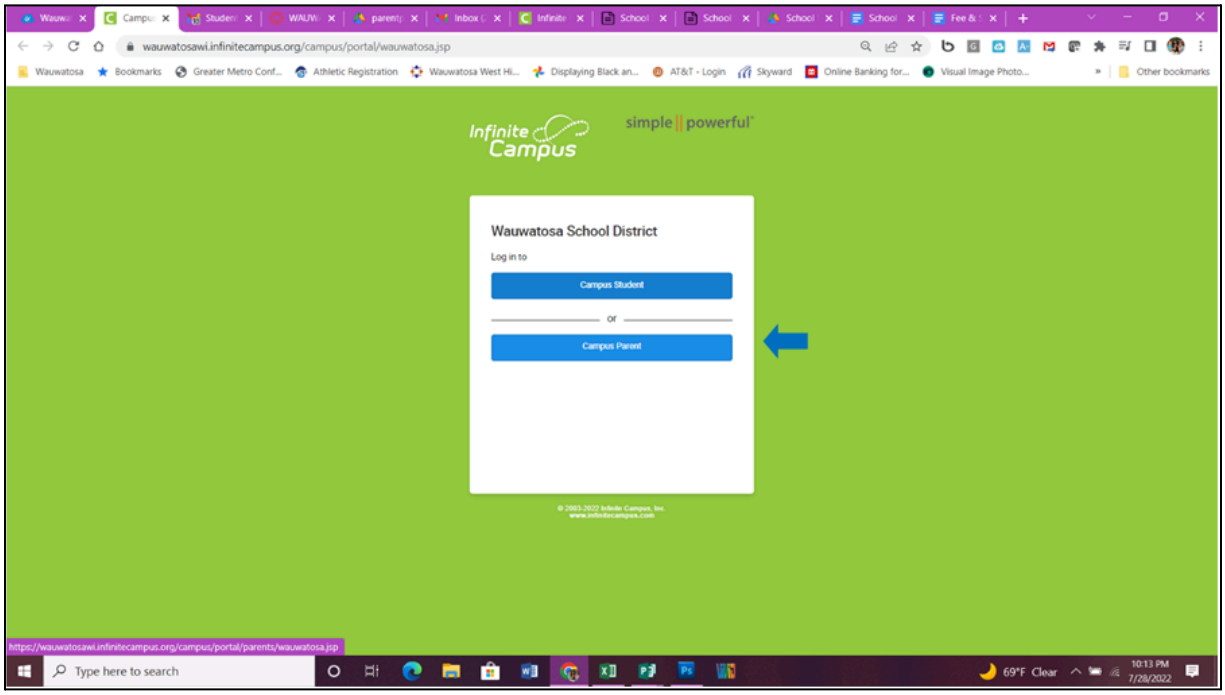
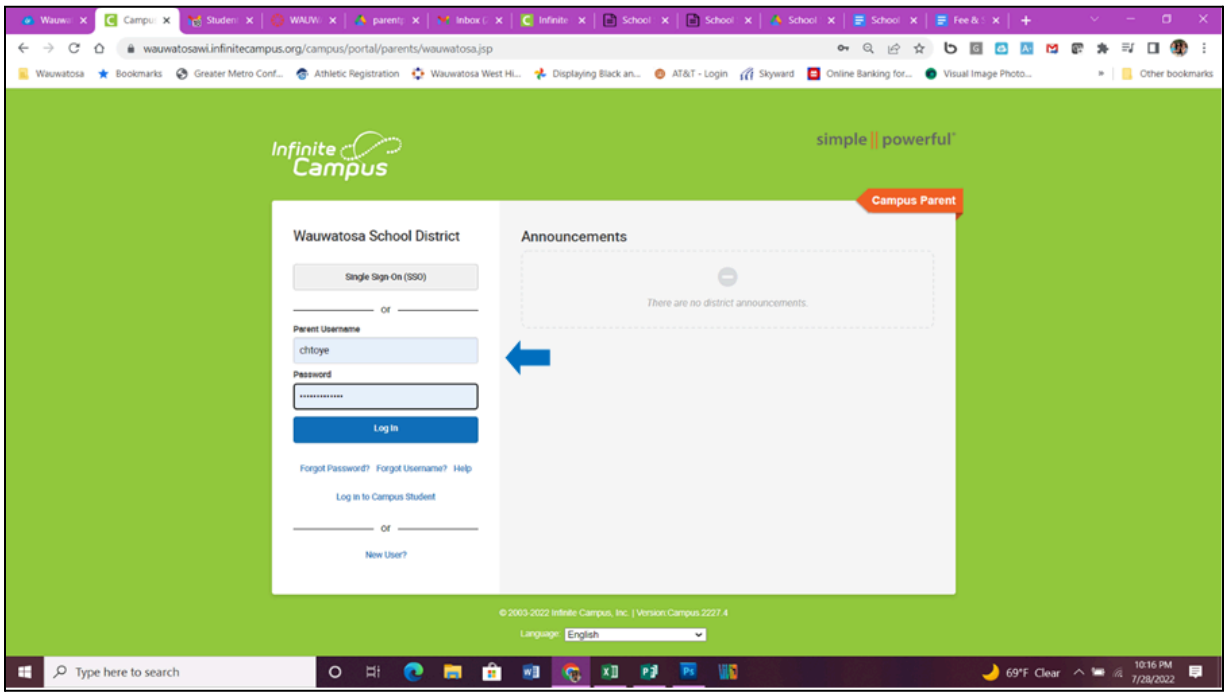
WAUWATOSA SCHOOL DISTRICT - INFINITE CAMPUS
INSTRUCTIONS FOR FEE AND SCHOOL STORE PAYMENTS

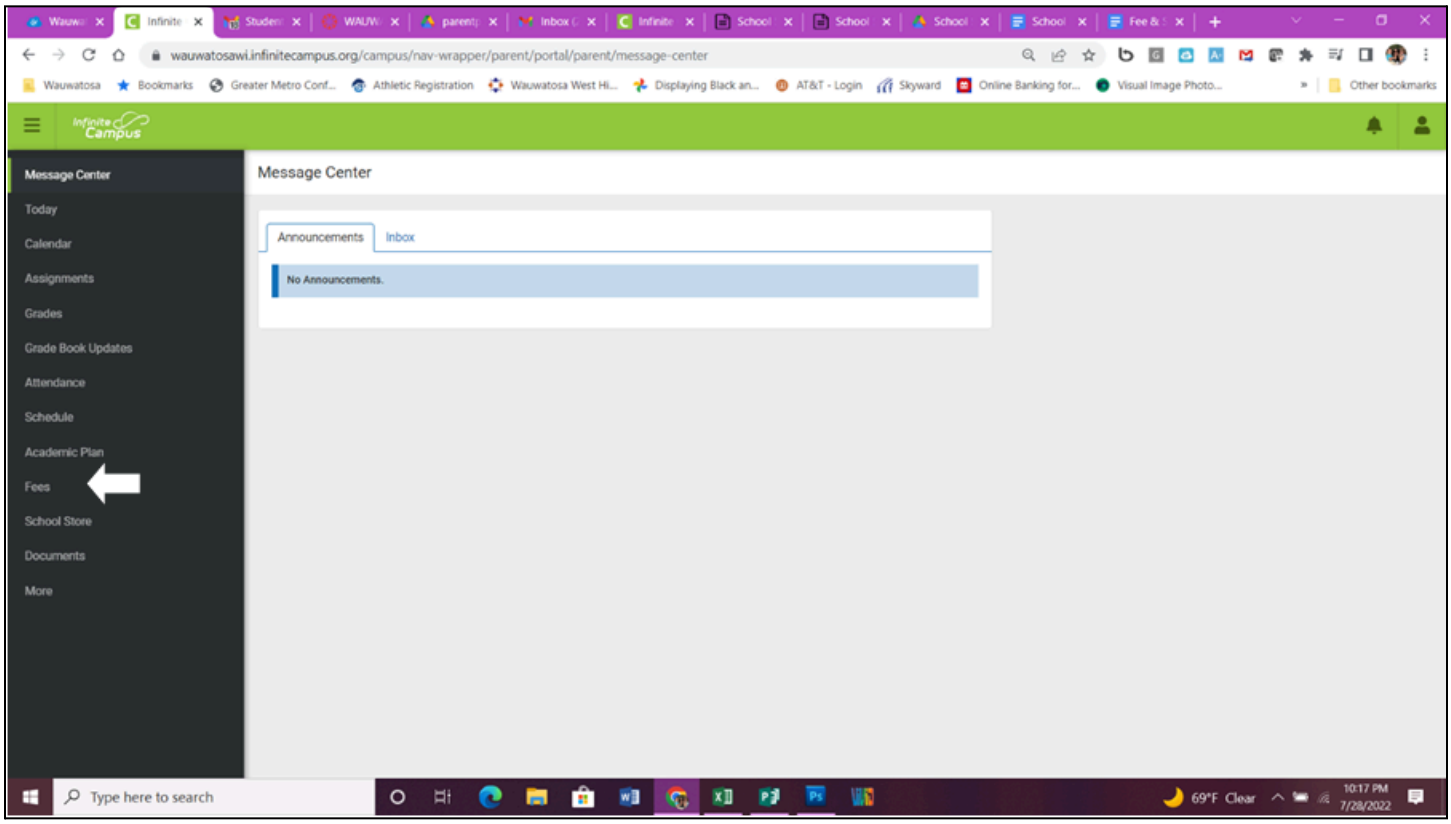
This year all of our schools will be using **School Store** in Infinite Campus to house optional fees. Families will be able to pay for assigned fees (in the Fees tab) and purchase products from their School's Store (in the School Store tab) all in the same cart!

