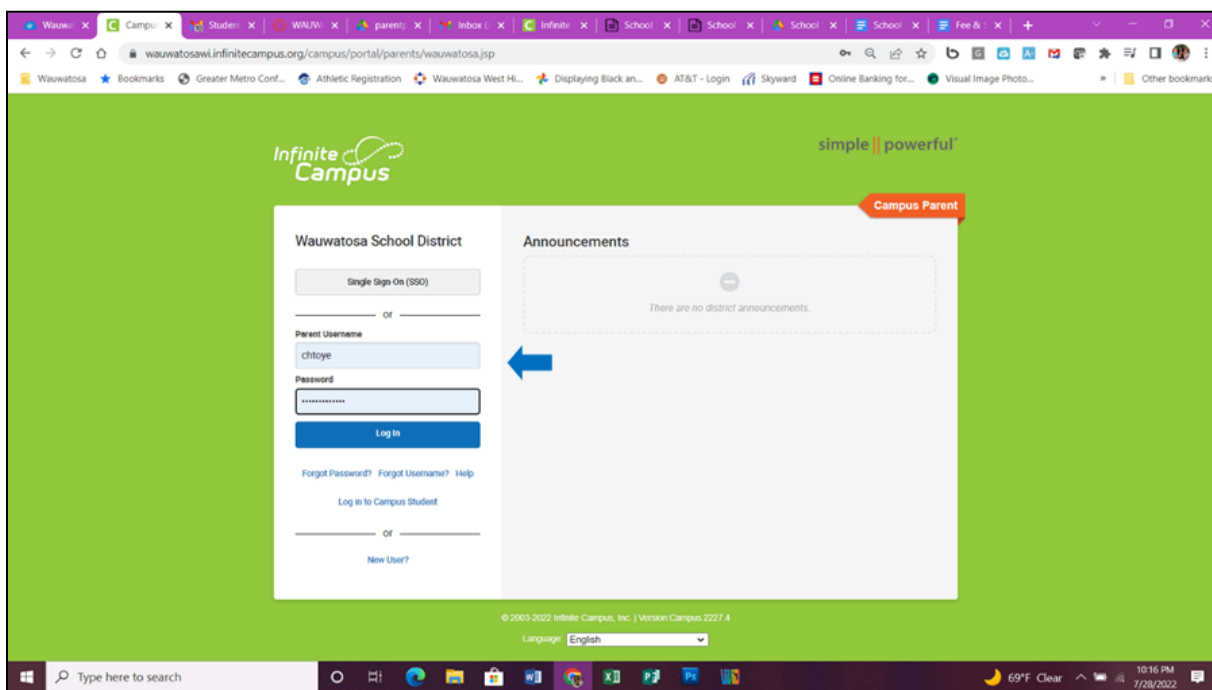
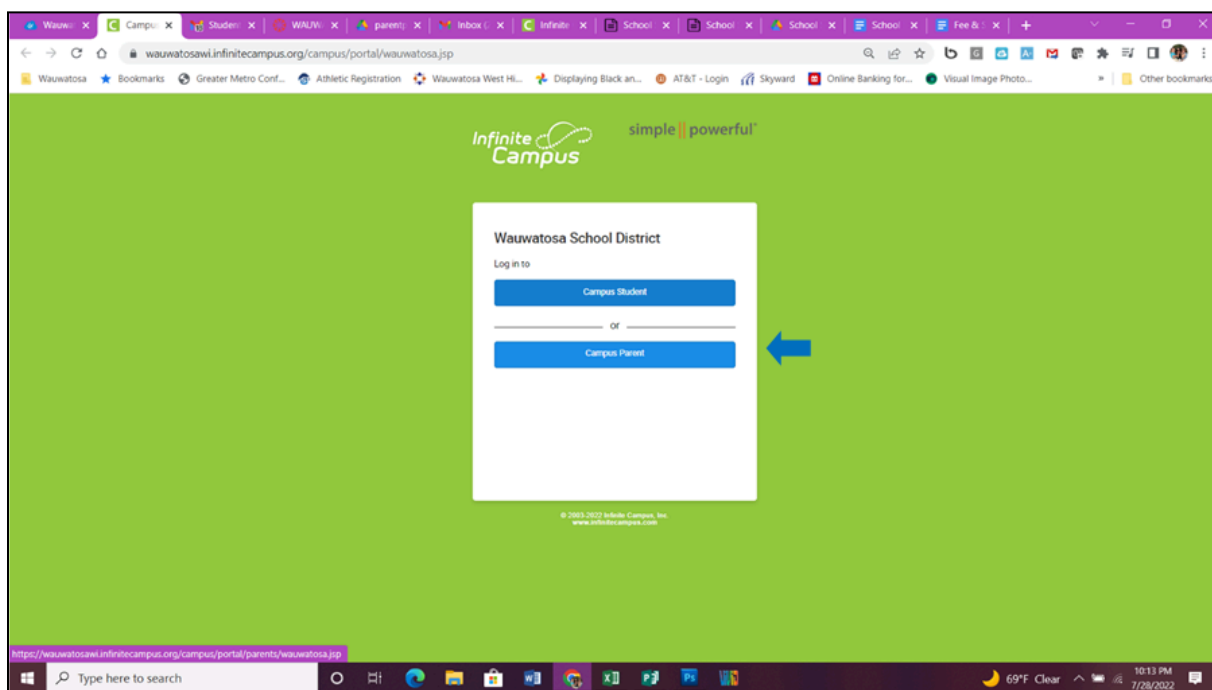


