

Campus Portal allows parents & students the ability to pay for student fees and/or purchase activity passes for the current year via Credit Card or echeck. If you need assistance getting logged into your portal account, please email <u>portalhelp@jcschools.us</u>.

To use this feature, select the *Fees* option on the left side menu in your Portal account. A list of any unpaid fees to all students in the household will display.

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day	Fees				
lendar					
ees	School Year	Type			
lessage Center	2019-2020	Unpaid •			
	Total Due: \$607.50	Total Surplus: \$500.00 🕕			
)iscussions					
More	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				

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.
- 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
- Select the Add to Cart button next to the appropriate Activity Pass
- 5. Select My Cart.
- Select the Payment Method you want to use and enter an Email Address for Receipt (optional).
- 7. Select Submit Payment.



Modifie7/21/2020