

Field Trip Instructions

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.

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Fees.

Test History / Community Service

Click on one of the buttons below to proceed to instructions or the online payment system. If the buttons do not work try using Google Chrome.

Fees (click here to access online payment system)

Creating Parent User Account & Connecting Students

Activities Registration Instructions

4. Click click on the green dollar sign icon.

Edutrak Connect Apps



Websites



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.



- Click the blue Add to Cart button for the field trip.



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



Other School Fees
Below is a list of fees assigned to test studentt. There are also 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	
53478	FE Childrens Theater 2022-23 -- 4th Grade Field Trip	08/31/2022	\$14.25	

- Scroll to the top of the screen and click on the blue Checkout button.

ST. MICHAEL - ALBERTVILLE

- 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 NowCancel

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