1. Log into Infinite Campus via the Parent Portal.

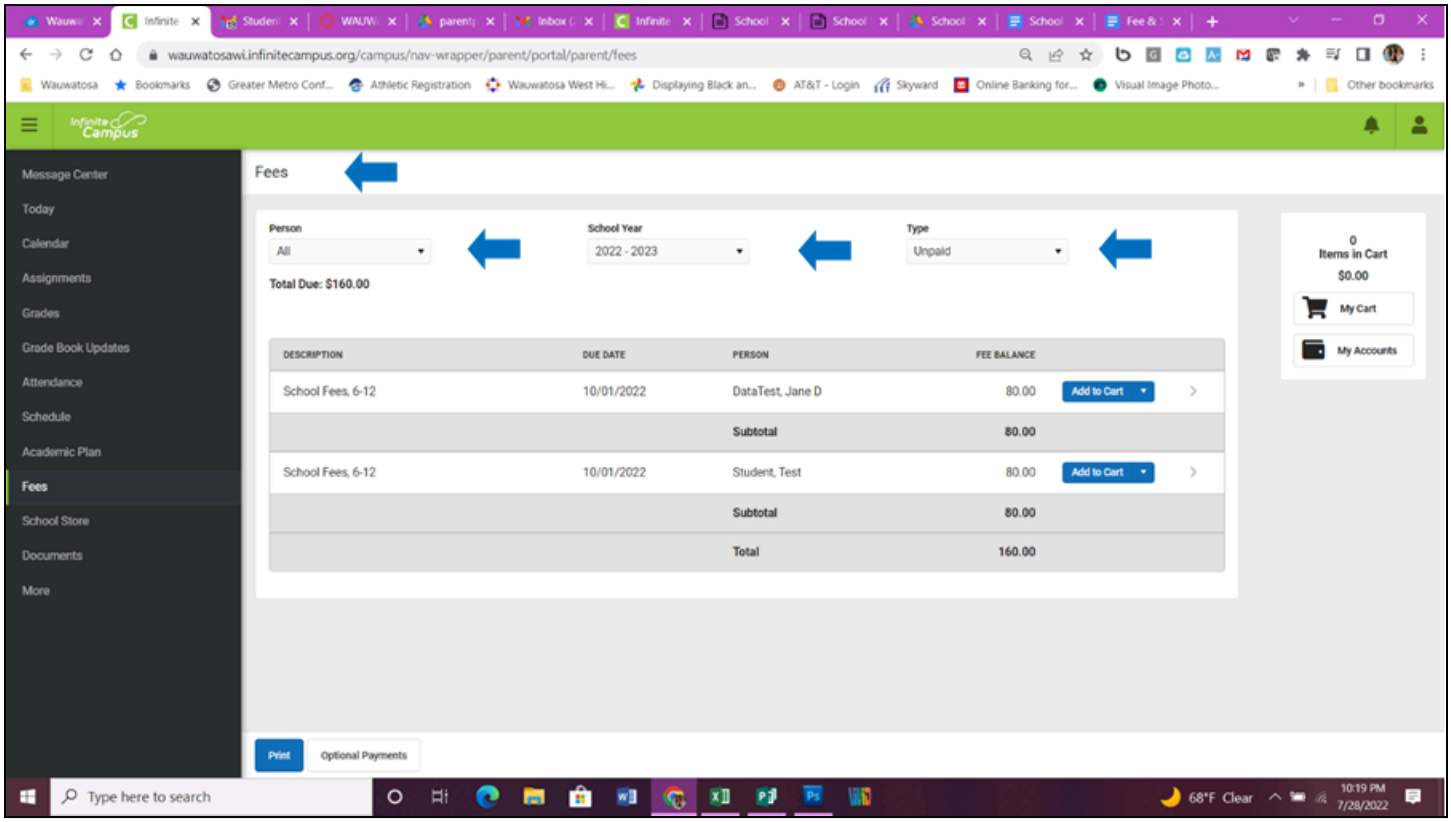




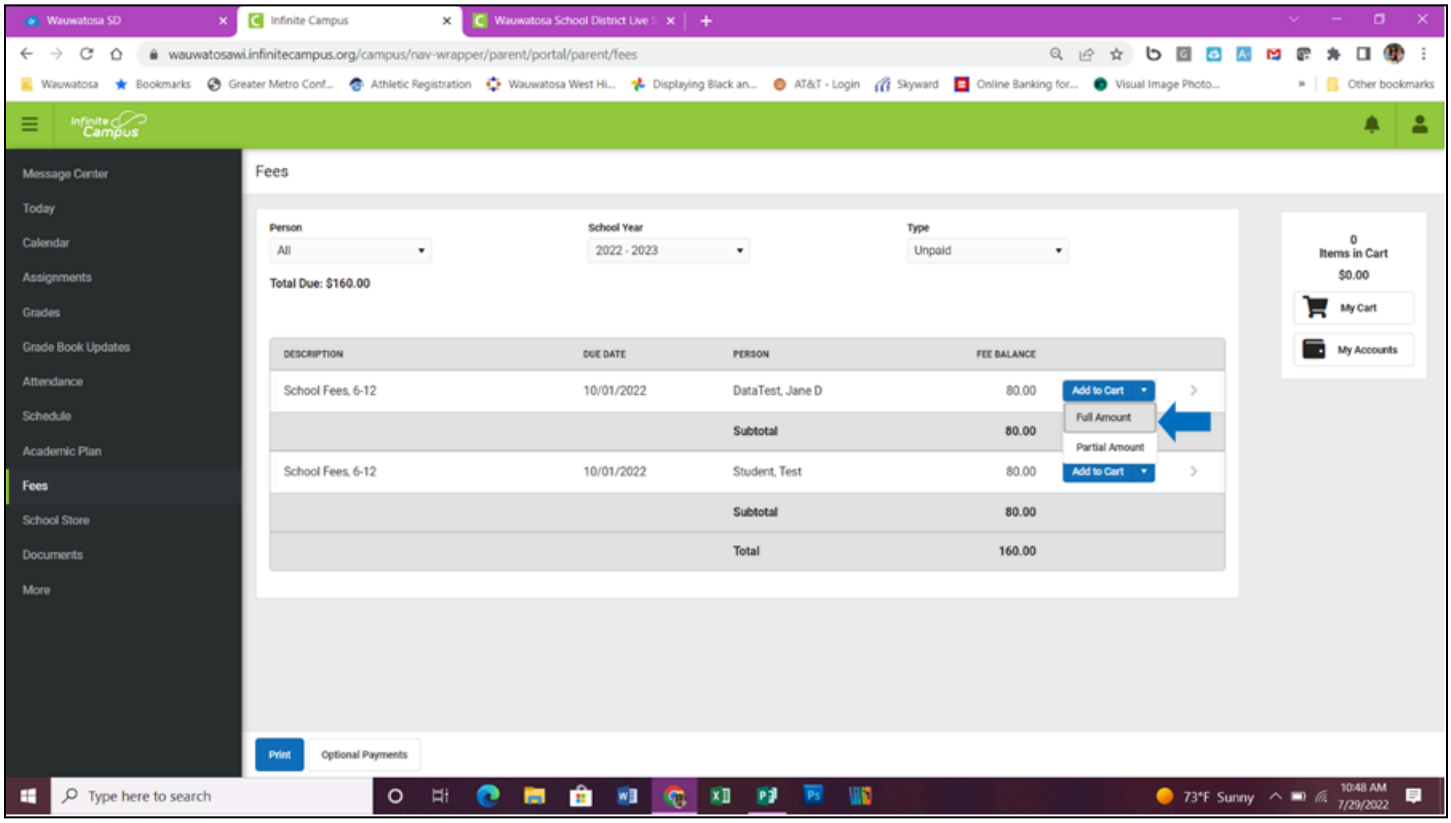
2. From the left navigation menu, click on Fees.



