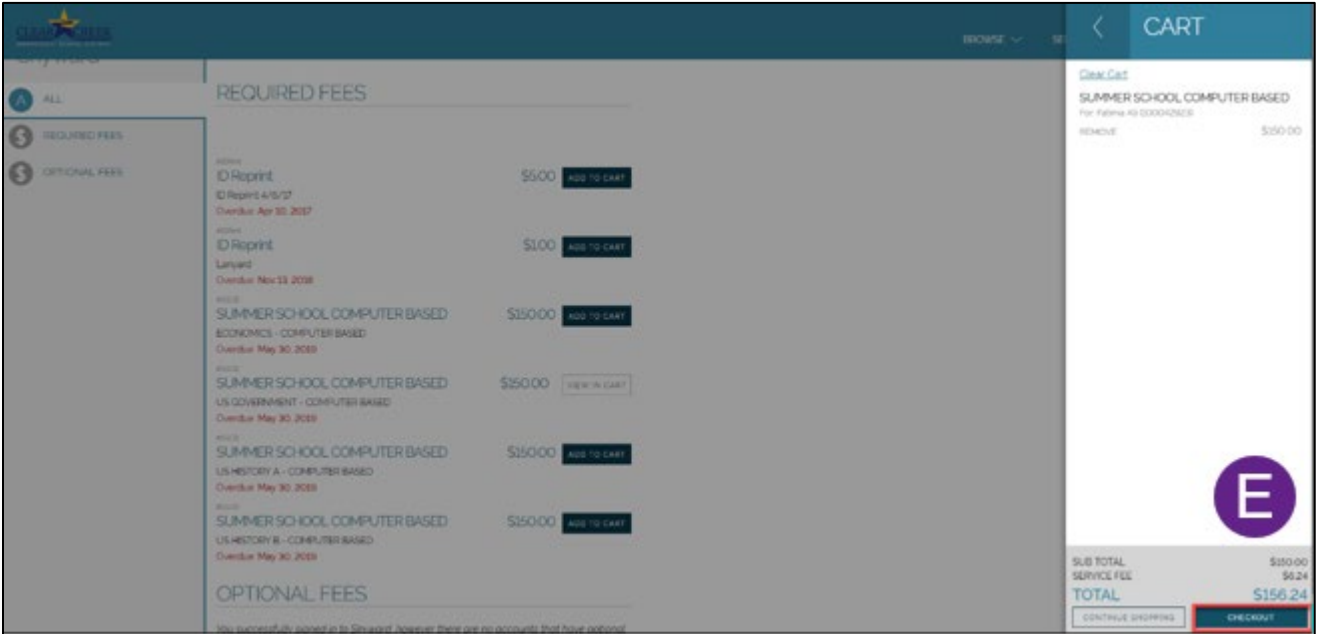
The 'Make A Payment' window displays the amount due as '\$200.00'. Below this, the item 'SS | Summer School HS Course Fee' is shown with a price of '\$ 200.00'. At the bottom, there are two buttons: 'CANCEL' and 'ADD TO CART'. The 'ADD TO CART' button is highlighted with a red box and a purple circle 'D'.

Clear Creek ISD Summer School 2024

Parent Payment Guide

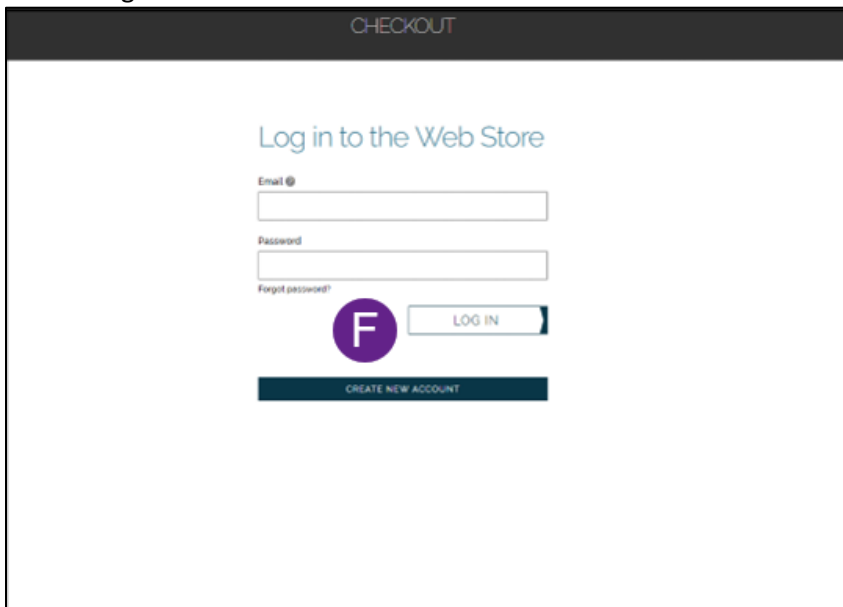
STEP 4: Confirm all items in the cart.

- E. Click **Checkout** at the bottom to proceed to the Web Store (includes 4.16% credit card service fee).



STEP 5: Checkout

- F. Login to the **Web Store** (Revtrak).
- If you have paid online previously but do not remember your password, click **Forgot Password?** link.
 - For first time customers, you will click **Create New Account**. Your email address and password will be used to log in for future transactions.

