

PARENT PORTAL

DEVICE INSURANCE, INVOICES, AND THE CUSTOMER LEDGER

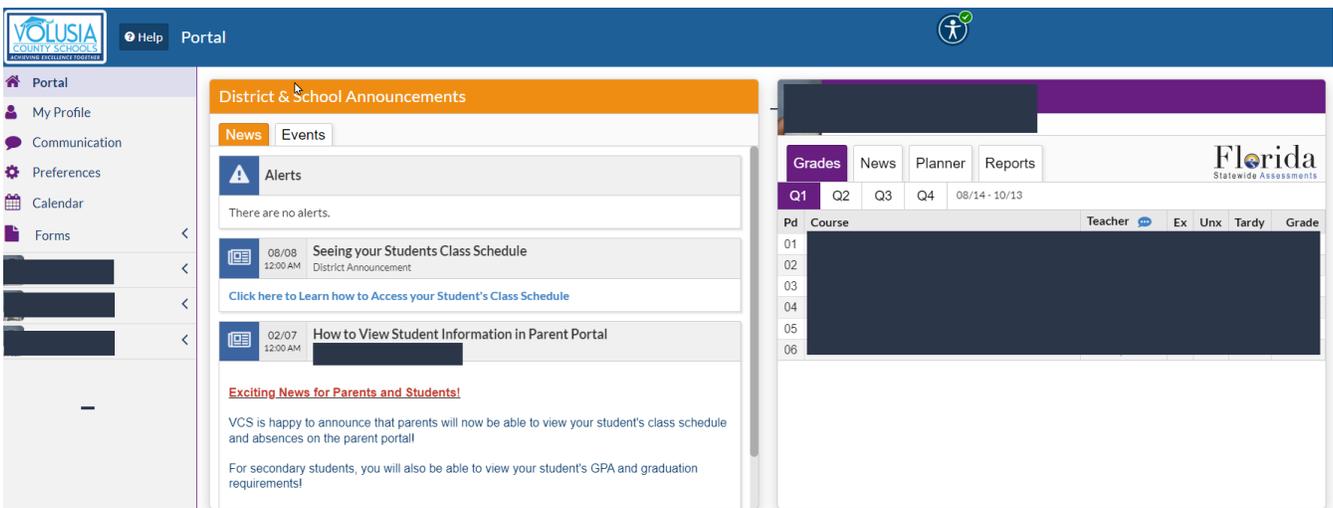
LOGGING INTO PARENT PORTAL:

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

SEEING STUDENT 1:1 DEVICE INSURANCE OPTIONS

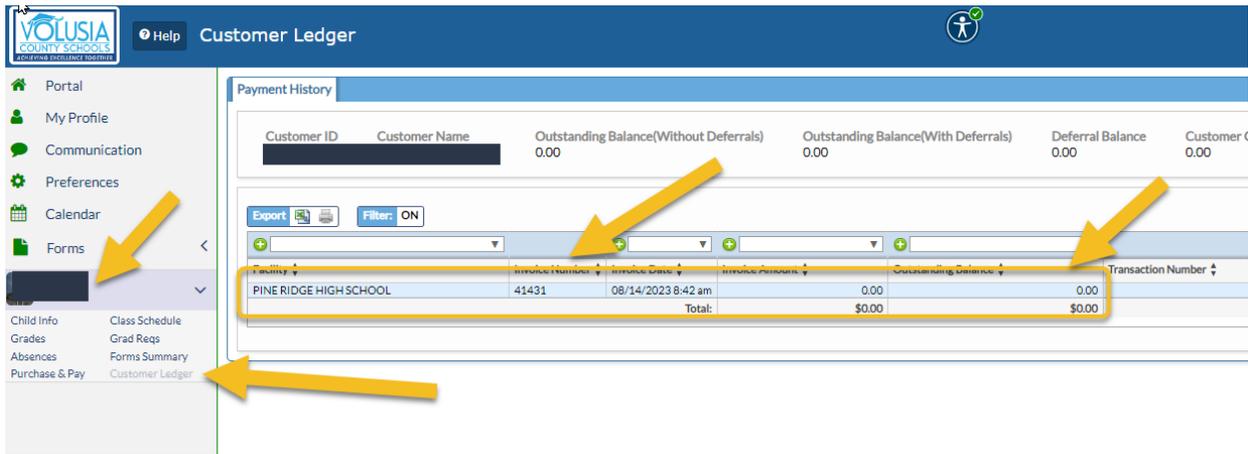
Student 1:1 Device Insurance is only offered the first 30 days of school enrollment from the date your student enrolled in any VCS School. If your student transfers to another VCS school the insurance covers them there as well.

