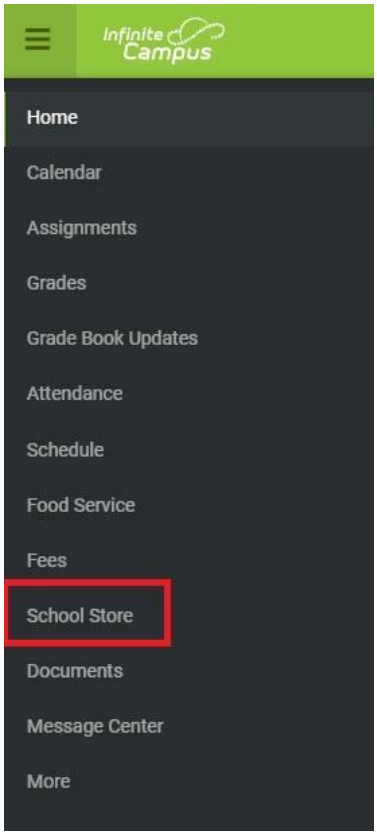
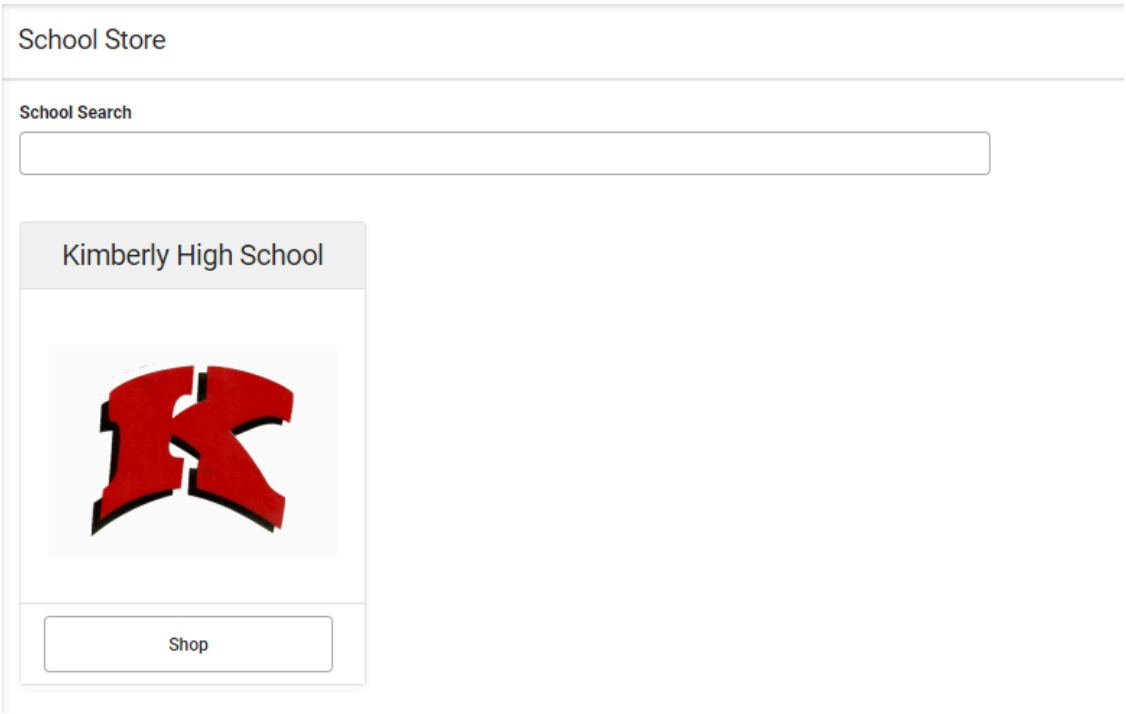
Title: How parents use the School Store	Revision Date: 07/18/2024
Keywords: Infinite Campus, Parent, School Store, Checkout	Position(s) Responsible: End User

This documentation will show a parent how to locate the school store, select items to add to the cart, and check out said items from the cart.