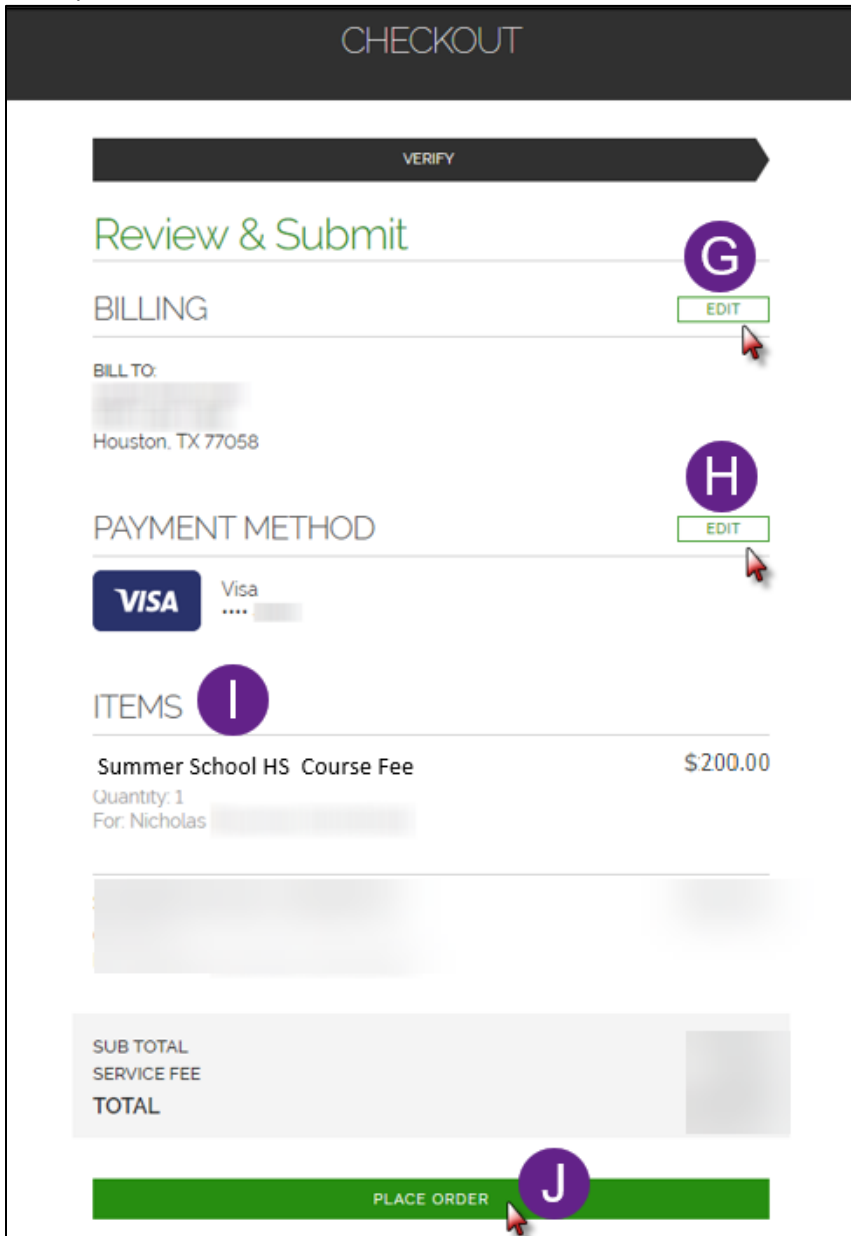


Clear Creek ISD Summer School 2024

Parent Payment Guide

STEP 6: Checkout - Verify

- G. Click **Edit** in the **Billing Section** to enter or update your billing information.
- H. Click **Edit** in the **Payment Method Section** to enter or update your payment information.
- I. Confirm the items in your cart.
- J. After verifying your information, click **Complete Order** at the bottom to process your transaction and view your receipt.



The screenshot shows a checkout page titled "CHECKOUT" with a "VERIFY" button at the top. The page is divided into sections: "Review & Submit", "BILLING", "PAYMENT METHOD", and "ITEMS".

- Review & Submit:** A purple circle with the letter 'G' is positioned to the right of this section.
- BILLING:** A green "EDIT" button is to the right of the "BILLING" section header. A mouse cursor is pointing at it. Below the header, the "BILL TO:" information is partially redacted, with "Houston, TX 77058" visible.
- PAYMENT METHOD:** A purple circle with the letter 'H' is to the right of this section. A green "EDIT" button is also to the right, with a mouse cursor pointing at it. Below the header, a "VISA" logo and "Visa" text are visible.
- ITEMS:** A purple circle with the letter 'I' is to the right of this section. Below the header, one item is listed: "Summer School HS Course Fee" for "\$200.00". The quantity is "1" and it is "For: Nicholas".
- Summary:** A table at the bottom shows "SUB TOTAL", "SERVICE FEE", and "TOTAL" with corresponding values that are partially redacted.
- PLACE ORDER:** A green "PLACE ORDER" button is at the bottom, with a purple circle containing the letter 'J' and a mouse cursor pointing at it.

In Skyward Family Access, payment will be reflected in Fee Management.

Very Important: Logout under My Account and close the browser.