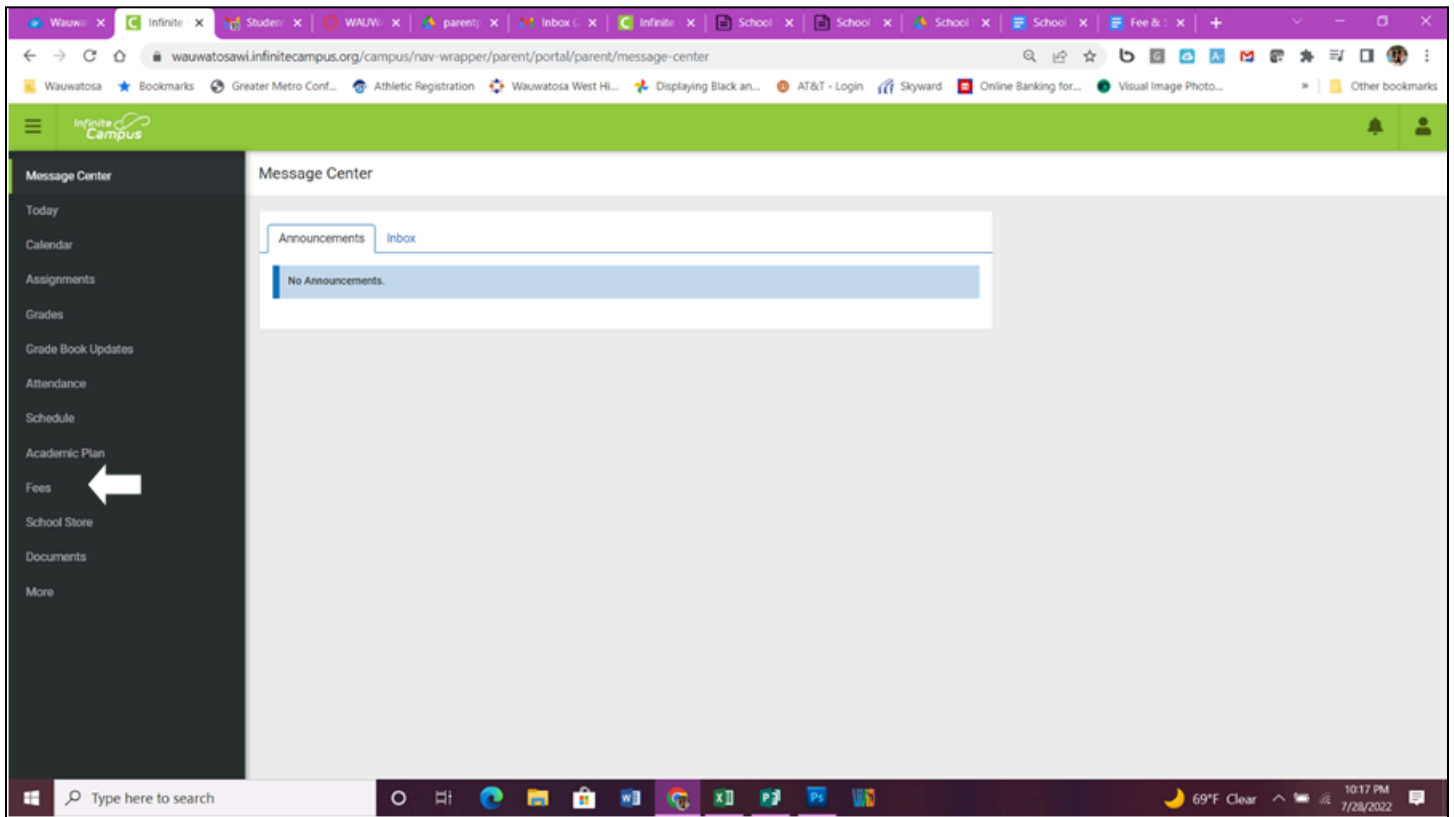
WAUWATOSA SCHOOL DISTRICT - INFINITE CAMPUS INSTRUCTIONS FOR FEE AND SCHOOL STORE PAYMENTS

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!

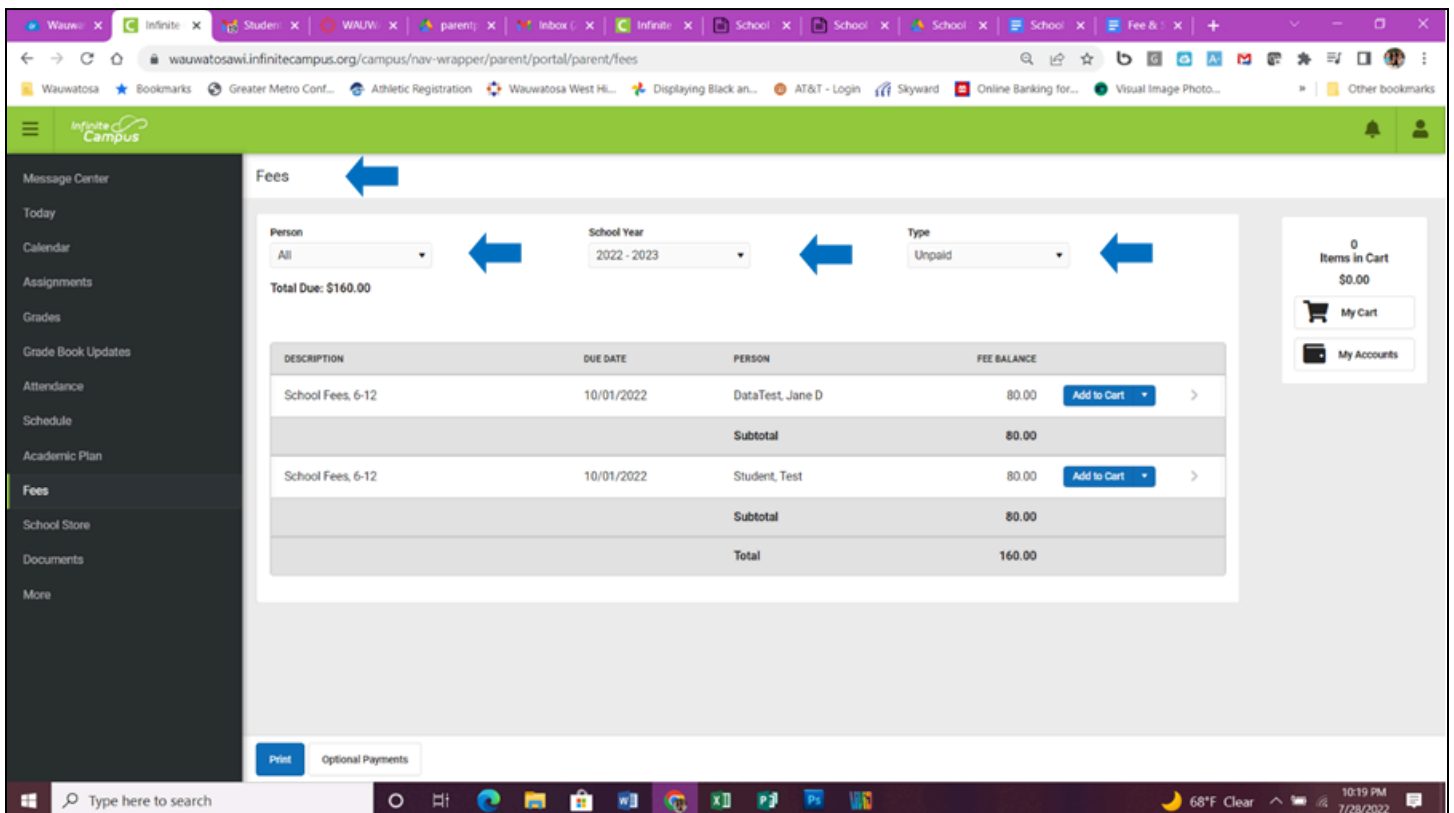
1. Log into Infinite Campus via the Parent Portal.