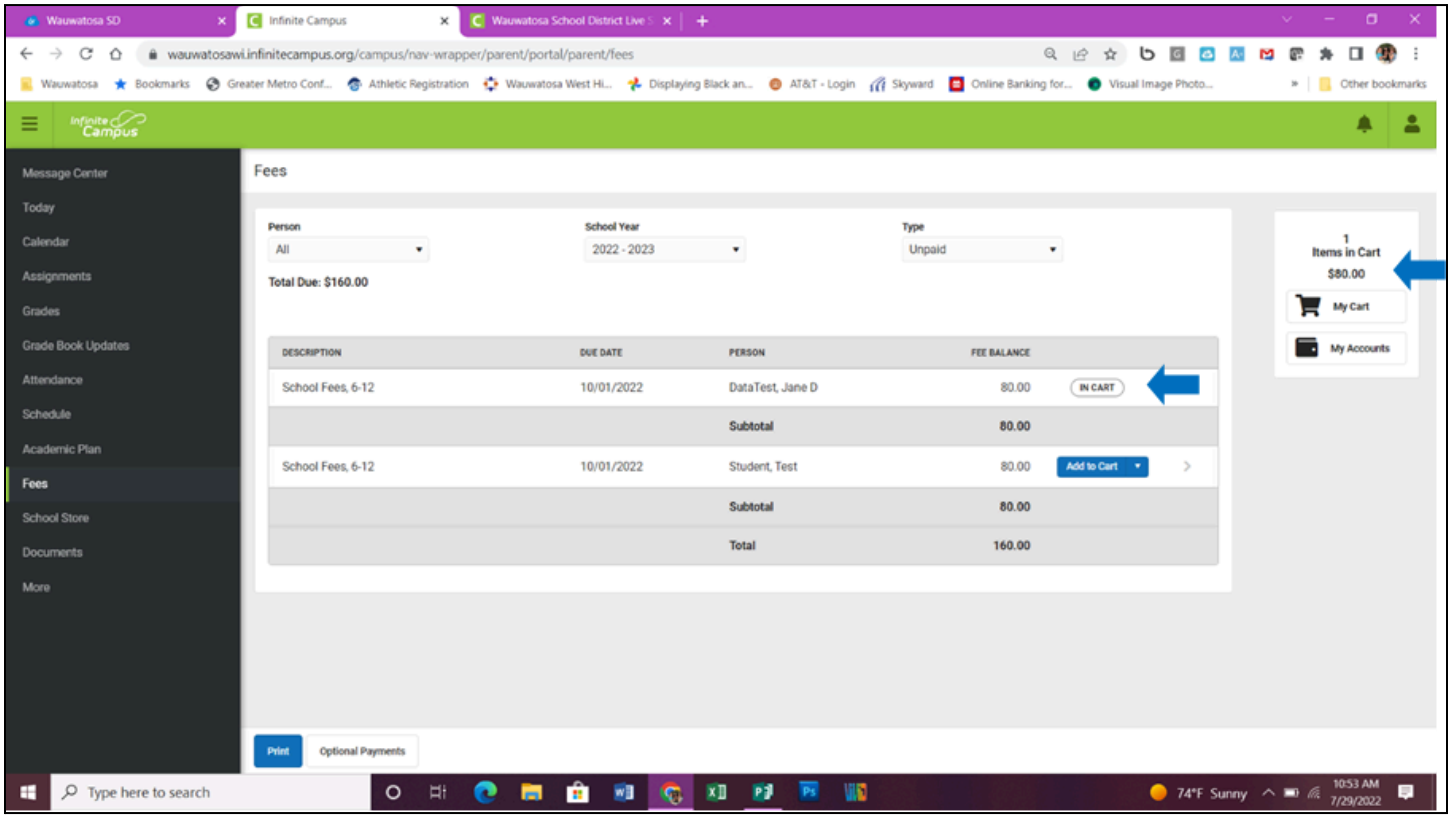
3. The Fees screen displays. Under Person, select All. Under School Year, select 2025-2026. Under Type, select Unpaid.



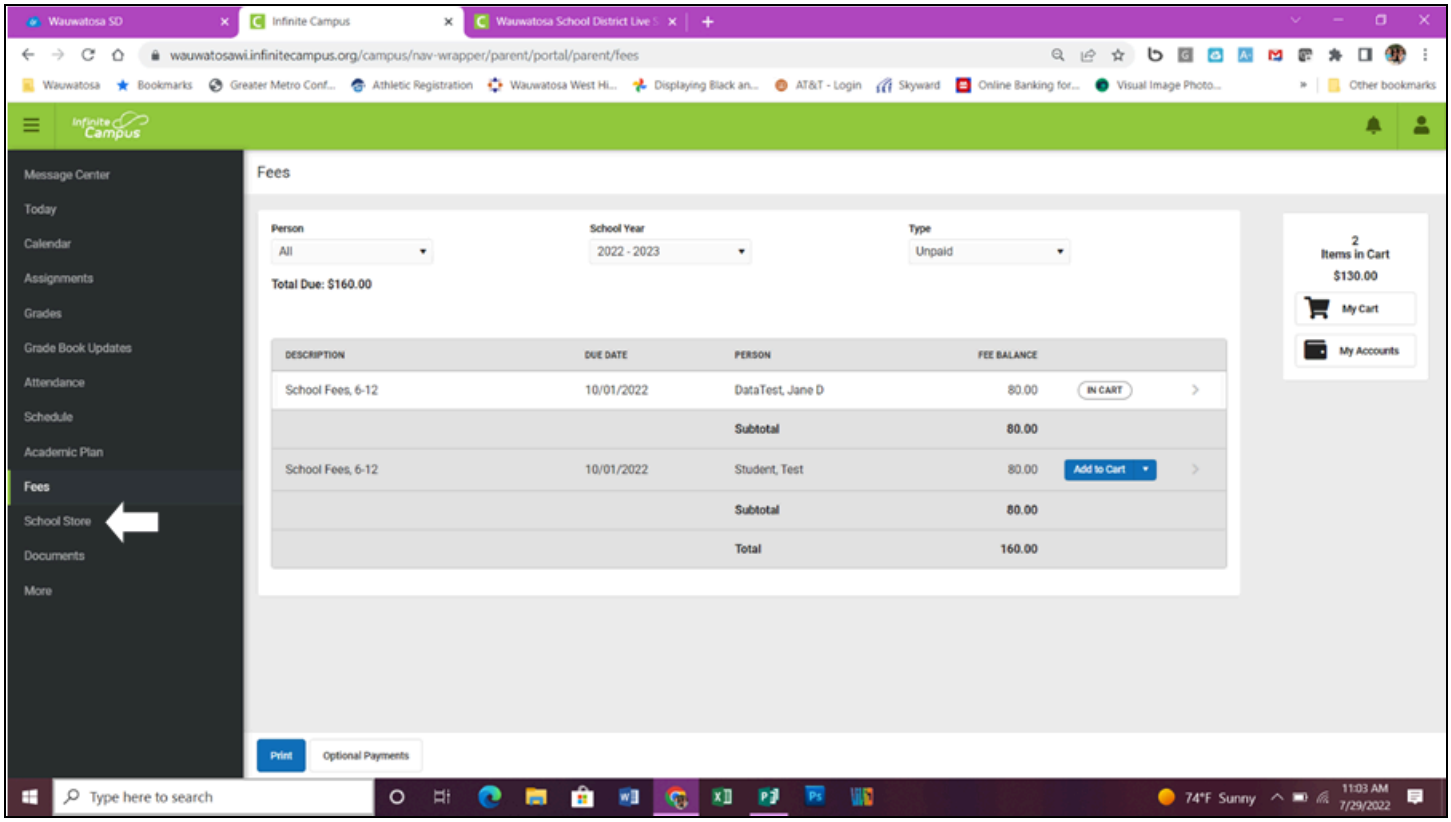
4. Add each fee to the Cart. If making partial payments, click on the Add to Cart down arrow and select Partial Payment and enter the amount.