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



2. 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:

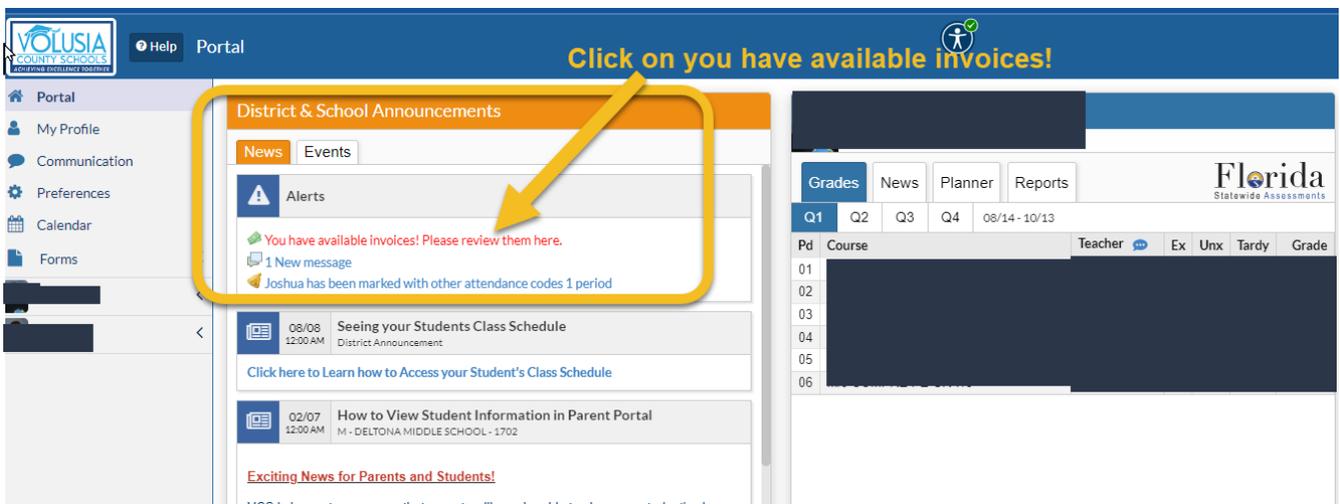
https://forms.office.com/pages/responsepage.aspx?id=S3jpkwc1_0C8AVnqihp7cVKyWuZiAexOsSkh9eRR6QRUOFICQkFTMEUwRDNDRFRGUFVRRDRXUjITUS4u



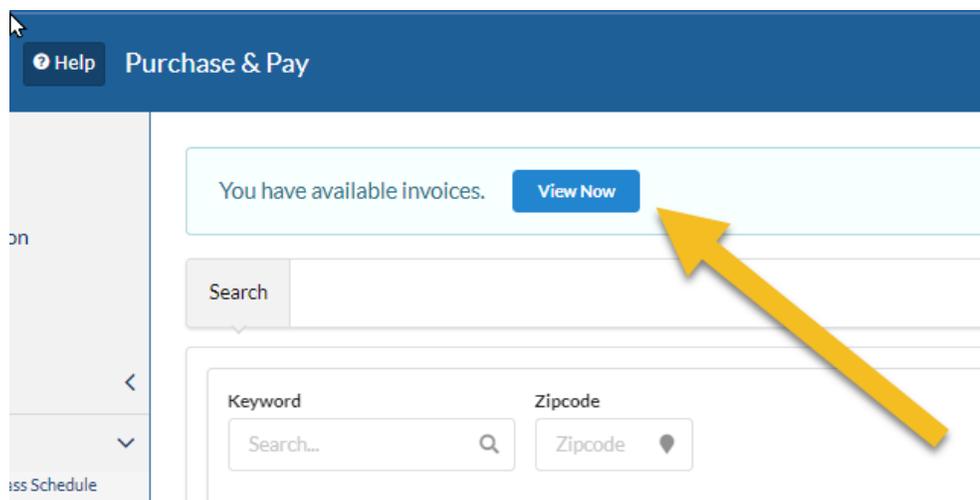
- If you qualify, you will receive an email that you will need to forward to your child's school bookkeeper so he/she can Void the \$30 insurance invoice and set your child's account up with the \$0 invoice that shows you are covered for Free Student 1:1 Device Insurance.