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.

The screenshot shows the 'Fees' page in the Infinite Campus parent portal. The page has a sidebar with navigation links: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees (highlighted), School Store, Documents, and More. The main content area displays filters for Person (All), School Year (2022 - 2023), and Type (Unpaid). Below the filters, it shows 'Total Due: \$160.00'. A table lists fees with columns: DESCRIPTION, DUE DATE, PERSON, and FEE BALANCE. The first row is 'School Fees, 6-12' due 10/01/2022 for 'DataTest, Jane D' with a balance of 80.00. A dropdown menu is open for this row, showing options: 'Add to Cart', 'Full Amount', 'Partial Amount', and 'Add to Cart'. A blue arrow points to the 'Full Amount' option. The second row is a 'Subtotal' of 80.00. The third row is 'School Fees, 6-12' due 10/01/2022 for 'Student, Test' with a balance of 80.00. The fourth row is another 'Subtotal' of 80.00. The final row is the 'Total' of 160.00. On the right side, there is a 'My Cart' section showing '0 Items in Cart \$0.00' and buttons for 'My Cart' and 'My Accounts'. At the bottom, there are 'Print' and 'Optional Payments' buttons. The Windows taskbar at the bottom shows the date as 7/29/2022 and the time as 10:48 AM.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
School Fees, 6-12	10/01/2022	DataTest, Jane D	80.00
Subtotal			80.00
School Fees, 6-12	10/01/2022	Student, Test	80.00
Subtotal			80.00
Total			160.00

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

The screenshot shows the 'Fees' page after one fee has been added to the cart. The table is the same as in the previous screenshot, but the first row 'School Fees, 6-12' for 'DataTest, Jane D' now has an 'IN CART' button next to the 80.00 balance, with a blue arrow pointing to it. The 'Subtotal' row remains 80.00. The second row 'School Fees, 6-12' for 'Student, Test' still has an 'Add to Cart' button. The 'Total' row remains 160.00. On the right side, the 'My Cart' section now shows '1 Items in Cart \$80.00', with a blue arrow pointing to it. The 'My Cart' and 'My Accounts' buttons are still present. The 'Print' and 'Optional Payments' buttons are at the bottom. The Windows taskbar at the bottom shows the date as 7/29/2022 and the time as 10:53 AM.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
School Fees, 6-12	10/01/2022	DataTest, Jane D	80.00
Subtotal			80.00
School Fees, 6-12	10/01/2022	Student, Test	80.00
Subtotal			80.00
Total			160.00

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

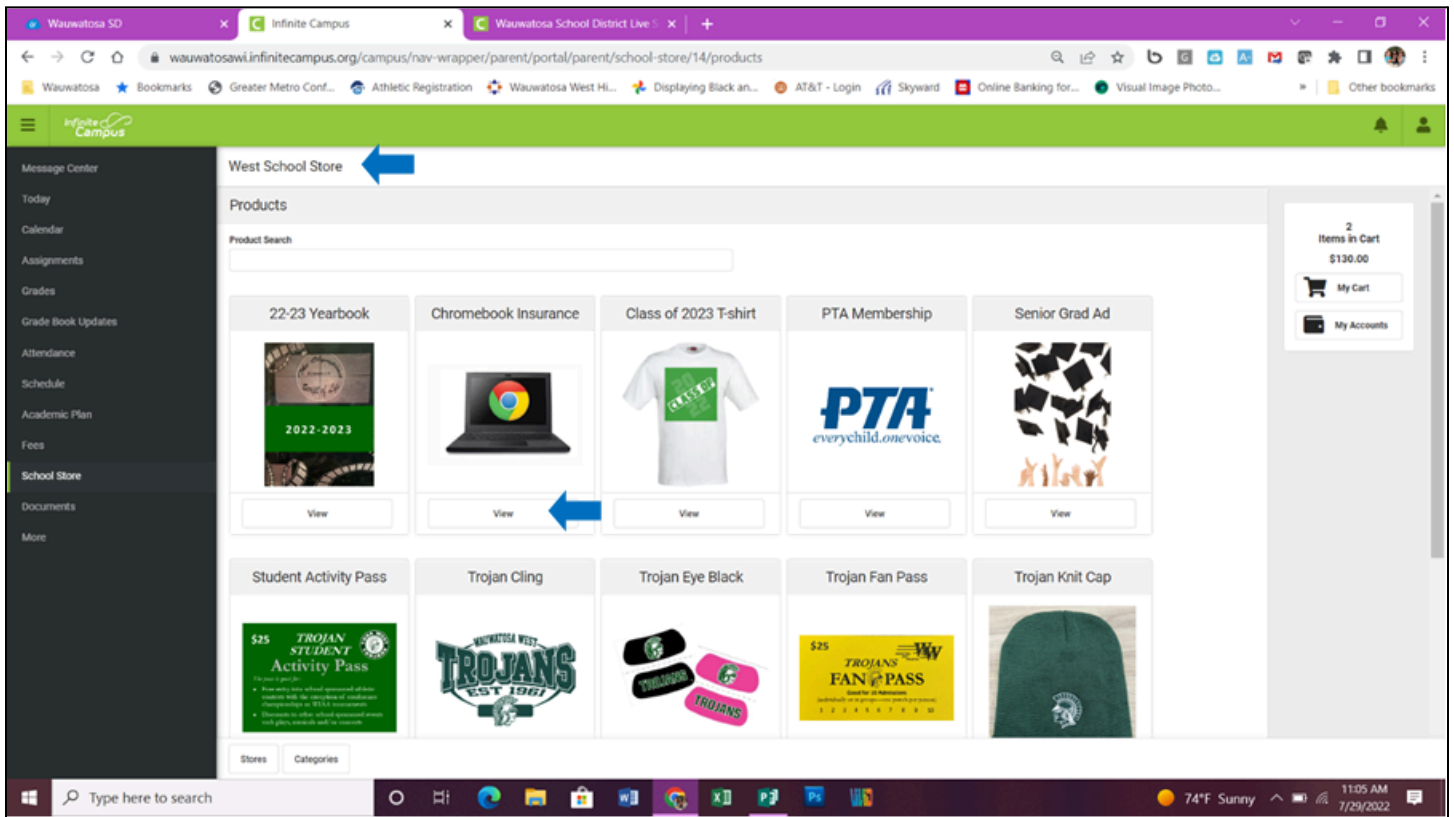
The screenshot shows the Infinite Campus Parent Portal. The left navigation bar is on the left, with 'School Store' highlighted by a white arrow. The main content area is titled 'Fees' and displays a table of fees for the 2022-2023 school year. The table has columns for Description, Due Date, Person, and Fee Balance. The total due is \$160.00. A right sidebar shows a cart with 2 items for \$130.00.