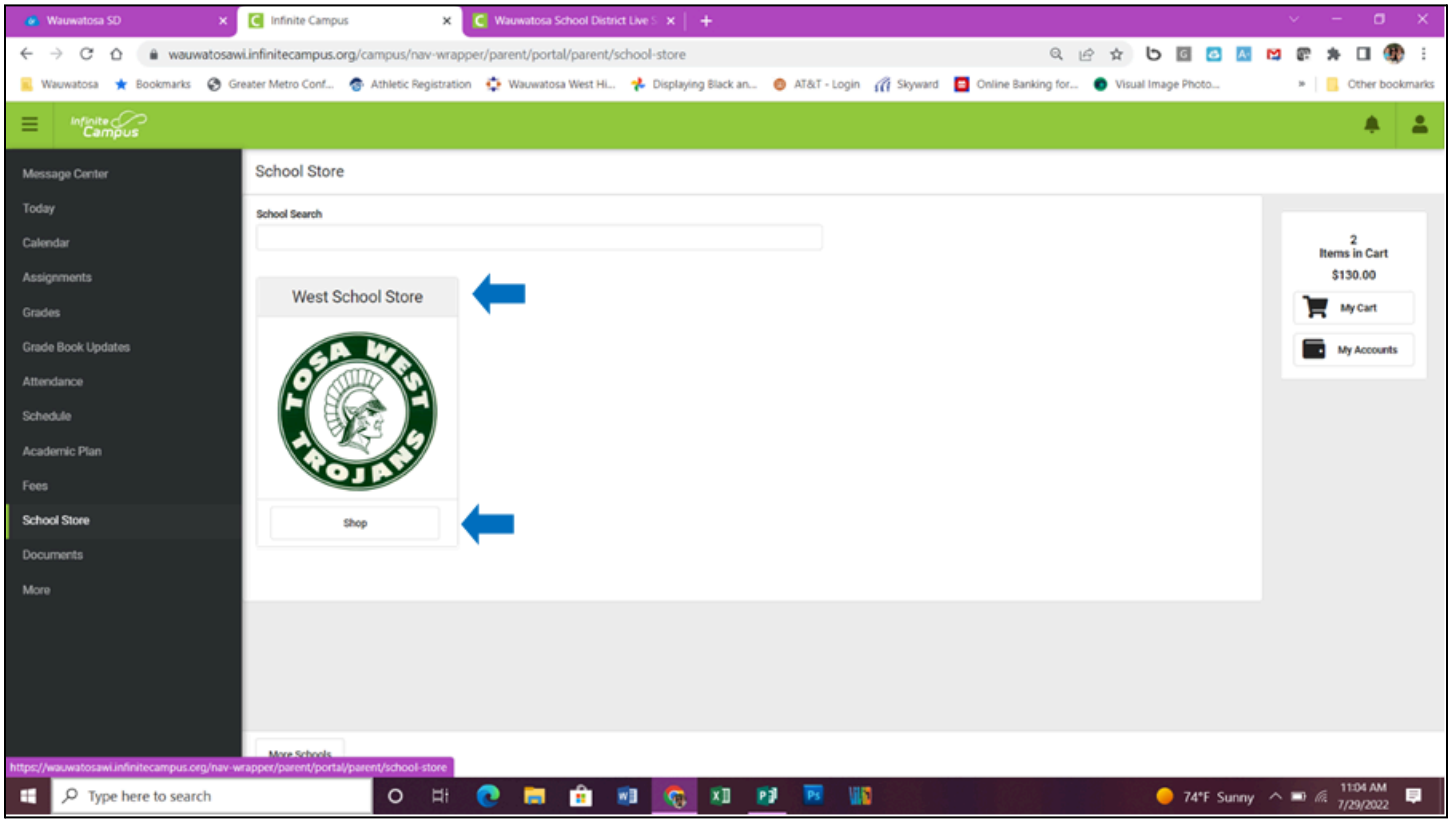
5. Fees added to the Cart will be marked accordingly.



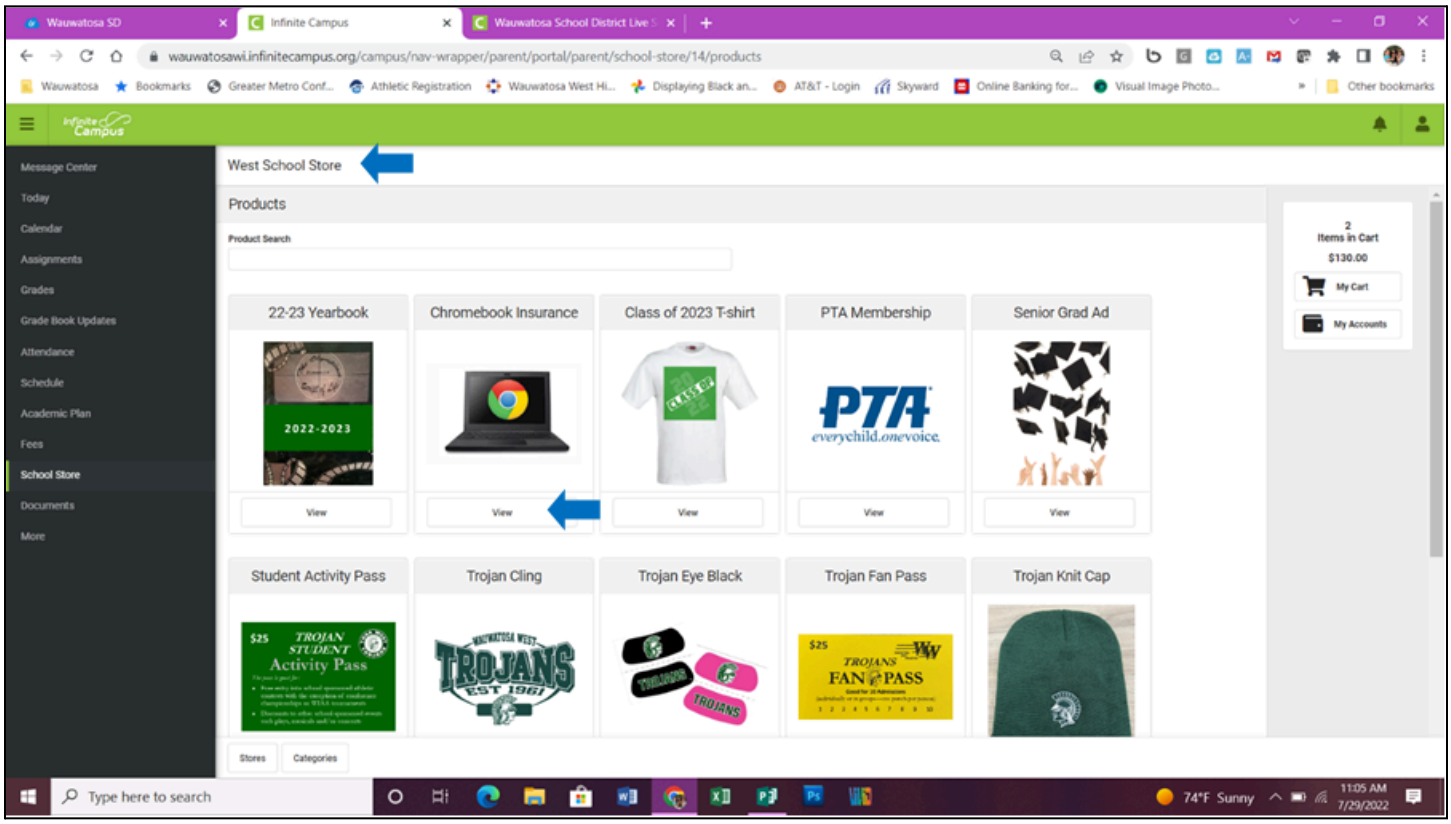
6. To purchase optional items from the School Store, click on School Store from the left navigation bar.



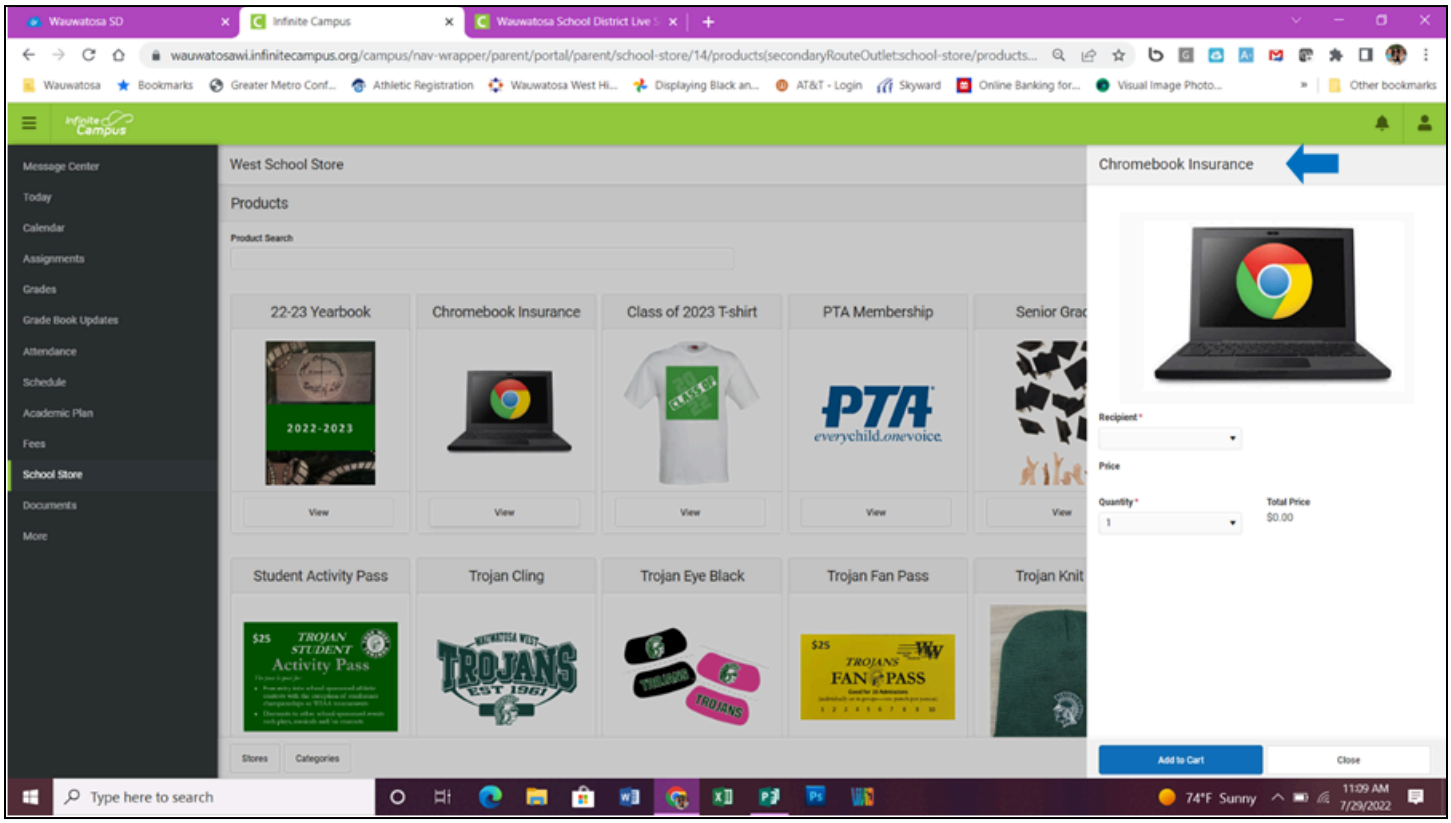
7. The School Store screen displays. All associated schools with the parent will be listed. Click the Shop button of the appropriate school.