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

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



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



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 add the invoice to your shopping cart to pay

Please select the following unpaid invoices that you wish to pay at this time:

Invoice # [REDACTED]
08/14/2023 10:20am
Unpaid Balance: \$30.00
Due Date: 09/13/2023
Invoice #: [REDACTED]
Customer: [REDACTED]

[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

Outstanding Balance: \$30.00

[Close](#)

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 # [REDACTED]

08/14/2023 10:20am
 Unpaid Balance: \$30.00
Due Date: 09/13/2023
 Invoice #: [REDACTED]
 Customer: [REDACTED]

[More Details](#)

Subtotal: \$30.00
 Tax: \$0.00
 Convenience Fee: \$1.05
 Total to be Collected: \$31.05

*Convenience fees will vary based on the number of school sites/departments that you are paying fees to.

10. Click **“Complete Payment”** to finalize your purchase transaction.

Pay by Credit Card



First Name on Card*

Last Name on Card*

Card Number*

Expiration*

CVV*

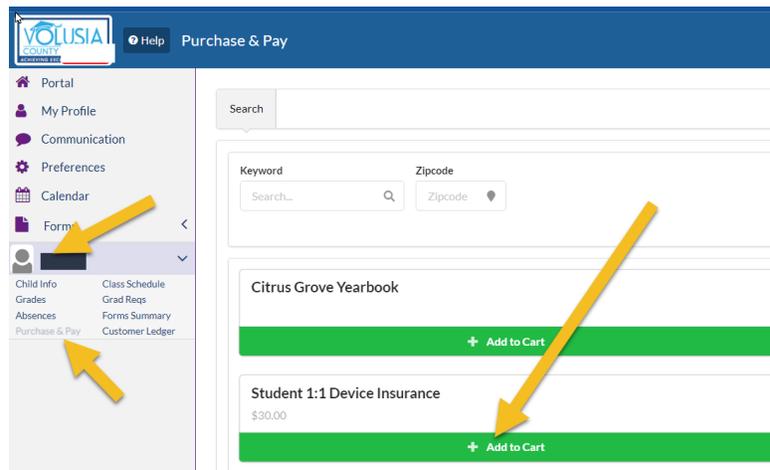
Warranty/Maintenance

Subtotal: \$30.00
 Tax: \$0.00
 Convenience Fee: \$1.05
 Total to be Collected: \$31.05

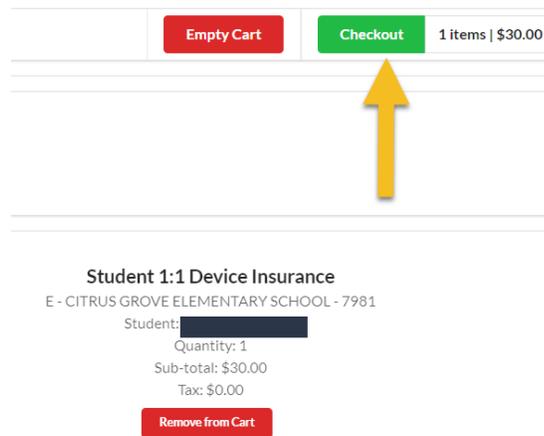
*Convenience fees will vary based on the number of school sites/departments that you are paying fees to.

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.



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.



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