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE
School Fees, 6-12	10/01/2022	DataTest, Jane D	\$0.00
Subtotal			\$0.00
School Fees, 6-12	10/01/2022	Student, Test	\$0.00
Subtotal			\$0.00
Total			160.00

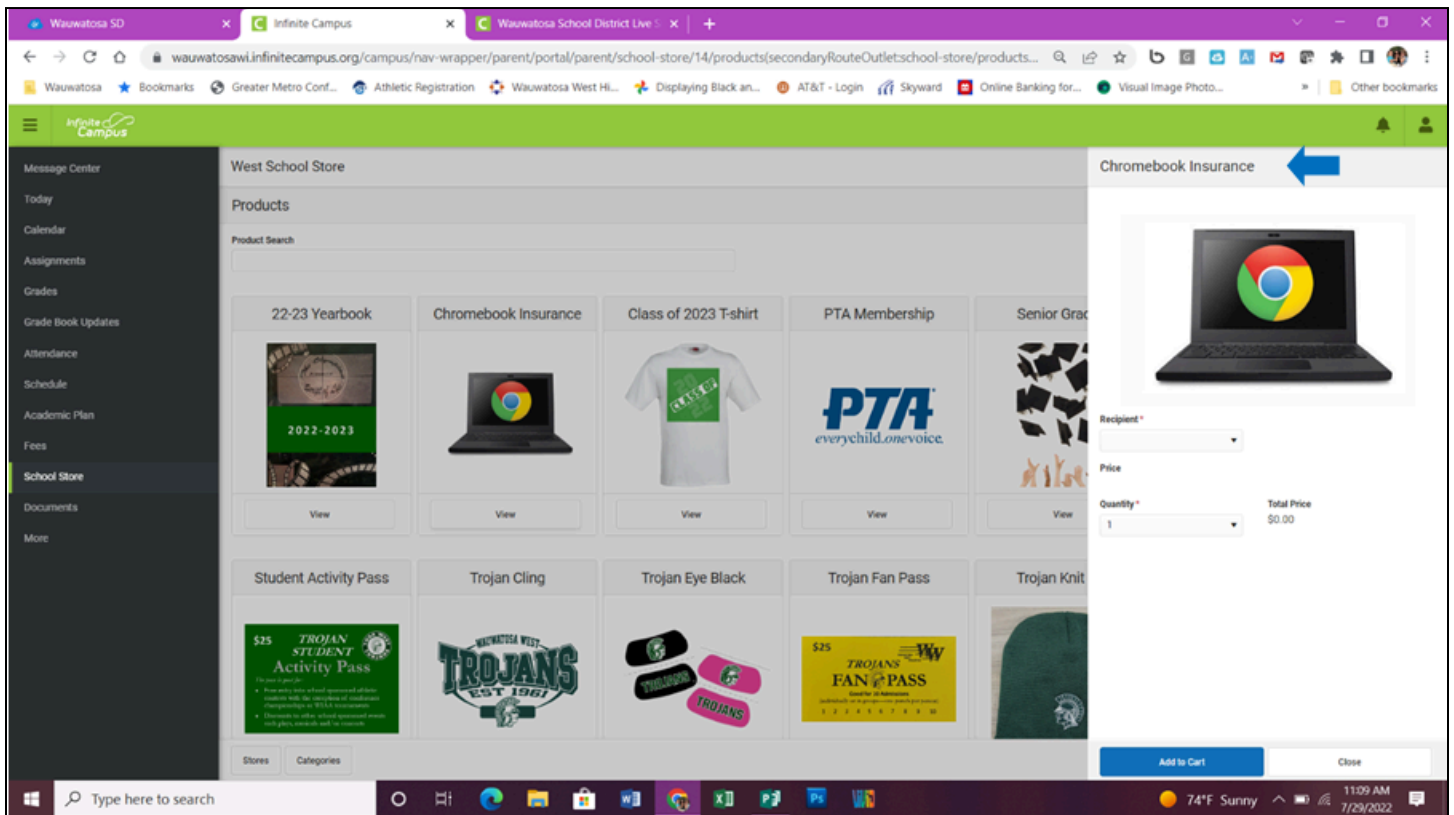
7. The School Store screen displays. All associated schools with the parent will be listed. Click the Shop button of the appropriate school.

The screenshot shows the Infinite Campus Parent Portal. The left navigation bar is on the left, with 'School Store' highlighted. The main content area is titled 'School Store' and displays a search bar. Below the search bar, there is a list of schools. The 'West School Store' is highlighted with a blue arrow, and its 'Shop' button is also highlighted with a blue arrow.