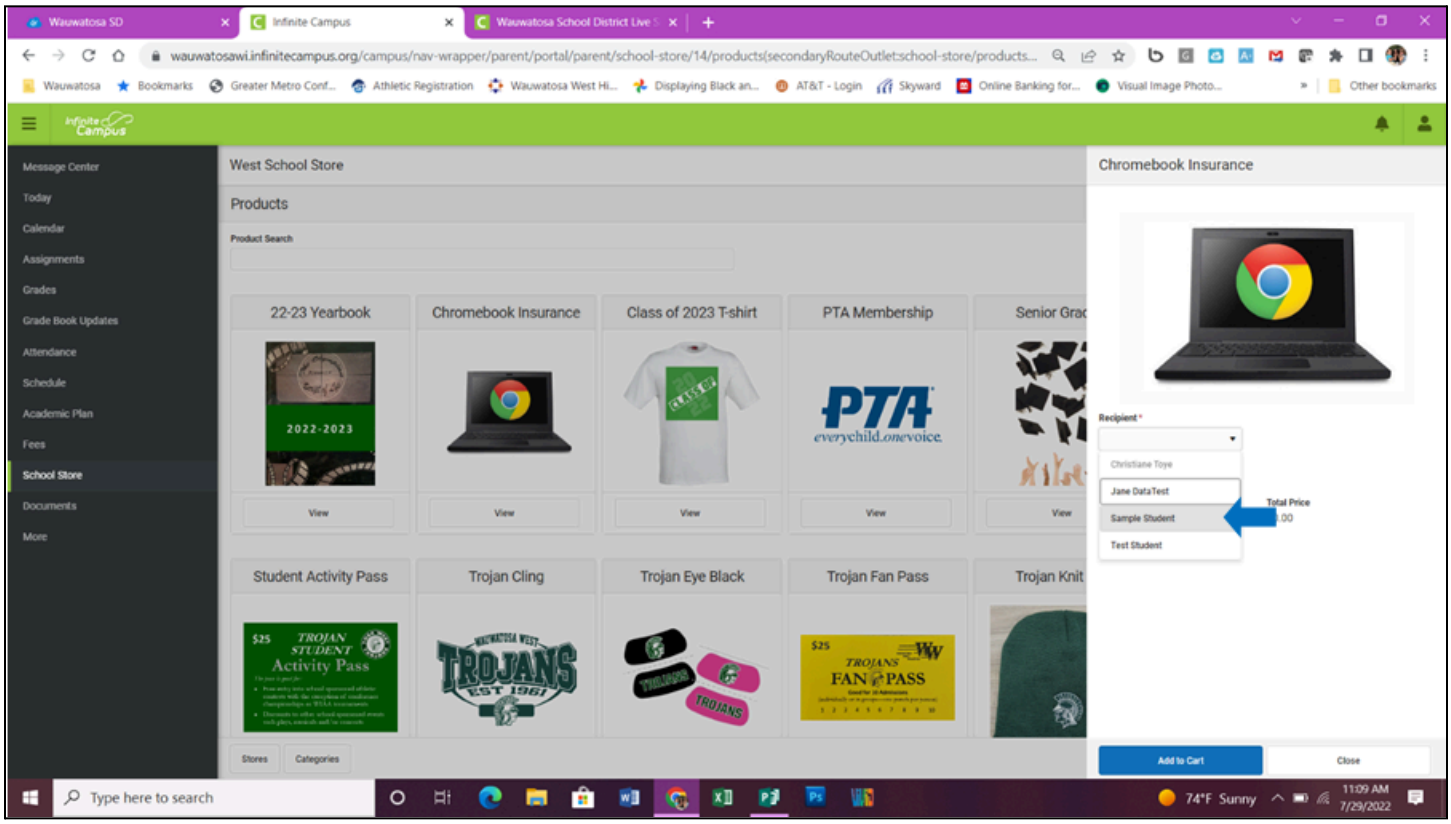
8. The School Store screen displays. Click View of the product.



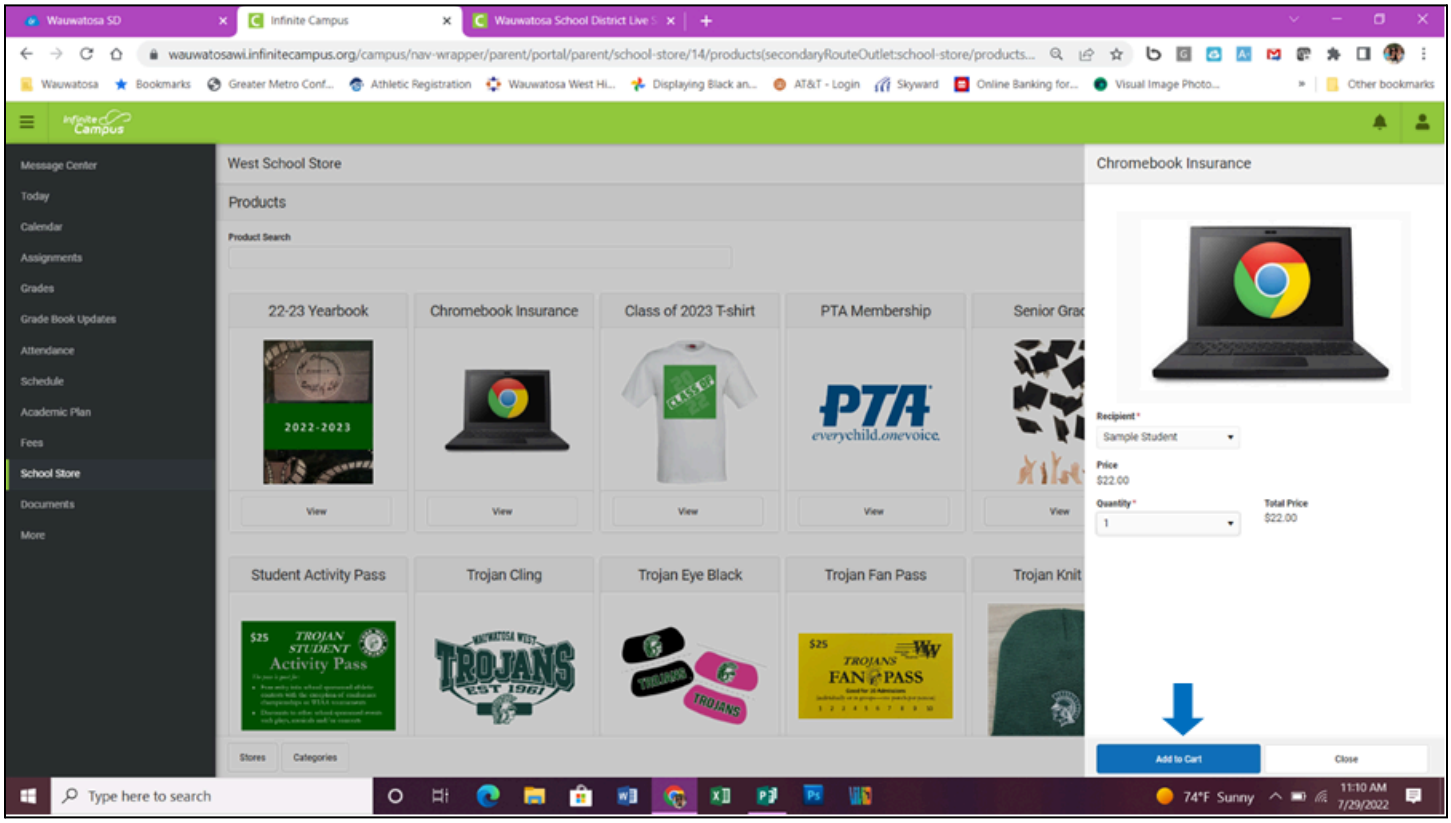
9. The Product window displays.



