

# District 196 EduTrak Connect

## Paying a Fee

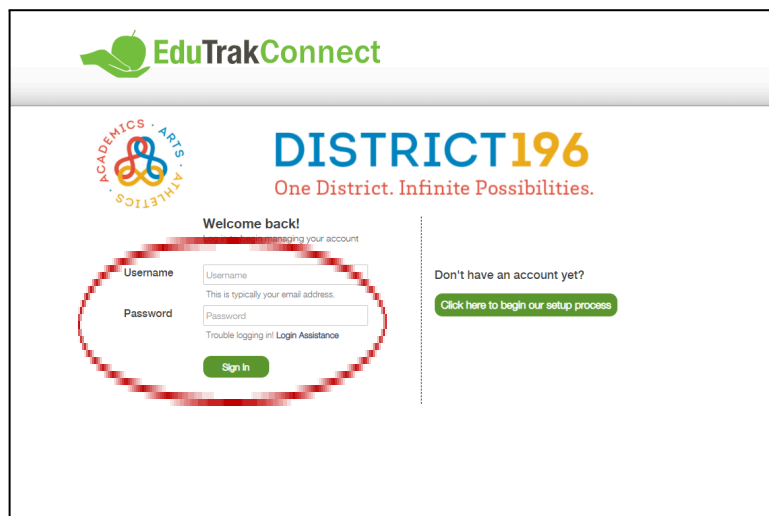
Follow these instructions to pay a fee in EduTrak Connect.

Other Instructions/Tutorials:

Initial Account Set Up - [English](#) / [Somali](#) / [Spanish](#)

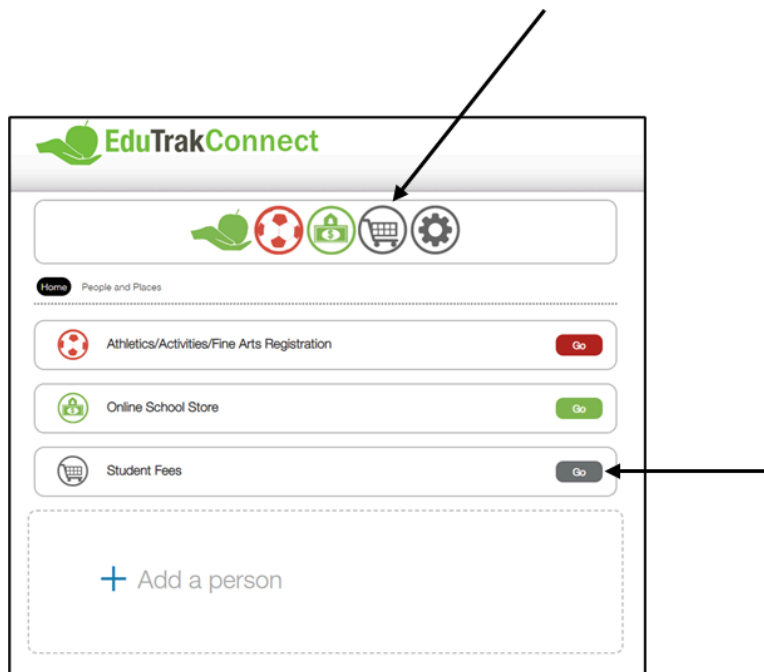
Registering for Athletics/Activities/Fine Arts - [English](#) / [Somali](#) / [Spanish](#)

1. Sign into your Edutrak Connect account at <https://district196.cf.edutrakconnect.com/>  
Click on the link on the home page to go to the login page




The image shows the login page for EduTrakConnect. At the top is the logo with a green apple icon and the text "EduTrakConnect". Below this is a banner for "DISTRICT196" with the tagline "One District. Infinite Possibilities." and a circular logo for "ACADEMICS · ARTS · ATHLETICS". The main section is titled "Welcome back!" and "Managing your account". It contains a login form with fields for "Username" (with a hint "This is typically your email address.") and "Password", and a "Sign In" button. A link for "Trouble logging in? Login Assistance" is below the password field. To the right, there is a link for "Don't have an account yet?" and a button that says "Click here to begin our setup process". A red dashed oval highlights the login form fields.

2. Navigate to the Student Fees (Gray Cart Icon). This portion becomes visible after user login. Click the cart at the top of the page or Click Go by Student Fees.




3. You will see fees assigned to your student specifically listed right below your student's name. These fees will have an assigned date and a fee. A green button indicates this fee is in your cart.


Other fees may be available to assign to your student. These fees may be for items such as the iPad protection plan or a payment for a field trip. For these fees, you may click the blue Assign button to choose that fee for payment.




[Checkout](#) [History](#) [Statements](#)

DISTRICT 196 - ROSEMOUNT - APPLE VALLEY - EAGAN

**DISTRICT196**  
One District. Infinite Possibilities.



Student Name & Info will be here



**Other School Fees**  
Below is a list of fees assigned to . There are also district 196 fees that can be viewed by clicking the "View District 196 Fees" button below. Clicking "Assign" on any of the district 196 fees will assign it to .