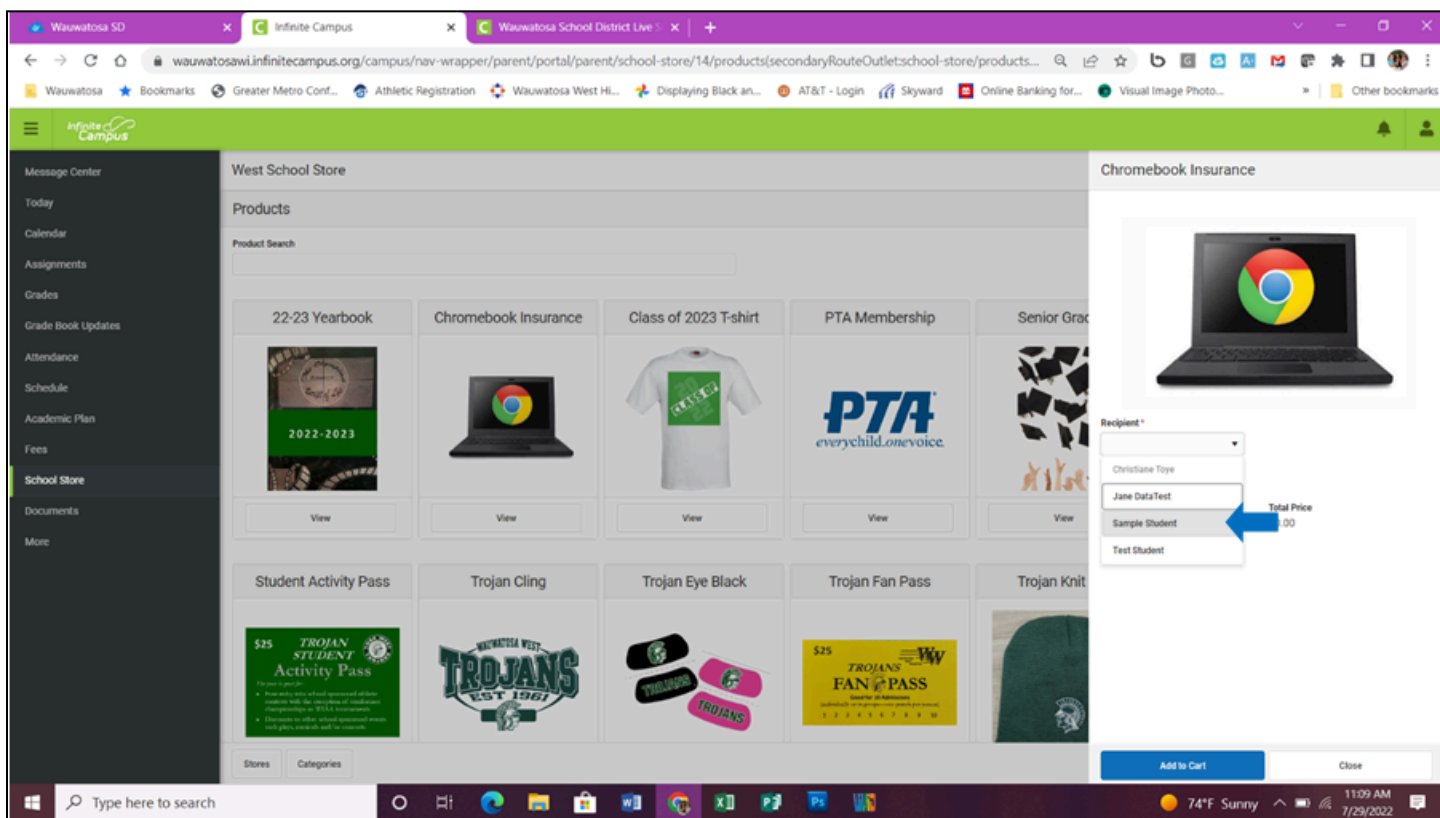
8. The School Store screen displays. Click View of the product.



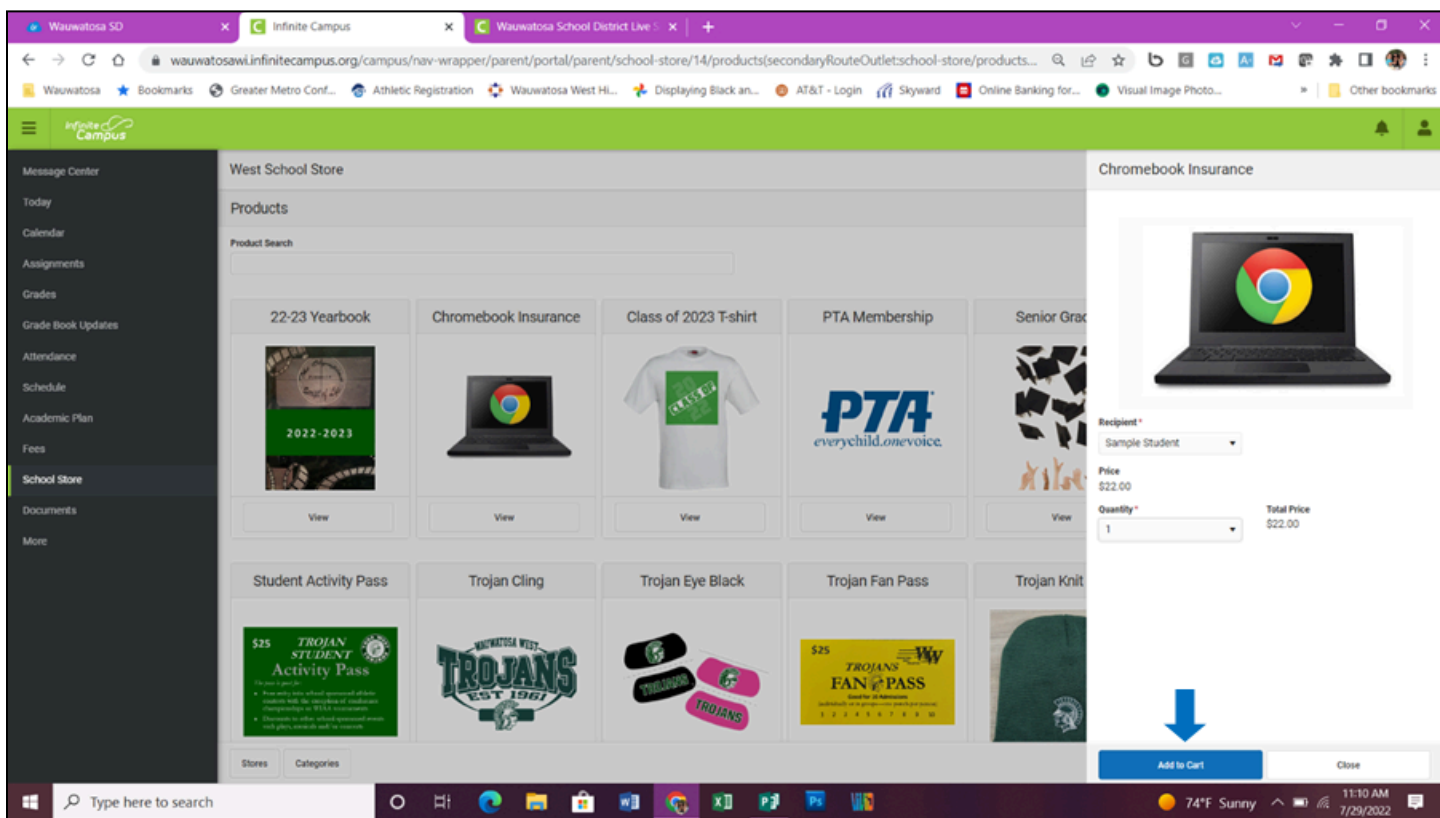
9. The Product window displays.



