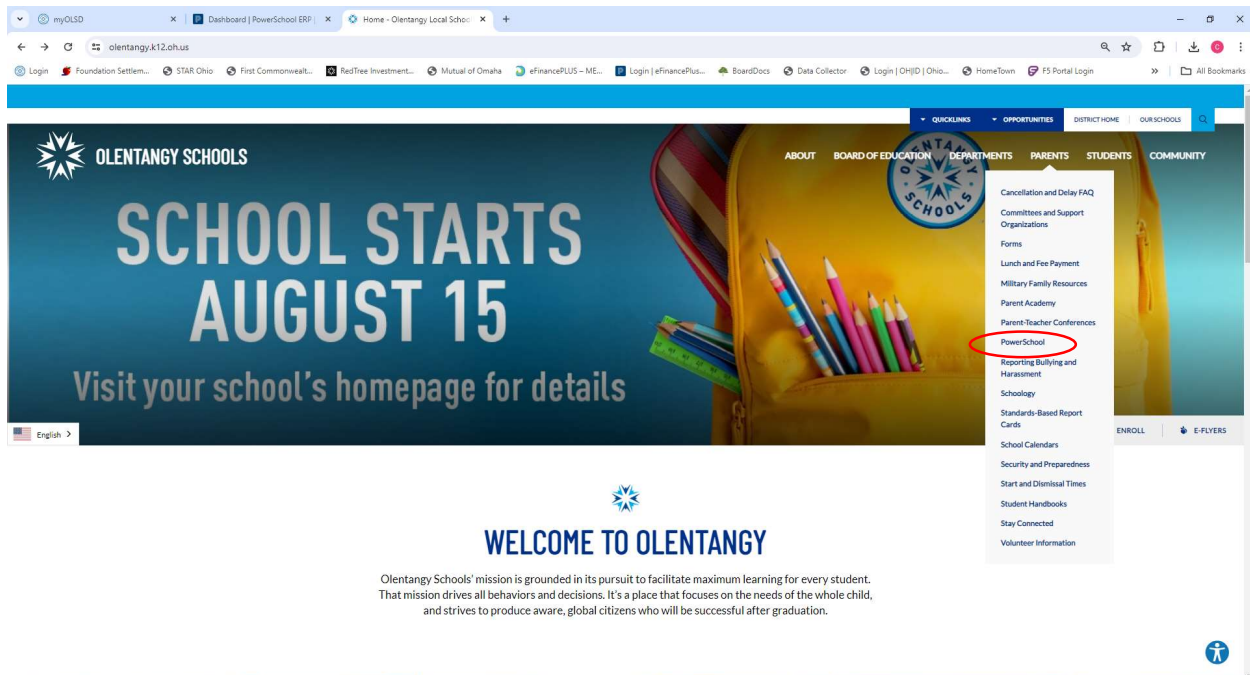
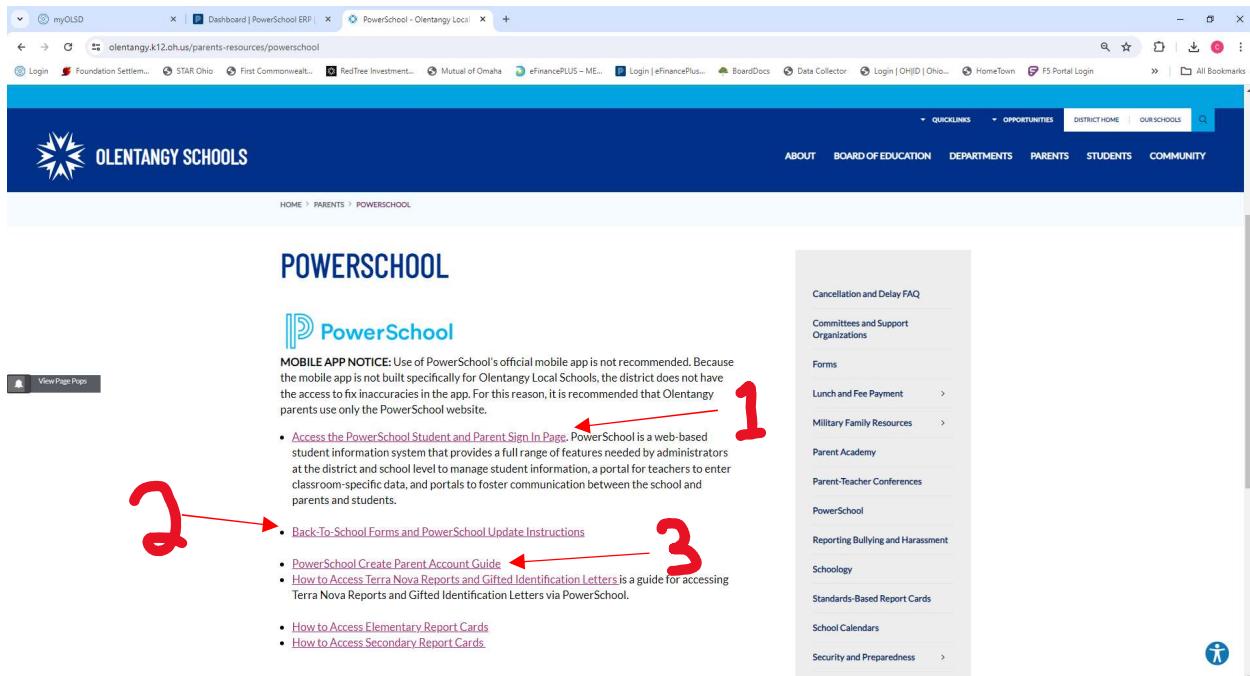