Assigned ID	Description	Date Assigned	Amount	
380250	Test Fee	07/17/2024	\$20.00	<a href="#">\$20.00</a>
--	24-25 iPad Optional Protection Plan -- Optional Protection Plan to cover theft or damage to student iPad.	--	\$20.00	<a href="#">Assign</a>

[Hide District 196 Fees](#)

Fees assigned to your student show with a price and an assigned date. The button/price showing as green indicates this is in your card and ready for purchase. .

Fees that are available to pay for your child (iPad Protection Plan, Class field trips, etc.), will be listed with a blue Assign button. Click this button to assign to your student.

4. The fee may require you to first complete a form before you can add to the cart. The button next to the fee will change to a dark blue Sign Forms button if there are required forms. Click on that button to complete the form and then click Yes on the pop-up screen. Forms may be different depending upon the product purchased.

DISTRICT 196 - ROSEMOUNT - APPLE VALLEY - EAGAN

Checkout

**DISTRICT196**  
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**HAZEL LLOYD**

Student Account ID: 3437200  
Student ID: 870834  
District ID: 3082  
District: DISTRICT 196 - ROSEMOUNT - APPLE VALLEY - EAGAN

Other School Fees

Assigned ID	Description	Date Assigned	Amount	
380218	24-25 iPad Optional Protection Plan -- Optional Protection Plan to cover theft or damage to student iPad.	07/17/2024	\$20.00	<a href="#">Sign Forms</a>

Click Here to Sign Forms

DISTRICT 196 - ROSEMOUNT - APPLE VALLEY - EAGAN

Checkout

**DISTRICT196**  
One District. Infinite Possibilities.

**HAZ**

Student Account ID: 3437200  
Student ID: 870834  
District ID: 3082  
District: DISTRICT 196 - ROSEMOUNT - APPLE VALLEY - EAGAN

Other School Fees

Assigned ID	Description	Date Assigned	Amount	
379871	24-25 iPad Optional Protection Plan -- Optional Protection Plan to cover theft or damage to student iPad.	07/17/2024	\$20.00	<a href="#">Sign Forms</a>

Then Click Yes to Complete the Form

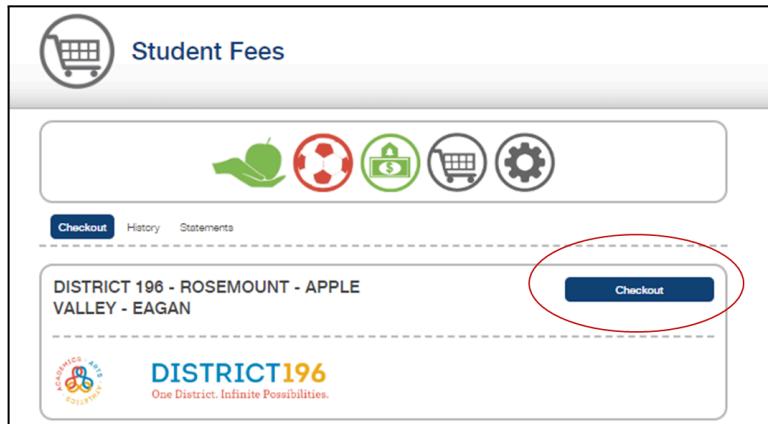
Form

To complete this purchase, additional information is required. Would you like to proceed?

[Yes](#) [No](#)

Complete the form as required. Submit Responses and add the item to the cart. Remember, once an item is in your cart, the button will turn green.

5. When you have added all items to the cart and are ready to pay, click Checkout to begin the checkout process.



6. If you do not have a credit or debit card attached to your account, this message will appear requiring you to set up a funding source. Click Setup Funding Sources. Complete the card information and Click Save.

The image shows two parts of the checkout process. On the left is a small thumbnail of the "Student Fees" checkout page with a modal window open. The modal has a title bar "Checkout" and a message: "Please enter credit card information: You must have at least one funding source before you can make payments." It contains a "Setup Funding Sources" button and "Pay Now" and "Cancel" buttons. On the right is a larger, detailed view of the "Setup Funding Sources" modal. It has a title bar "Checkout" and a close button. The form fields are: "First Name:" (text input), "Last Name:" (text input), "Address:" (text input), "City:" (text input), "State:" (dropdown menu with "MN" selected), "Zipcode:" (text input), "Card Number" (text input with placeholder "Card Number"), "Expiration Date" (text input with placeholder "MM/YYYY"), and "Card Code" (text input with placeholder "CVV"). At the bottom are three buttons: "SAVE" (highlighted), "CANCEL", and "RESET". At the very bottom of the modal are "Pay Now" and "Cancel" buttons.

7. If a funding source is already available, you may choose which to use (if there is more than one on your account). Click Pay Now to complete the transaction. You will receive an email receipt.

**Checkout**

Please select a funding source:

- ☒ Credit Card ending in 2008

Order 1


Test Fee	\$20.00
<b>Order Subtotal:</b>	<b>\$20.00</b>
<hr/>	
<b>Grand Total:</b>	<b>\$20.00</b>

Notice: Each order will appear as a separate charge in your statement.






**Pay Now** **Cancel**

New District red fees button below. Clicking "Assign" on any of the district red fees will

Congratulations! You have completed paying fees for your student.



## Student Fees

[Checkouts](#)
[History](#)
[Statements](#)

Order #	Date	Time	Order Total
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