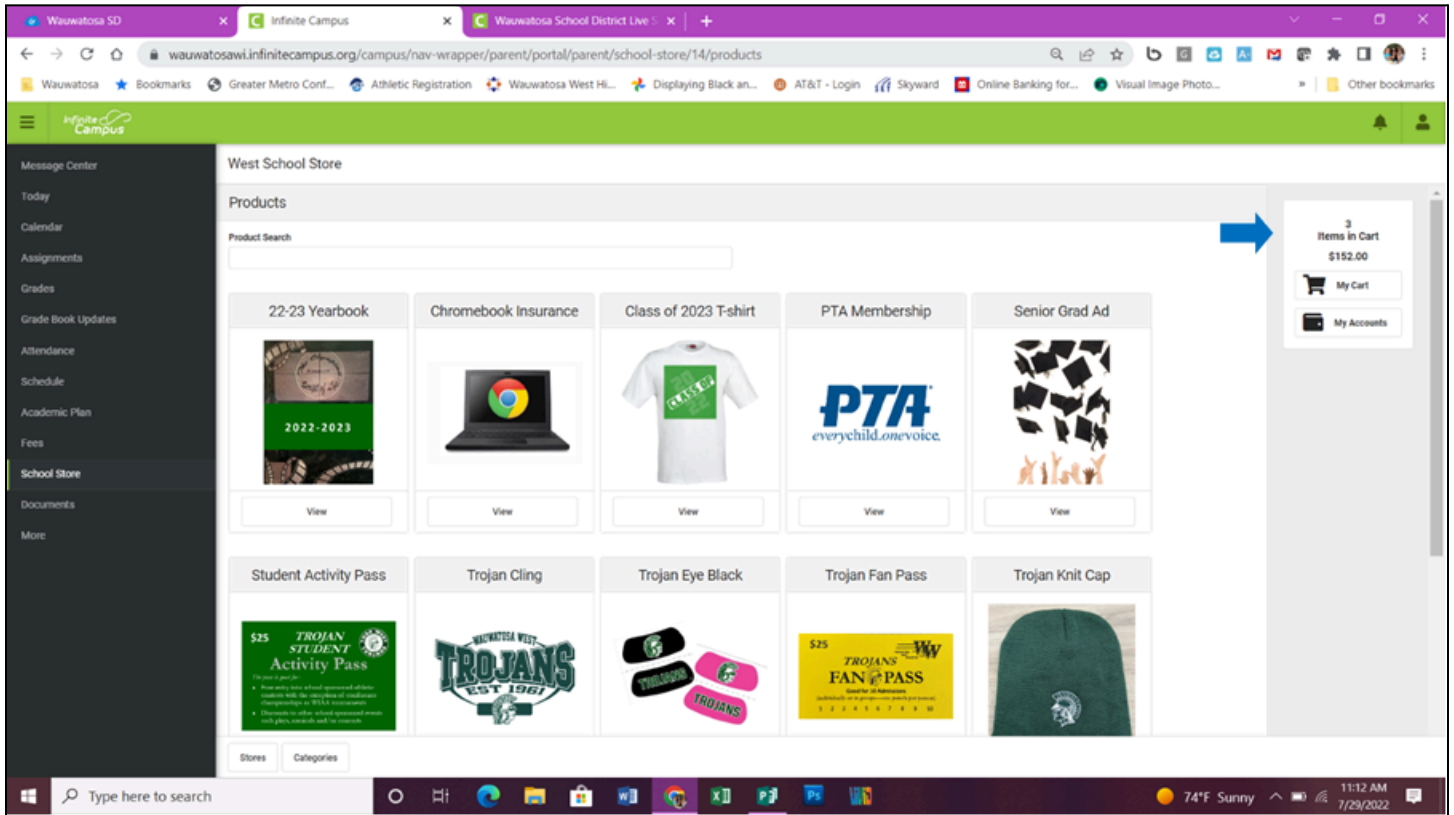
10. To order the product, select the Recipient from the Recipient dropdown.



