

Park Hill High School
Online Payment Options
PSAT Test – October 13, 2021

We are excited to offer online payment options for testing fees students accumulate throughout the year.

Once a student signs up to take the **PSAT test** (using the google form provided in the parent email from counseling or available to students directly in the counseling office) the student will automatically be assessed the \$20 fee for the exam. The \$20 fee will be directly added to a student's [Fee Statement Account] on Infinite Campus. A student and/or parent has three options to pay for this fee: (1) Cash, (2) Check, (3) Online credit card or debit card payment.

- Students/parents who wish to pay Cash/Check can bring money directly to the front office at PHHS.
- Parents wishing to make payment using a debit/credit card will follow the directions below.

PSAT Sign Ups begin: August 20th, 2021

PSAT Payments will be posted on Infinite Campus.

The screenshot shows the Infinite Campus login interface for Park Hill High School. On the left, there is a login form with fields for "Parent Username" and "Password", a blue "Log In" button, and links for "Forgot Password?", "Forgot Username?", "Help", and "Log in to Campus Student". Below the form is a separator line with "OR" and a link for "New User?". On the right, there is an "Announcements" section with a dashed border and the text "There are no district announcements." A red "Campus Parent" badge is in the top right corner. The footer contains the copyright notice "©2003-2019 Infinite Campus, Inc. | Version: Campus.1925.6" and a language dropdown menu set to "English".

The screenshot shows the Infinite Campus Message Center. On the left is a dark sidebar with a menu: "Message Center", "Today", "Calendar", "Assignments", "Grades", "Grade Book Updates", "Attendance", "Schedule", "Fees" (highlighted with a red box), "Reports", "Discussions", and "More". The main content area is titled "Message Center" and has tabs for "Announcements (14 new)" and "Inbox (6 new)". The first message is from "Park Hill High School" (NEW) dated 08/21/2019, with the subject "TODAY IS WEDNESDAY, AUGUST 21 - WHITE DAY". The message text includes: "STUDENT OF THE DAY: Riya Shah, nominated by Mr. Shore for going above and beyond during Freshman Orientation to ensure that nobody got lost or confused. Congratulations! Pick up your free cookie coupon at Reception. STUDENT BIRTHDAYS: Carter Shilko, Thomas Holmden, Alexander Lash, Timarson Noda, Ethan Mongar, Brady Liseck, Skylar Rash, Elijah Brown, and Nicole Johnson. STAFF BIRTHDAYS: Mr. Unsell. Please log onto your laptops and check your email." The second message is also from "Park Hill High School" (NEW) dated 08/21/2019, with the subject "Student Council's second annual Trojan tailgate is August 30th from 5 pm until kickoff in the east (baseball) parking lot. There will be games, booths, spirit squads, food trucks, and activities. Join us for the fun!".

The screenshot shows the 'Fees' section of the Infinite Campus interface. At the top, it displays 'Total Due: \$20.00'. Below this, there are dropdown menus for 'School Year' (set to 2019 - 2020) and 'Type' (set to Unpaid). A table lists the fees:

DESCRIPTION	DUE DATE	FEE BALANCE
PHHS PSAT Test	08/21/2019	20.00
Subtotal		20.00

The row for 'PHHS PSAT Test' is highlighted with a red border, and the 'Add to Cart' button next to it is also highlighted. A blue arrow points from the text below to this button. On the right side, a black box contains the text 'Student name, picture appear here'. Below that, a cart summary shows '0 Items in Cart \$0.00' and buttons for 'My Cart' and 'My Accounts'.

You must add the item you wish to pay to the Cart.

This screenshot shows the same 'Fees' page after the 'PHHS PSAT Test' item has been added to the cart. The table now shows the item with an 'IN CART' button instead of 'Add to Cart'. The cart summary on the right is updated to show '1 Item in Cart \$20.00'. A blue arrow points from the text below to the updated cart summary. The 'Student name, picture appear here' box and other interface elements remain the same.

Your cart should now reflect the item you wish to pay for (PSAT test - \$20.00).