



Online Payment in Campus Portal

Parents & students have the ability to pay for some student fees and/or purchase certain optional fees (i.e. Activity Passes) via Credit Card or e-check.

Select the **Fees** option on the left side menu. A list of any unpaid fees to all students in the household will display.

If you have multiple students, click the **Person** drop down student name at the top right to view the rest of your students

How do I pay for a fee?

The option to pay fees (Add to Cart) does not display for everyone. This option is only available if your school uses this feature.

1. Select **Fees**
2. Select **Add to Cart** next to the Fee you want to pay
3. Select **My Cart**
 - a. Click the **Amount** box next to the fee and enter the amount you want to pay towards that fee. You can make payments as low as \$5.
4. Select the **Payment Method** you want to use and enter an Email Address for Receipt (optional)
5. Select **Submit Payment**

How do purchase an Activity Pass for my student?

1. Select **Fees**
2. Select **Optional Payments**
3. Select the student you want to purchase the pass for
4. Select the **Add to Cart** button next to the appropriate Activity Pass
5. Select **My Cart**
6. Select the **Payment Method** you want to use and enter an Email Address for Receipt (optional)
7. Select **Submit Payment**

The screenshot shows the 'Fees' page in the MyCampus system. The top navigation bar is green with the MyCampus logo. A dark sidebar on the left contains a menu with items like 'Message Center', 'Today', 'Calendar', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Schedule', 'Academic Plan', 'Fees', 'Documents', and 'More'. The main content area is titled 'Fees' and includes filters for 'Person' (All), 'School Year' (2015 - 2016), and 'Type' (Unpaid). Below the filters is a table with columns 'DESCRIPTION', 'DUE DATE', 'PERSON', and 'FEE BALANCE'. A 'Subtotal' row shows a balance of 0.00. A blue 'Fees' button is at the bottom left, and a red box highlights the 'Optional Payments' link. To the right, a 'My Cart' sidebar shows 'Items in Cart' for \$0.00. Below the main content, a 'Back | Optional Payments' section contains a table with two rows: '20-21 LG/JC Activity Pass' and '20-21 SJ/CC Activity Pass', both with a '23.00' amount and a blue 'Add to Cart' button. A red box highlights the first row. A red arrow points from the text 'Select your the student you want to purchase the pass for' to a dropdown menu on the right side of the page.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
Subtotal			0.00

NAME	AMOUNT	
20-21 LG/JC Activity Pass	23.00	Add to Cart
20-21 SJ/CC Activity Pass	23.00	Add to Cart