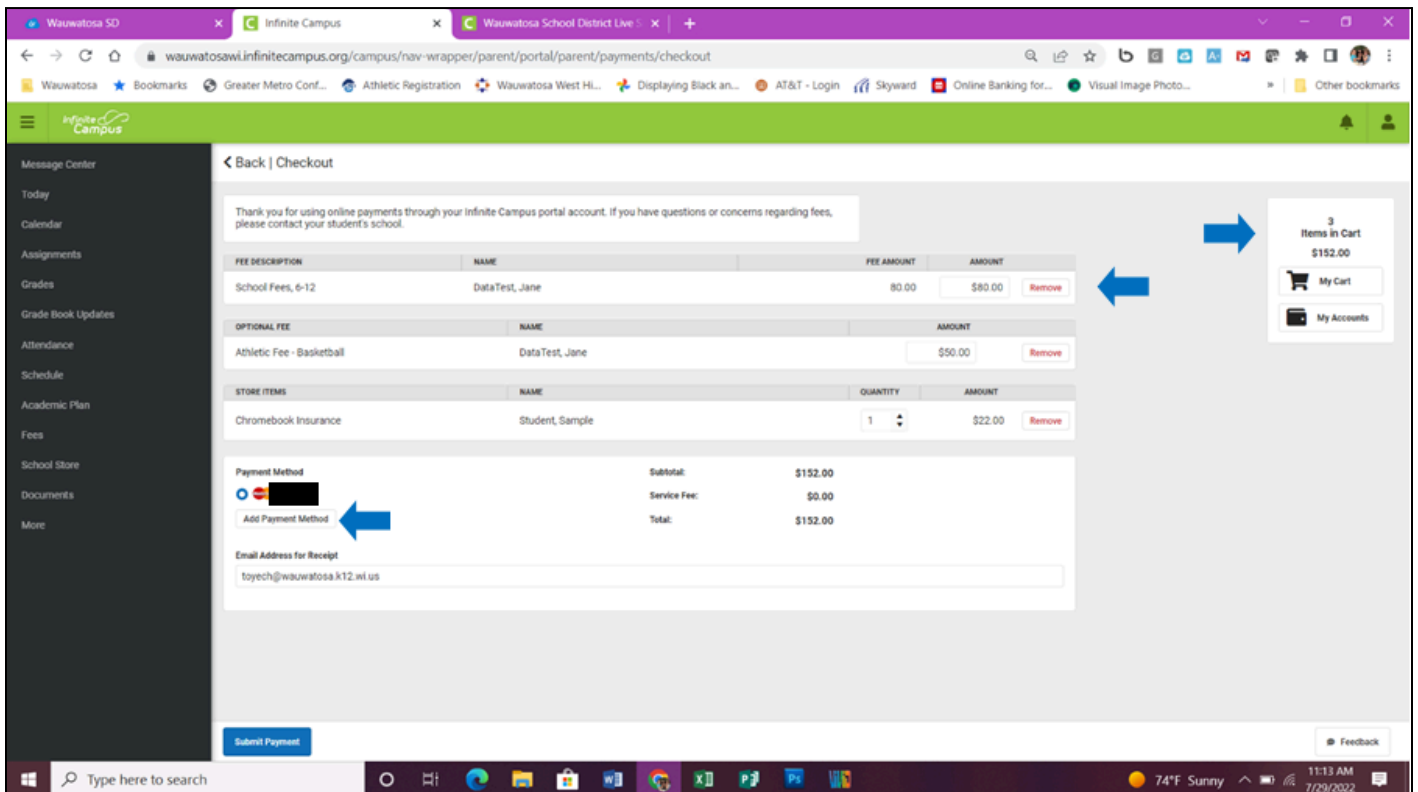
11. Select quantity and click Add to Cart button.



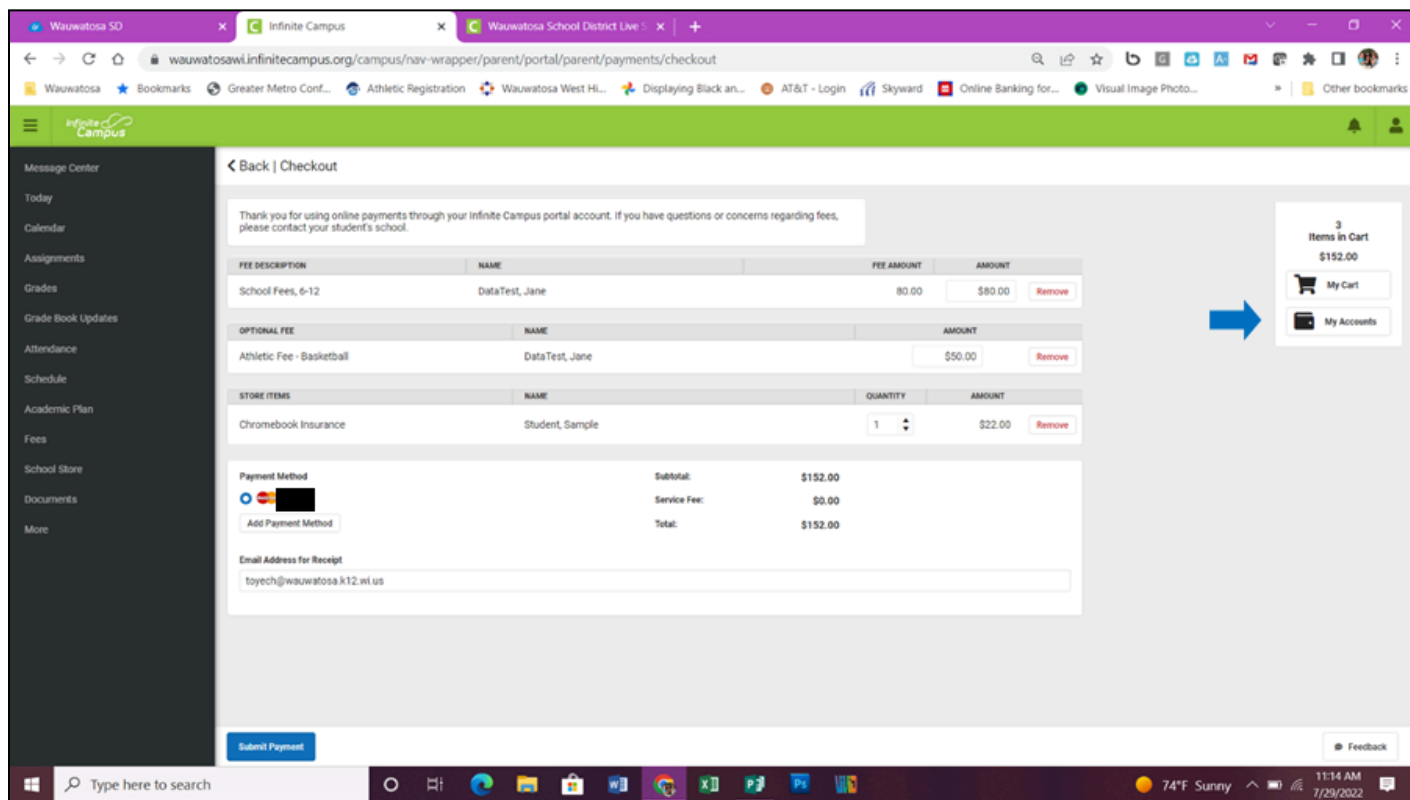
12. The School Store displays. Note: the cart will include required fees and optional School Store fees/products. Click the Cart button.