Guide to accessing the Parent PowerSchool Portal

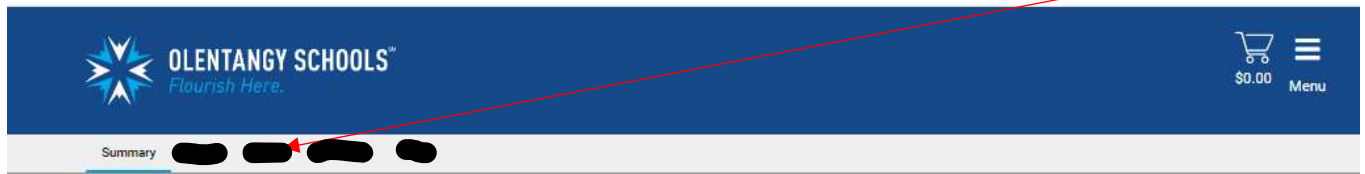
Navigate to the Olentangy Schools home page, hover over 'Parents' and then click on PowerSchool



Once you are on the PowerSchool page, you will be able to click the link to login to the PowerSchool Parent Sign-In Page (1), you can view PowerSchool update instructions (2) and you can access instructions on creating a Parent Account for PowerSchool (3).



Once you are logged into PowerSchool, you will arrive at your 'Home Page'. If you have one student in the District, only their information will be displayed. If you have multiple students in the District then this page will be a summary page showing names, grade levels, buildings, amounts due and the lunch balance. To see details for an individual student, click on their name next to summary.



Ole Tangy Schools™
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Shopping Cart: \$0.00
Menu

Summary

Student ID	Name	Grade	School	Due	Lunch
[REDACTED]	[REDACTED]		[REDACTED]	\$0.00	\$0.00
[REDACTED]	[REDACTED]		[REDACTED]	\$0.00	\$1.75
[REDACTED]	[REDACTED]	11	[REDACTED]	\$203.50	\$0.00
[REDACTED]	[REDACTED]	8	[REDACTED]	\$103.25	\$10.00

INTENTIONALLY LEFT BLANK TO NEXT PAGE

Once you are on your selected student, you can add money to the lunch account (be sure to click update cart to be sure the amount is included). You also select which fees you want to pay using the check boxed (or you can select all with the top check box).

If you have multiple students, you can select each student, add money to the lunch account and add fees to be paid and they will all reside in your cart until you are ready to check out.

When you are ready to checkout, click on the cart symbol in the upper right corner of your screen.