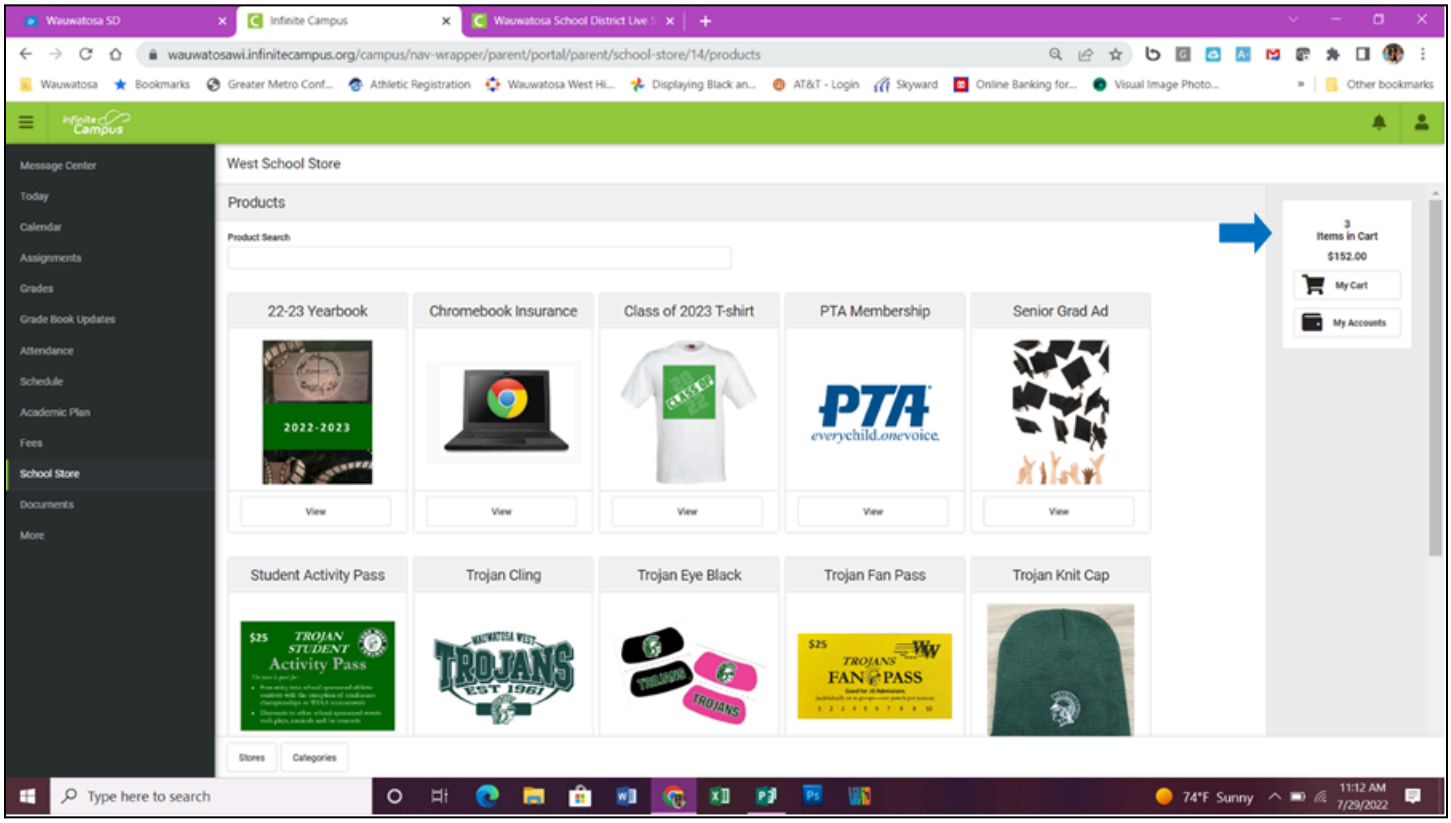
10. To order the product, select the Recipient from the Recipient dropdown.



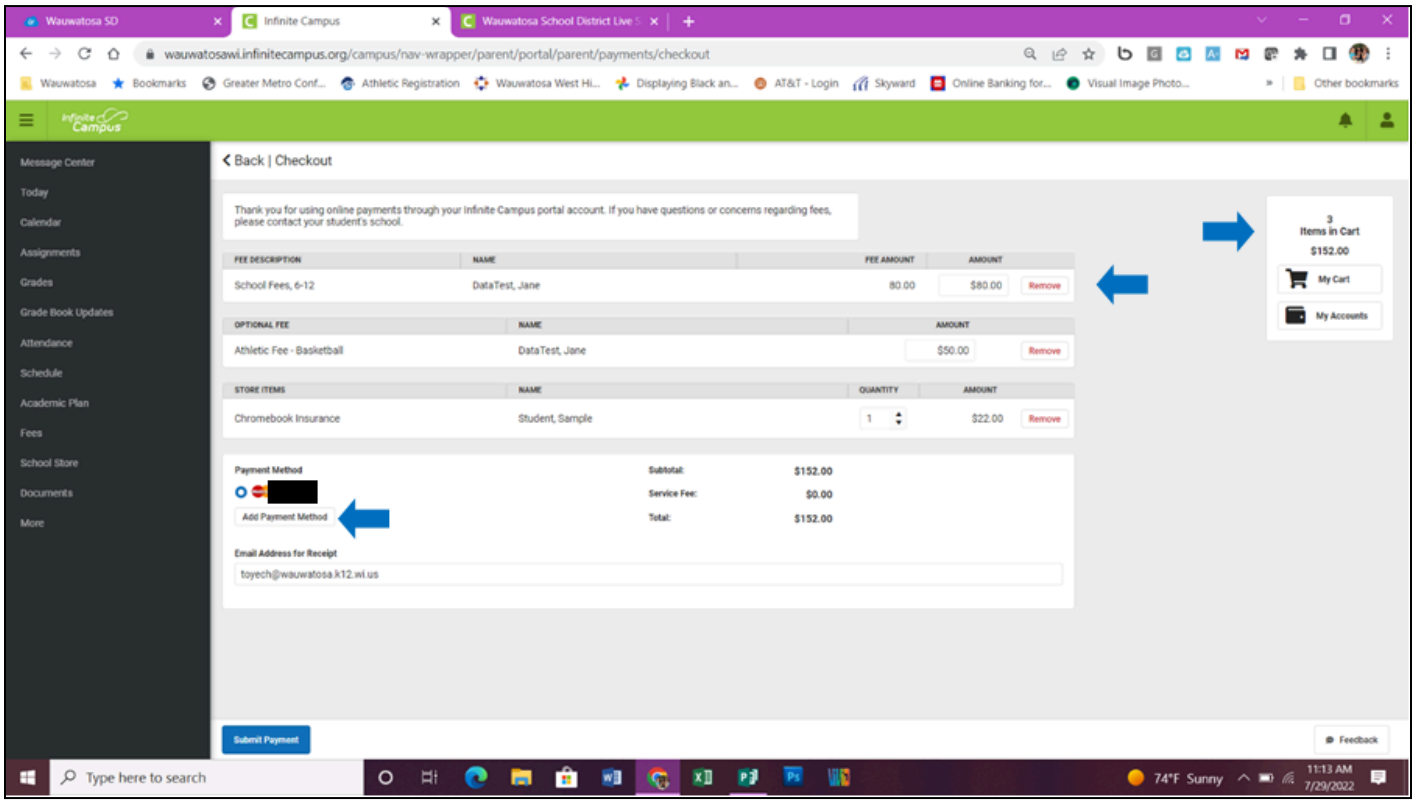
11. Select quantity and click Add to Cart button.



