

Butler Area School District

Infinite Campus Parent Portal: Paying Fees Guide

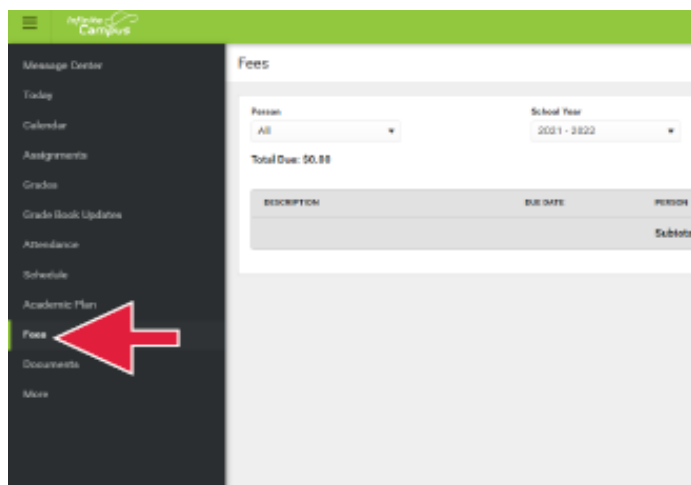
The **Butler Area School District** utilizes **Infinite Campus** as its Student Information System (SIS). Through the Campus Parent Portal, families can easily review and pay for student fees online. Follow the step-by-step instructions below to manage your account balances.

Step 1: Log In to the Parent Portal

1. Navigate to the Butler Area School District portal link:
👉 basdk12.infinitecampus.org/campus/portal/butler.jsp
2. Click on **Campus Parent**.
3. Enter your assigned parent username and password, then click **Log In**. **Note:** If you do not have an active account yet, click **New User?**, enter your district-assigned Activation Key (GUID), and follow the prompts to create your account profile.
4. Please contact your students Building if you do not already have a portal account or need help accessing your portal account.

Step 2: Navigate to the Fees Section

1. Once logged into the dashboard, look at the main navigation menu located on the left side of the screen.
2. Scroll down and click on the **Fees** tab.



Step 3: Review and Select Fees

1. The Fees dashboard will display all current outstanding balances assigned to your student(s). This may include classroom fees, technology fees, activities, or athletic fees.

Fees

School Year: 2019 - 2020 Type: Unpaid

Total Due: \$607.50 Total Surplus: \$500.00 ⓘ

DESCRIPTION	DUE DATE	FEE BALANCE	
Prior Year Balance		500.00	
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00	Add to Cart >
MS Extra PE shorts	10/31/2019	7.50	Add to Cart >
Subtotal		607.50	

[Print](#) [Optional Payments](#)

- Review the list of charges. To select a fee for payment, click the **Add to Cart** button next to the corresponding line item.

[My Cart](#) [My Accounts](#)

School Year: 2019 - 2020 Type: Unpaid

DUE DATE	PERSON	FEE BALANCE	
09/17/2019	Smith, Molly E	150.00	Add to Cart >
09/17/2019	Smith, Molly E	10.00	Add to Cart >
09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal			

[Optional Payments](#)

- If you have multiple children enrolled in the district, you can toggle between their individual profiles at the top right of the screen or select **All** to view fees sitewide.

Fees

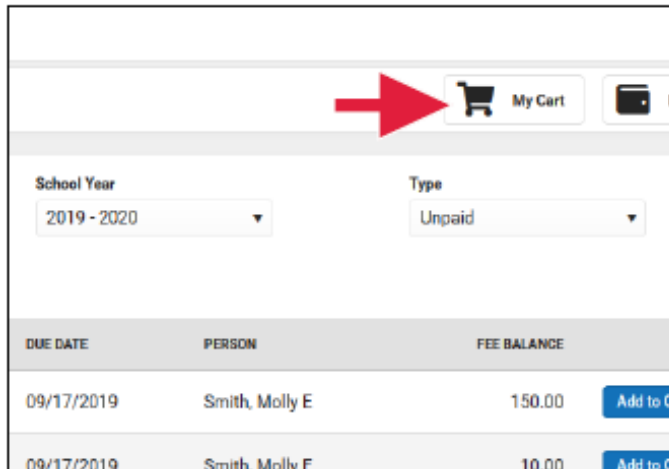
Person: All School Year: 2019 - 2020

[All](#) [Smith, Jennifer L](#) [Smith, Molly E](#) [Kennedy Activities](#)

	DUE DATE
Kennedy Year Book Fee	09/17/2019
FS Classroom Healthy Treat	09/30/2019

Step 4: Access Your Shopping Cart

1. Once you have finished selecting your items, click on the **My Cart** button (usually located on the right side of the screen or within the main menu navigation).



