



Creating a Parent Portal Account

Click [here](#) for visual directions and [here](#) for slides.

[Haga clic aquí para obtener instrucciones.](#)

To create a Parent Portal Account, go to www.richland2.org and click on the Parent Portal link at the top right area. As you complete the prompts, note that the Access ID is your child's Student ID and the Access Password is the student's birth date in MMDDYY format. You will find your child's Student ID number on their report card.

Note: Your Username can no longer be your email address.

If you need additional help, please contact our Student Data Coordinator at [803.699.1724](tel:803.699.1724).

Instructions for Online Payments

[Here](#) is a video of how to pay any school-related fees.

To better serve our parents, Richland Two offers an online fee payment system through Parent Portal. With a few simple mouse clicks, parents can view and pay fees in a single transaction, even if there are multiple children at different schools! You can learn more about this system on Parent Portal. The following step-by-step instructions will help you navigate the online fee payment system:

- Sign into Parent Portal using your login and password information (not your child's username and password).

- In the column on the left side of your screen, click on *Fees*.

- On the next screen, look for the Summary tab at the top of the screen, under the Richland Two logo. To the right of that tab, find a tab with your child's name. Click on the tab of the child whose fees you are going to pay.

If school fees (general fees) have not been paid, that item will be listed toward the top area of the screen. At the bottom of the page, you will see a picture of a row of school buses. Once you click on that picture, you will be able to view verbiage that relates to grade level Field Studies (Being There experiences). You will also have the option to add those charges to the cart and then check out.

Please note these are marked as *Additional Items*. Please contact our bookkeeper If you have questions or need additional help accessing the online fee payment system at [803.699.1724](tel:803.699.1724).