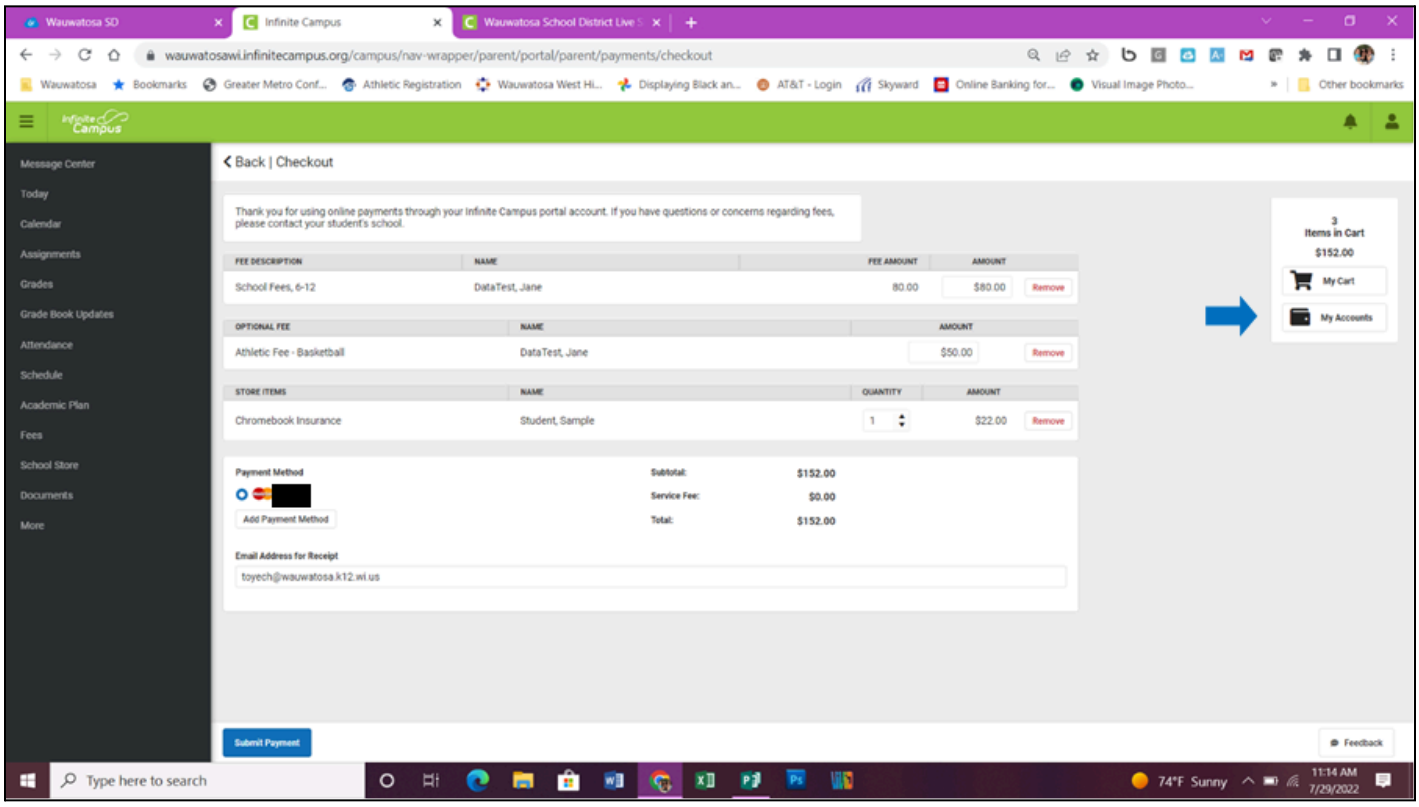
12. The School Store displays. Note: the cart will include required fees and optional School Store fees/products. Click the Cart button.



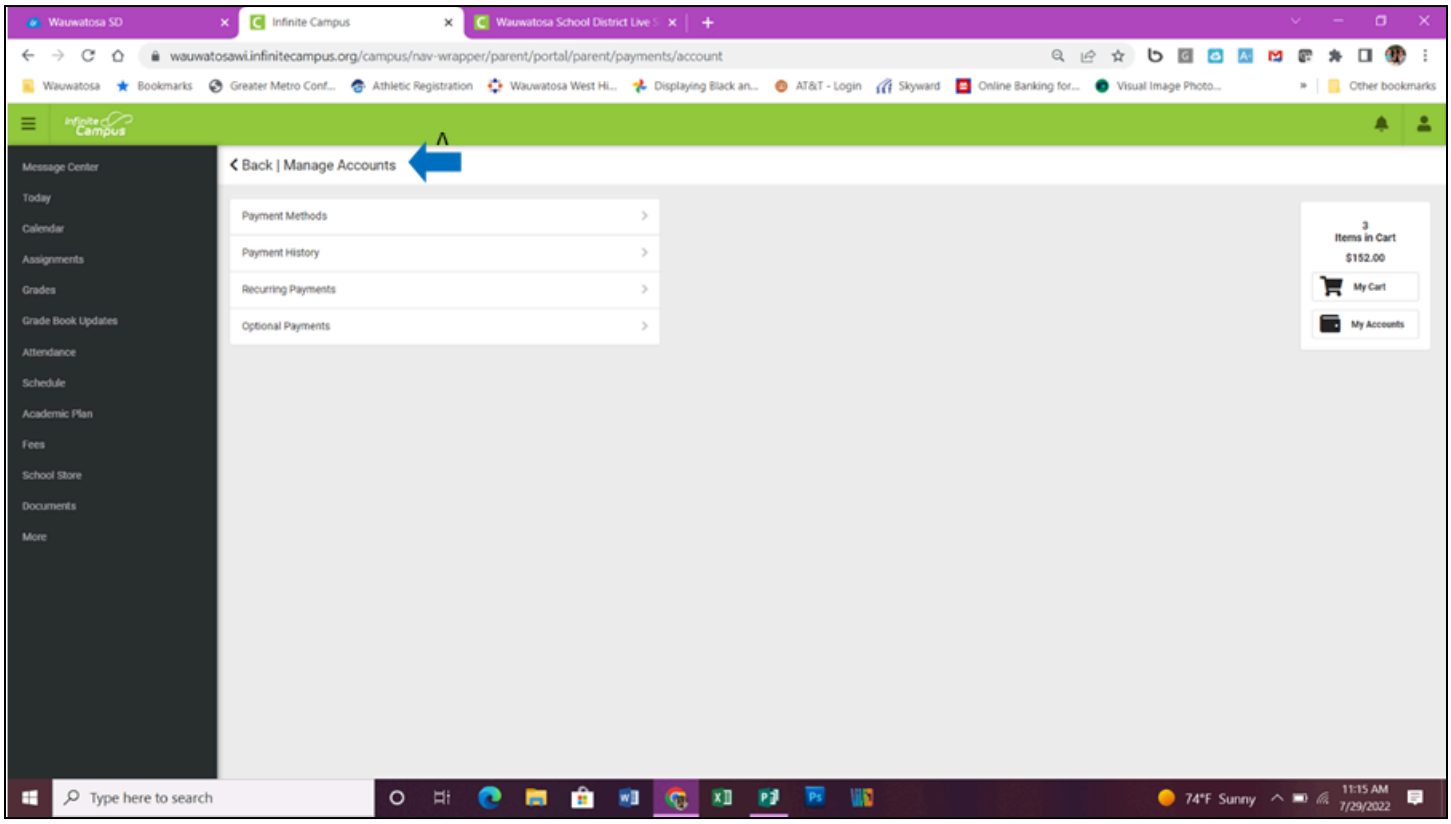
13. The Checkout screen displays. All cart items will be listed. At this time, fees may be removed from the Cart by clicking Remove. Click Add Payment Method.



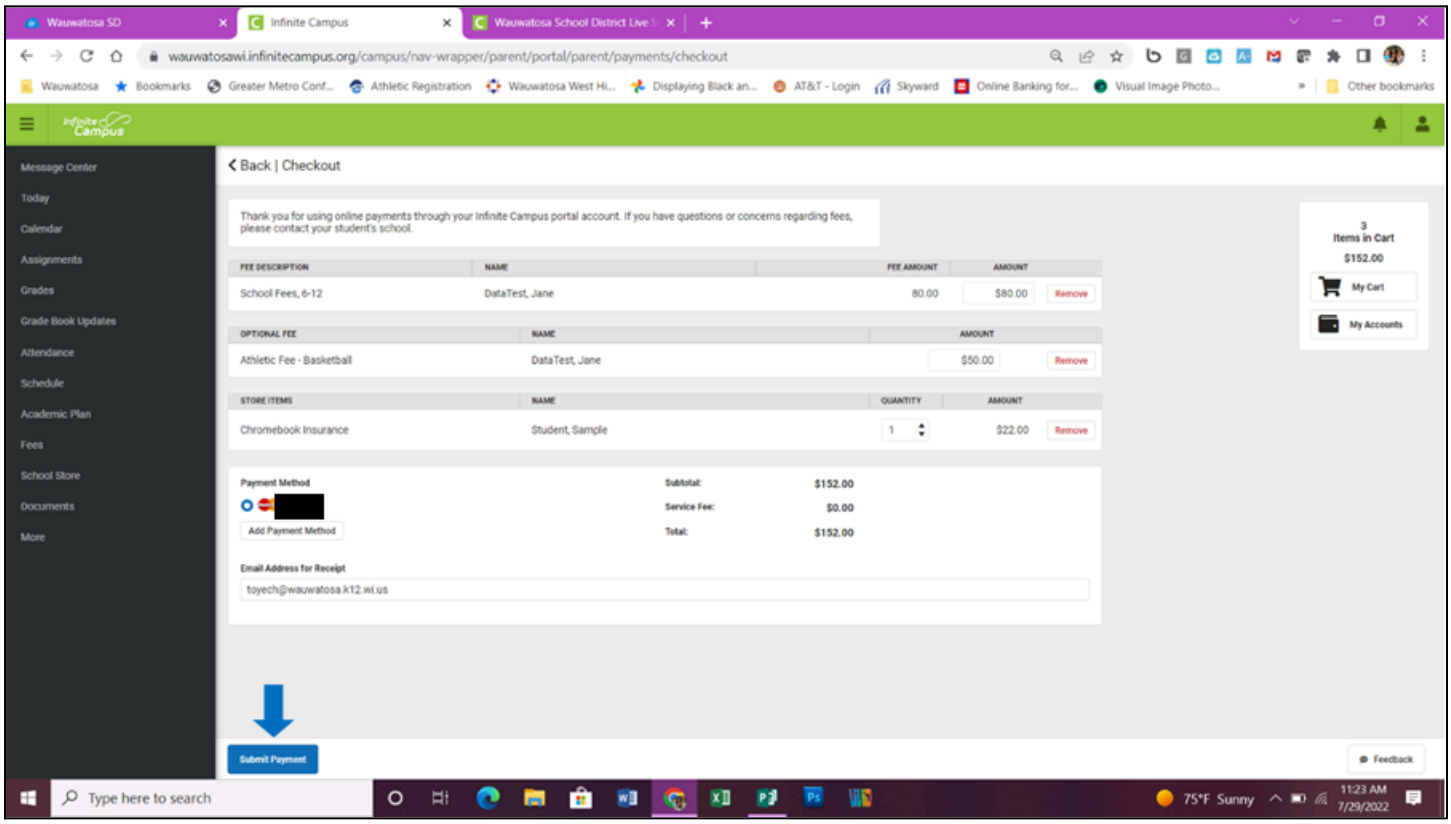
14. To view purchase history, payment methods, recurring payments and optional payments, click My Accounts button.