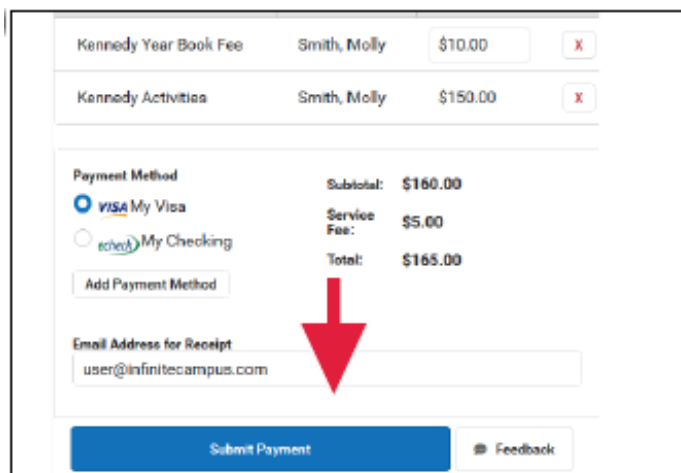
The screenshot shows a web interface with a 'My Cart' button in the top right corner, indicated by a red arrow. Below the button, there are two dropdown menus: 'School Year' set to '2019 - 2020' and 'Type' set to 'Unpaid'. Below these is a table with columns 'DUE DATE', 'PERSON', and 'FEE BALANCE'.

DUE DATE	PERSON	FEE BALANCE
09/17/2019	Smith, Molly E	150.00
09/17/2019	Smith, Molly F	10.00

2. Review the items in your cart to ensure the fee allocations and total cost are correct.

Step 5: Choose Payment Method & Check Out

1. In the cart checkout window, select your preferred payment method from the dropdown menu (e.g., Credit Card, Debit Card, or Checking/Savings Account).
 - If you have not yet saved a payment method, click **Add Payment Method** and securely input your billing information.
2. Enter your email address in the designated field if you would like an electronic receipt sent directly to your inbox.
3. Click the **Submit Payment** button to finalize the transaction.



The screenshot shows the checkout window. At the top, there are two items: 'Kennedy Year Book Fee' for \$10.00 and 'Kennedy Activities' for \$150.00, both for 'Smith, Molly'. Below this, the 'Payment Method' section has two radio buttons: 'VISA My Visa' (selected) and 'echeck My Checking'. There is an 'Add Payment Method' button. To the right, the 'Subtotal: \$160.00', 'Service Fee: \$5.00', and 'Total: \$165.00' are displayed. Below the payment method section, there is an 'Email Address for Receipt' field with the text 'user@infinitecampus.com' and a red arrow pointing to it. At the bottom, there is a 'Submit Payment' button and a 'Feedback' link.

4. The Receipt screen will display. If you wish to print a copy of the receipt click the Print button.

Receipt

0 Items In Cart \$0.00 [My Cart](#) [My Accounts](#)

Thank you for your payment

Date: 09/19/2016 Reference #: 181791948
 Thank you for your payment. Credits/debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

ITEM	NAME	AMOUNT
Kennedy Your Book Fee	Smith, Molly	\$10.00
Kennedy Activities	Smith, Molly	\$190.00

Book Fee: \$5.00
 Total: \$200.00
 Payment Method:
 MIE
 My Credit Card

Email Address for Receipt: sm@kentemail.com

 [Print](#)

⚠ Important: Do not close your browser tab or click the back button while the payment processing wheel is spinning. Wait until you see a confirmation screen verifying that your payment was successful.

Need Assistance?

- **For questions regarding payments:**
 - Heather Bonzo
 - BASD Business Manager
 - Heather.Bonzo@basdk12.org
 - 724-214-3140
- **For questions regarding Parent Portal Account Access or concerns about specific fees:** Contact the main office of your student's school building directly.