Lunch Balance **Fees to Pay** **Cart for Checkout**

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Summary

Grade: 8

Lunch Balance \$10.00 History

Add Money: 0 Update Cart Pay Lunch Only

Due Now Future Charges Paid Completed Forms

2024/2025	Fee	Paid	All Adj	Due	In Cart
Course Fees					
French I (YR)	\$22.25	-	-	\$22.25	<input type="checkbox"/>
Global Gourmet I (6 weeks) (6-2)	\$16.00	-	-	\$16.00	<input checked="" type="checkbox"/>
Global Gourmet II (6 weeks) (6-5)	\$18.00	-	-	\$18.00	<input type="checkbox"/>
Sculpture/3-D Media (6 weeks) (6-3)	\$14.00	-	-	\$14.00	<input checked="" type="checkbox"/>
es 8th Grade	\$33.00	-	-	\$33.00	<input type="checkbox"/>
Total:	\$103.25	\$0.00	\$0.00	\$103.25	\$30.00

Once in the payment screen, you will see a summary of what charges are in your account along with selecting your method of payment.

In the payment screen, you will notice three options for payments for this school year. You may select to pay with a credit card, electronic check or a previously saved payment method. Saving a payment method is completely optional and can facilitate a more streamlined check out process for future payments.

We are no longer charging a flat \$2.50 convenience service fee for online payments.

If you elect to pay via electronic check, there is no fee for this.

If you elect to pay via credit card, there is a \$0.30 flat fee plus percentage of transaction amount (currently 2.9% for Visa/Mastercard and 3.5% for Discover/American Express). This fee for credit cards is what we are charged by the payment processor to accept the card payments.

Once your payment method is selected and completed, click on 'Submit Payment' to complete the transaction.

Total Amount
\$31.17

I agree to the included service charge of \$1.17

Payment Method

No Saved Payment Methods on Profile
[Manage Saved Payment Methods](#)

Credit Card



Electronic Check

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 2024

CVD (# on back of card)

Zip Code

Payment Amount: **\$31.17 US**

Cancel

Submit Payment

[Redacted]

[Redacted] Middle School

2024/2025	Due	Pay
Course Fees		
Global Gourmet I (6 weeks) (6-2)	\$16.00	\$16.00
Sculpture/3-D Media (6 weeks) (6-3)	\$14.00	\$14.00
Total:	\$30.00	\$30.00

On your payment screen, you will see a summary of what is being paid for in this transaction for your review.

When you select the payment type of Credit Card, there will be a note that appears showing what your convenience service fee amount will be.

When you select electronic check, this convenience service fee is removed from your total.

Total Amount
\$30.00

Payment Method

No Saved Payment Methods on Profile
[Manage Saved Payment Methods](#)

Credit Card



Electronic Check

Pay by Electronic Check

NAME ADDRESS 0123

[Redacted]

[Redacted] Middle School

2024/2025	Due	Pay
Course Fees		
Global Gourmet I (6 weeks) (6-2)	\$16.00	\$16.00
Sculpture/3-D Media (6 weeks) (6-3)	\$14.00	\$14.00
Total:	\$30.00	\$30.00

You can save multiple payment methods now. This means you can have different cards and electronic check information saved on your account.

When you have your Payment Method saved, you will be able to select this method in the main checkout screen and continue through to submit payment.

Manage Saved Cards

You do not currently have any saved payment details.

Add New Payment Method

Credit Card

VISA VISA DEBIT MASTERCARD MASTERCARD ELOV AMEX DISCOVER

Electronic Check

Pay by Electronic Check

NAME	ADDRESS	CITY, STATE, ZIP	DATE	0123
				ET-CHK001234
PAY TO / PAYEE		ORDER NO.		\$
NAME				
NAME		ADDRESS	CITY, STATE, ZIP	ET-CHK456
F.I.C.				
00123456789 012345678901234 0123				
Routing Number		Account Number		

Name on Account

Account Type

checking

Routing Number

Account Number

Check Number

Cancel Add Method

OLENTANGY SCHOOLS™
Flourish Here.

Total Amount

\$30.00

Payment Method

Electronic Check from account ending in ****5309

Credit Card ending with ****9903 exp 4/26
[Manage Saved Payment Methods](#)

Credit Card