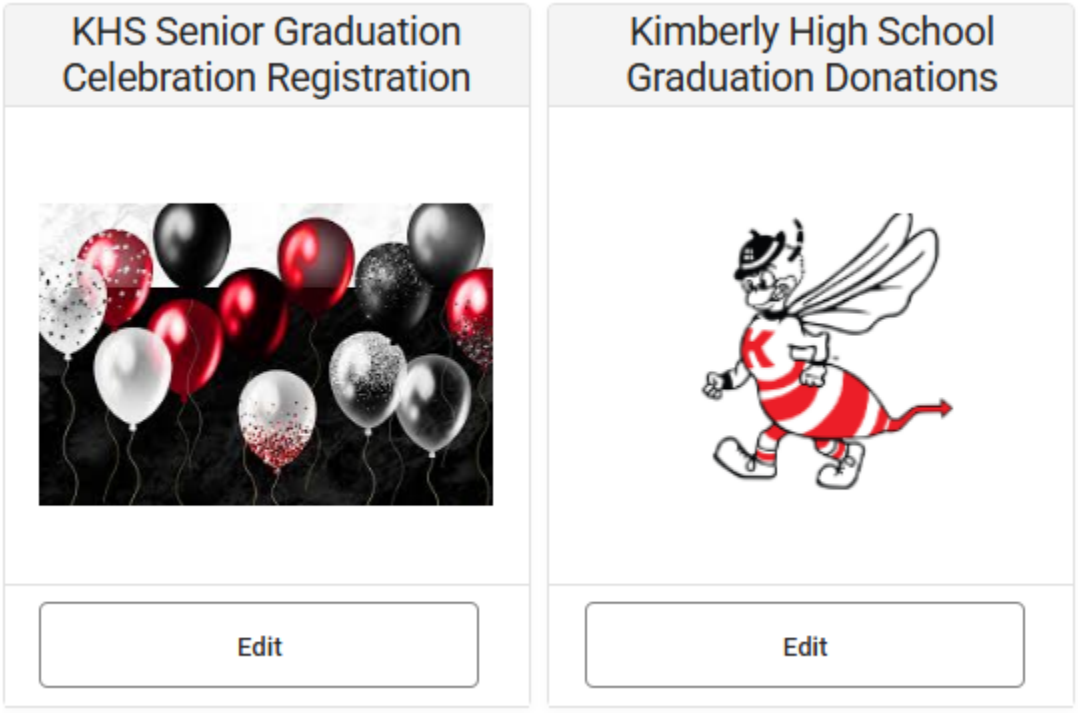
1. **First, you'll want to log into your parent portal. You can quickly get to the login page through this link here.**
2. **After logging in, you'll look at your navigation bar on the left side of the screen, and notice the option for the "School Store". Click on this.**



3. **Here you'll see your list of school stores. Depending on what schools your children attend, you will see their associated store. As of Fall, 2024, only KHS has a school store. Click on Shop to view the store's contents.**

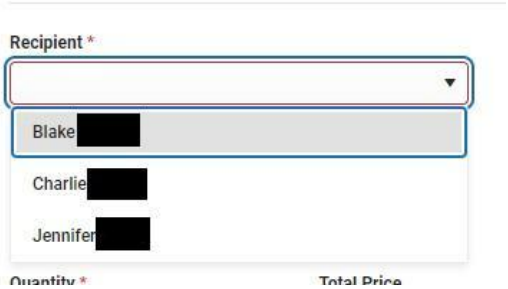


4. **After clicking the school store, you will see a list of product categories. As of Fall 2024, the products available are Kimberly High School Graduation Donations and KHS Senior Graduation Celebration Registration. Click Products.**

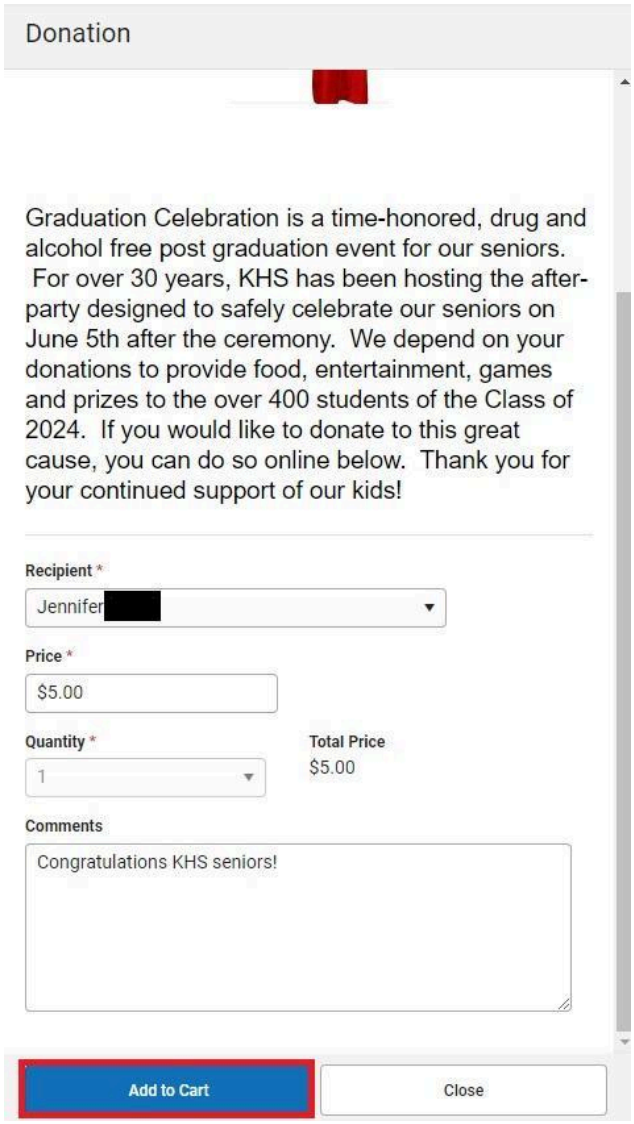


5. **After clicking Products, you will see a list of products for that category. You can click the "View" button to see product details, and options to add the item to the Cart. Click "View" now.**

