PARENT PORTAL

DEVICE INSURANCE, INVOICES, AND THE CUSTOMER LEDGER

LOGGING INTO PARENT PORTAL:

https://www.vcsedu.org/portals for instructions.

SEEING STUDENT 1:1 DEVICE INSURANCE OPTIONS

Student 1:1 Device Insurance is only offered the first 30 days of school enrollment from the date your student enrolled in <u>any</u> VCS School. If your student transfers to another VCS school the insurance covers them there as well.

1. Once logged into Parent Portal <u>via the website</u> (NOT the Mobile Device App), you will see the below screenshot.



 To see if your child qualified for Free Student Device Insurance, you must click on the student's name tile or photo and then customer ledger as in below illustration. If your student qualified and was registered to attend school on 8/14/23, you will see a \$0 invoice created 8/14/23 for Middle & High School Students or between 8/14/23-8/16/23 for Elementary School Students as shown below:



3. The Customer Ledger is also where you will see if you have paid for other items for your student.

4. If you feel your child should have qualified for this Free Insurance and you have no invoice in your customer ledger, please fill out the Income Verification as posted on the VCS homepage scrolling banner:

https://forms.office.com/pages/responsepage.aspx?id=S3jpkwc1_0C8AVnqihp7cVKyWuZj AexOsSkh9eRR6QRUOFICQkFTMEUwRDNDRFRGUFVRRDRXUjITUS4u



 If you qualify, you will receive an email that you will need to forward to your child's school bookkeeper so he/she can Void the \$30 insurance invoice and set your child's account up with the \$0 invoice that shows you are covered for Free Student 1:1 Device Insurance.

PENDING OBLIGATIONS OR INSURANCE INVOICES (for MIDDLE /HIGH ONLY)

6. Please look under **Alerts** and click on the words **"You have available invoices! Please review them here."**

COUNTY SCHOOLS ACHIEVING EXCELLING EXCELLING	Portal Click on you	have available invoices!	
	Click Of You	Grades News Planner Reports Q1 Q2 Q3 Q4 08/14-10/13 Pd Course 01 02 03 04 05 06	Teacher Ex Unx Tardy Grade
	VCS is barry to appounds that parante will now be able to view your student's class		

 Once you click on "You have available invoices!" you will see below and click on "View Now":

? Help	Pur	rchase & Pay	
nc		You have available invoices.	View Now
	<	Keyword	Zipcode
	~	Search Q	Zipcode 🕈
iss Schedule			

8. Next you will see invoices that need your attention such as (optional) student device insurance, obligations, or other items invoiced by our child's school. Please click on "More Details" to see what the invoice is for &/or click in the box to add the item to the cart and make payment as in below:

₽	
You have available invoices. View Now	
Search Click this box to your sho	x to add the invoice opping cart to pay
Pleze relect the following unpaid invo	ices that you wish to pay at this time:
08/14/2023 10:20am Unpaid Balance: \$30.00 Due Date: 09/13/2023 Invoice #: Customer More Details	Click "More Details" to see the invoice information.

Details for Invoice #31102					
Item Number	Description	Price	Quantity	Related to	
ITS_1	ITS_1 - Student 1:1 Device Insurance	\$30.00	1	N/A	
Dutstanding Ba	alance: \$30.00	550.00	I	IWA	
				Clos	

9. Click **"Continue"** as in below to continue onto the payment screen to input your credit card information.

	Empty Cart	Checkout	0 items \$0.00
Invoice #5			1
08/14/2023 10:20am Unpaid Balance: \$30.00 Due Date: 09/13/2023 Invoice #: 1000 Customer More Details	-		
		Sul Convenien Total to be Coll	btota \$30.00 Tr :: \$0.00 ce Fe :: \$1.05 ecter \$31.05
*Convenience fees will	l vary based on the number of school	Cancel sites/departments that y	Continue you are paying fees to.

10.Click "Complete Payment" to finalize your purchase transaction.



SELECTING OPTIONAL 1:1 DEVICE INSURANCE FOR ELEMENTARY STUDENTS

- 1. For Elementary Students who didn't receive the free 1:1 Student Device Insurance, you have the option to purchase device insurance as you would any other item in Purchase & Pay.
- 2. Click on your student then click purchase and pay.

	Help Purch	nase & Pay
A Portal		
🛔 My Profile		Search
Communication		
Preferences		Keyword Zipcode
🛗 Calendar		Search Q Zipcode
Form	<	
2	~	
Child Info Class Sci Grades Grad Re	hedule	Citrus Grove Yearbook
Absences Forms Si	ummary	
Purchase & Pay Custome	er Ledger	+ Add to Cart
<u> </u>		Student 1:1 Device Insurance
		+ Add to Cart

- 3. Select the device insurance by clicking "+Add to Cart" to add to your cart.
- 4. Click "Checkout".



5. Click "Continue" on the next screen.

	urchase & Pay	\mathfrak{F}	r E - CITRUS GROVE ELEMENTARY SCHOOL - 2023-2024
 Portal My Profile Communication Preferences 	Search		EmptyCart Charchoot. 1 Items \$30.00
Calendar Calendar Forms Constant Class Schedule Grades Grad Reps	Student 1:1 Device Insurance E - CTRX SORVE LEMENTARY SCHOOL -7991 Suden: 1 Suden: 1 Sude total: \$30.00 Tar: \$0.00		
Absences Forms Summary Purchase & Pay Costomer Ledger			Subtot: 5000 Convenience Fc -5105 Total to be Collection Convenience file and the subtot of school data/data/metits the sum as a pained fees to.

6. Fill in all credit card information and then click **"Complete Checkout"** when finished shopping to finalize your transaction.

Pay by Credit Card				
	FULL NAME	= ^{11,1111}		
First Name on Card	Last	Name on Card		
×		×		
GrdNutbe"	Expiration		or	
We accept W88, Mastercard			-	
				S total: \$30.00 Tax: \$0.00 Convert fee: \$1.05 Total to be 0 tee: \$31.05
				Cancel Complete Payment