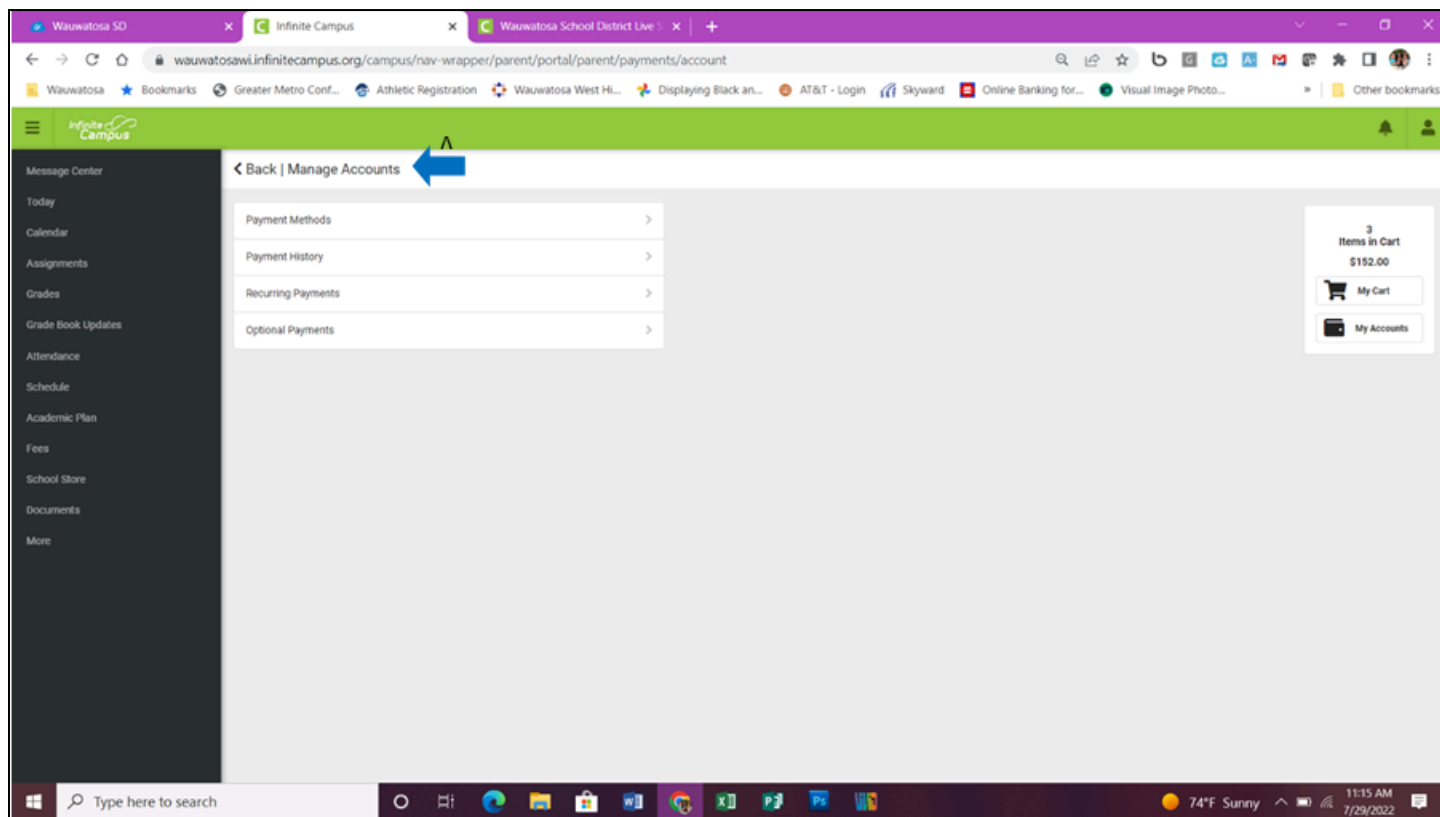
13. The Checkout screen displays. All cart items will be listed. At this time, fees may be removed from the Cart by clicking Remove. Click Add Payment Method.



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.

The screenshot shows the 'Back | Checkout' page in the Infinite Campus portal. The page lists items for checkout: School Fees (\$80.00), Athletic Fee (\$50.00), and Chromebook Insurance (\$22.00). The subtotal is \$152.00. A blue arrow points to the 'Submit Payment' button at the bottom left of the page.

FEE DESCRIPTION	NAME	FEE AMOUNT	AMOUNT
School Fees, 6-12	DataTest, Jane	80.00	\$80.00

OPTIONAL FEE	NAME	AMOUNT
Athletic Fee - Basketball	DataTest, Jane	\$50.00

STORE ITEMS	NAME	QUANTITY	AMOUNT
Chromebook Insurance	Student, Sample	1	\$22.00

Payment Method: [Redacted]
Add Payment Method

Subtotal: \$152.00
Service Fee: \$0.00
Total: \$152.00

Email Address for Receipt: toyech@wauwatosa.k12.wi.us

Submit Payment

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

The screenshot shows the same checkout page as before, but with a 'Confirm Payment' dialog box overlaid in the center. The dialog box asks 'Do you want to submit this payment of \$152.00?' and has 'Yes' and 'No' buttons. A blue arrow points to the 'Yes' button.

Confirm Payment

Do you want to submit this payment of \$152.00?

Yes No

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

The screenshot shows the Infinite Campus web interface. The left sidebar contains navigation links: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Academic Plan, Fees, School Store, Documents, and More. The main content area is titled 'Receipt' and displays a payment confirmation for 07/29/2022. It includes a table of fees and items, a total amount of \$152.00, and a payment method of Mastercard. A 'Print' button is located at the bottom left. On the right, there is a shopping cart icon showing 0 items.

FEE	NAME	AMOUNT
School Fees, 6-12	DataTest, Jane	\$80.00

OPTIONAL FEE	NAME	AMOUNT
Athletic Fee - Basketball	DataTest, Jane	\$50.00

STORE ITEMS	NAME	QUANTITY	AMOUNT
Chromebook Insurance	Student, Sample	1	\$22.00

Total: \$152.00
 Payment Method:
 Email Address for Receipt: toyech@wauwatosa.k12.wi.us

19. Sample of the receipt.

The screenshot shows a sample receipt document titled 'Thank You For Your Payment'. It includes contact information for Wauwatosa School District, a reference number, a payment method of Mastercard, and a total amount of \$152.00. The receipt lists fees and items in a table format. A white arrow points to the print icon in the top right corner of the document viewer.

Thank You For Your Payment

Page 1 of 1

Date: 07/29/2022 Reference: p1_txn_62e409d6b9826cb8a4a9c70 Payment Method: mastercard *8548

Total: \$152.00

Thank you for your Online Payment
 If paying via e-check please allow up to 48 hours for payment processing.

Fee	Name	Amount
School Fees, 6-12	DataTest, Jane	\$80.00

Optional Fee	Name	Amount
Athletic Fee - Basketball	DataTest, Jane	\$50.00

Store Item	Name	Quantity	Amount
Chromebook Insurance	Student, Sample	1	\$22.00