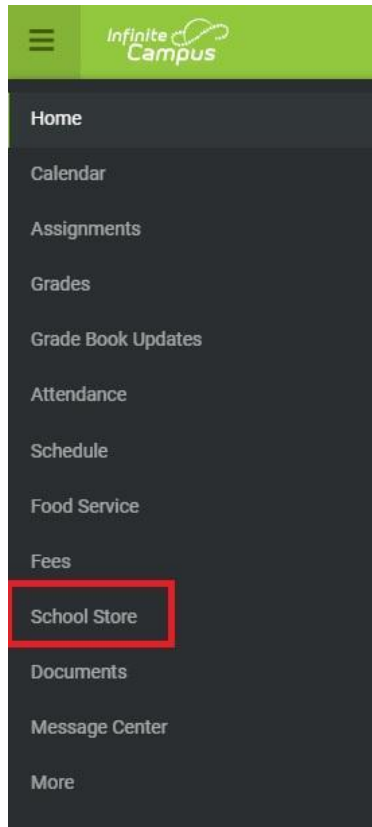




Title: How parents use the School Store	Revision Date: 07/18/2024
Keywords: Infinite Campus, Parent, School Store, Checkout	Position(s) Responsible: End User

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.



School Store

School Search

Kimberly High School



Shop

- 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.

KHS Senior Graduation Celebration Registration



Edit

Kimberly High School Graduation Donations



Edit



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.

Recipient *

Blake

Charlie

Jennifer


Quantity *

Total Price

- 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”.




Donation



Graduation Celebration is a time-honored, drug and alcohol free post graduation event for our seniors. For over 30 years, KHS has been hosting the after-party designed to safely celebrate our seniors on June 5th after the ceremony. We depend on your donations to provide food, entertainment, games and prizes to the over 400 students of the Class of 2024. If you would like to donate to this great cause, you can do so online below. Thank you for your continued support of our kids!

Recipient *

Jennifer 

Price *

\$5.00

Quantity *

1

Total Price
\$5.00

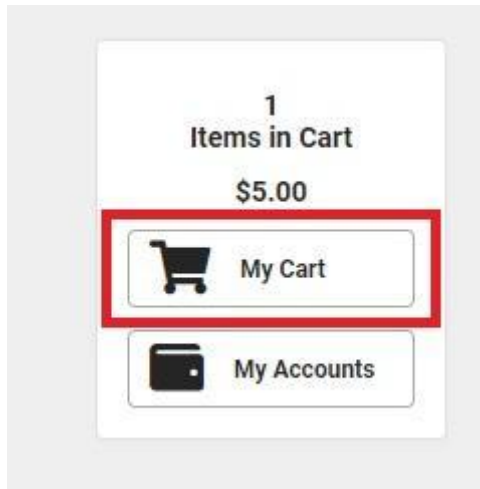
Comments

Congratulations KHS seniors!

Add to Cart

Close

- 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”.

My Cart ☆

If your student qualifies for fee exemption, **please do not pay exemptable fees**. Complete the [Sharing Information with Other Programs form](#) and qualifying fees will be waived when this form is received. This form needs to be completed every year.

[Show More](#)

STORE ITEMS	NAME	QUANTITY	AMOUNT
Donation	████████ Austin		\$5.00 Remove

Payment Method *

No payment methods available

[Add Payment Method](#)

Subtotal: \$5.00

Service Fee:

Total: \$5.00

Email Address for Receipt

████████@kimberly.k12.wi.us

[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](#).