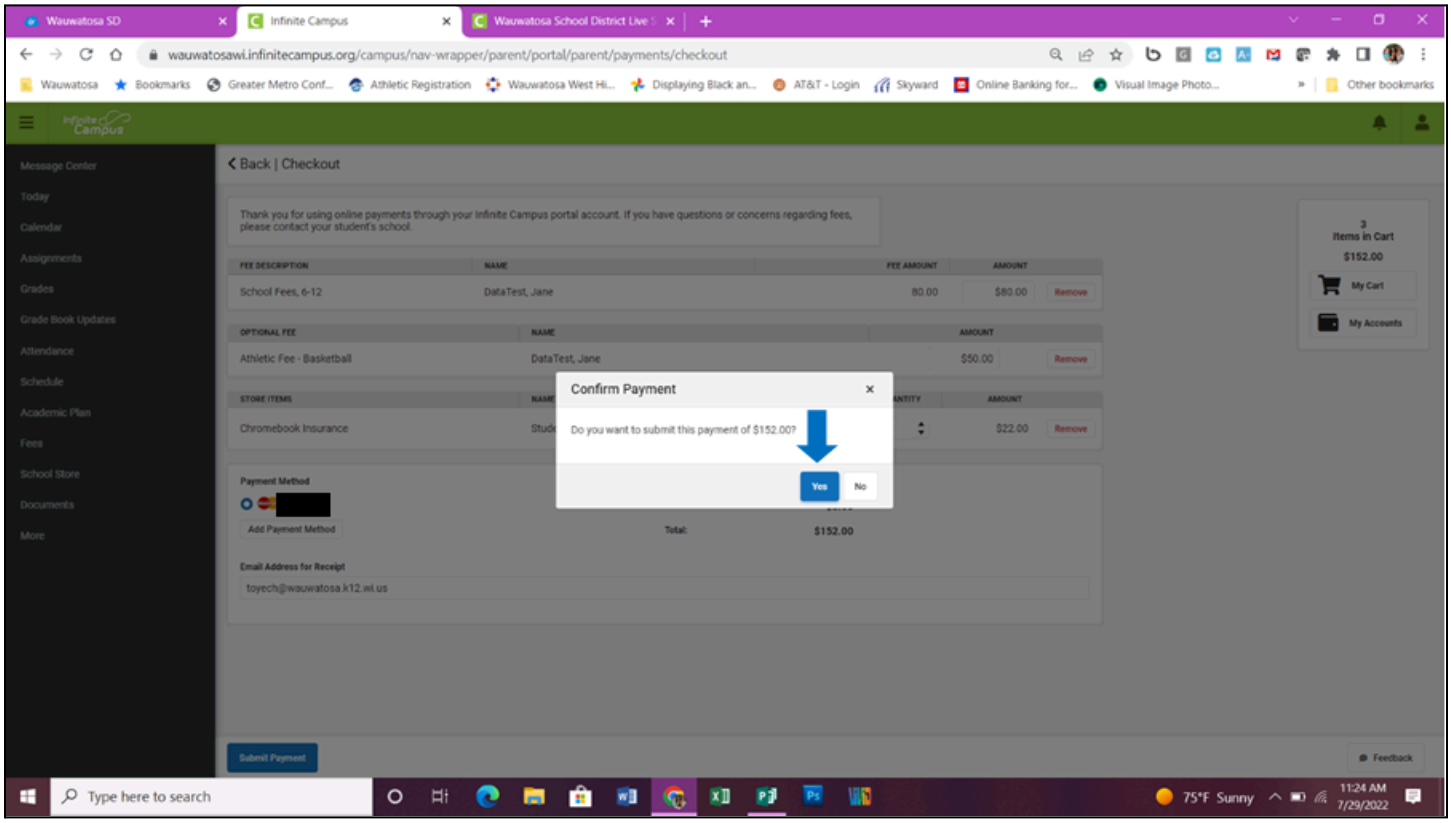
15. The Manage Accounts screen displays.



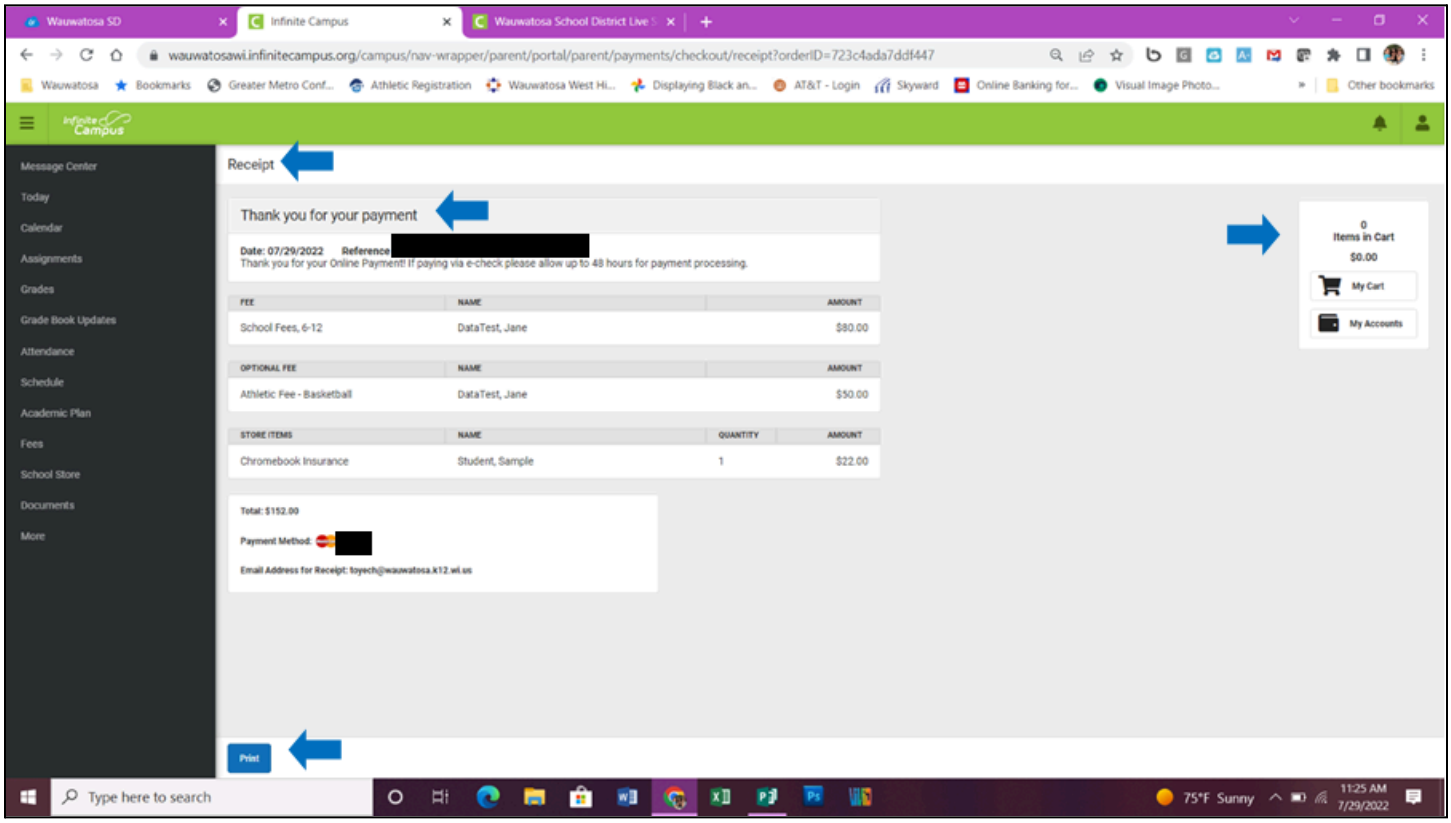
16. Click on Back to return to the Checkout screen. Click Submit Payment button.



17. The Confirm Payment window displays. Click the Yes button.



18. The Receipt screen displays. An email confirmation will be sent as well. Click the Print button to print the receipt.



19. Sample of the receipt.