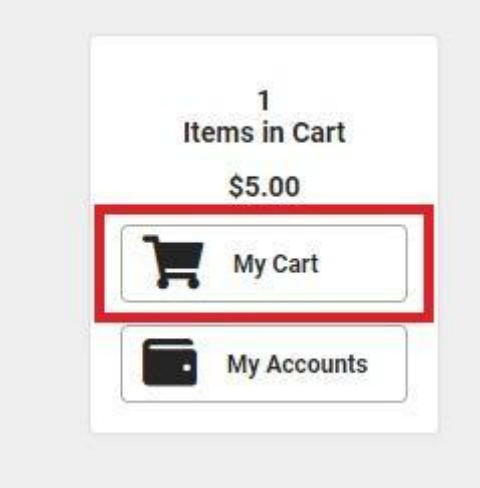
6. **In the product View, you'll see the product's description, a "Recipient" drop down, a price area, a quantity drop-down, and an option to leave a comment with your purchase.**
    a. **The recipient drop down will have yourself as well as your children as options. In the context of graduation donations, this merely chooses whose name shows up on the receipt. For Graduation Celebration, only senior student's names will appear.**



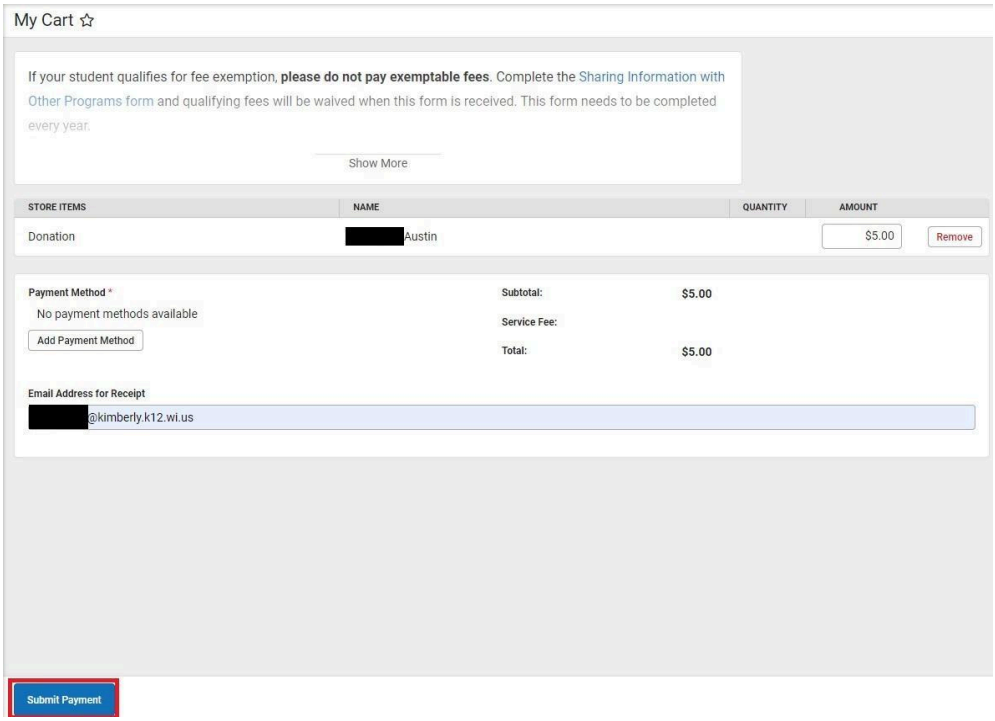
    b. **The price area will determine how much each individual item will cost. Depending on the product, this price may either be fixed, and you won't be able to change it. Or it will be variable, where you can type in any amount you want. In the context of donations, you can put any dollar amount you choose.**
    c. **The quantity area lets you choose the number of that item to purchase. Do note that some items will have a limit to the quantity you can purchase. In the case of donations, this is permanently set to "1".**
    d. **Lastly the comments area will allow you to leave a comment with your purchase that will be visible to our school store staff. This is completely optional.**
7. **Once you are satisfied with your options, go ahead and click "Add to Cart".**



8. **At any time, you can click the "My Cart" button found toward the right within the shopping**



9. **Once in the shopping cart, you can remove items, change the price of items that have variable rates (like donations), choose your payment method, as well as enter in the email address you would like the receipt sent to. Once you have everything set, click "Submit Payment".**



NOTE: If you do not have a payment method set up yet, you can find a guide for how to do so here.