



**MILWAUKEE
PUBLIC SCHOOLS**

Riverside University High School

Infinite Campus - Student Fees

Milwaukee Public Schools will no longer use My Payments Plus to record and accept payments towards student fees. Parents and Students can now review fees and pay directly on the Infinite Campus site using a credit/debit card (service fee charge will be applied). Payments can be made in cash or personal check at the school.

Where do I go to view and pay fees?

The Fees tool is available in the outline on the left.

How do I Pay a Fee?

DESCRIPTION	DUE DATE	FEE BALANCE
Prior Year Balance		500.00
MS Boys 1st Athletic Sport Fee	09/30/2019	100.00
MS Extra PE shorts	10/31/2019	7.50
Subtotal		607.50

1. Select **Fees**.
2. Select **Add to Cart** next to the Fee you want to pay.
3. Select **My Cart**.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).
5. Select **Submit Payment**.



**MILWAUKEE
PUBLIC SCHOOLS**

How do I find unpaid fees?

Select *Unpaid* in the **Type** dropdown list.

Be sure to select the **School Year** where you have unpaid fees. Campus selects the current year by default; however, if you need to find a fee from a prior year you must select the year in the School Year dropdown list.

School Year: 2019 - 2020

Type: Unpaid

Total Due: \$607.50

Total Surplus: \$500.00

Fees

School Year: 2018 - 2019

Type: Unpaid

Total Due: \$507.50

Total Surplus: \$500.00

DESCRIPTION	DUE DATE	FEE BALANCE
Class Trip	09/30/2019	400.00
Subtotal		

Class Trip

Due Date: 09/17/2019

DESCRIPTION	DATE	AMOUNT
Class Trip	09/30/2019	500.00
Payment	09/19/2019	-100.00

Payment History tool

The [Payment History](#) tool is a good place to review all payments you have made including payments for Fees.

How do I pay Optional Fees?

Optional fees are fees that are not assigned to you directly. This could be things like, donations to the school, field trips, yearbooks, dances/events, etc. Optional Fees are paid using the Optional Payments tool. While adding Fees to My Cart, you can click the **Optional Payments** button to get to the Optional Payments tool.



Message Center
Today
Calendar
Assignments
Grades
Grade Book Updates
Attendance
Schedule
Responsive Schedule
Food Service
Fees
Reports
Discussions
More

Fees

Person: All School Year: 2019 - 2020

Total Due: \$370.00

DESCRIPTION	DUE DATE
FS Classroom Healthy Treat	09/30/2019
Kennedy Activites	09/30/2019

Print Optional Payments

Pay a Fee

Select **Fees**.

Result - The Fees screen displays and automatically displays any unpaid fees for the current school year.

If you are using Campus Parent and have access to multiple students, be sure to select the correct student/person in the Person dropdown list. Selecting **All** allows you to see Fees assigned to everyone in your household.

Fees

Person: All School Year: 2019 - 2020

All
Smith, Jennifer L
Smith, Molly E

	DUE DATE
Kennedy Activites	09/17/2019
Kennedy Year Book Fee	09/17/2019
FS Classroom Healthy Treat	09/30/2019



Fees

0 Items in Cart \$0.00 My Cart My Accounts

Person: All School Year: 2019 - 2020 Type: Unpaid

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	Add to Cart >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart >
Subtotal				

Print Optional Payments

Select Add to cart next to the Fee you want to pay.

Tips

- If your school allows you to partially pay a fee, click the arrow and select **Partial Amount**. Enter the amount you want to pay then click **Add to Cart**.

The image shows a close-up of the 'FEE BALANCE' table. The 'Kennedy Activites' row is selected, and the dropdown menu is open, showing 'Full Amount' and 'Partial Amount' options. A red arrow points from the 'Partial Amount' option to a modal window titled 'Kennedy Activites'. The modal has a 'Payment Amount' field with '\$100.00' entered and 'Add to Cart' and 'Cancel' buttons.

- You can add additional Fees before checking out. You can also add [Food Service](#) payments and [Optional Payments](#) before checking out.



**MILWAUKEE
PUBLIC SCHOOLS**

Result: Campus puts the Fee in your cart and updates the total items and cost.

Fees

1
Items in Cart **\$150.00**

My Cart My Accounts

Person
All ▾

School Year
2019 - 2020 ▾

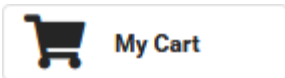
Type
Unpaid ▾

Total Due: \$180.00

DESCRIPTION	DUE DATE	PERSON	FEE BALANCE	
Kennedy Activites	09/17/2019	Smith, Molly E	150.00	IN CART >
Kennedy Year Book Fee	09/17/2019	Smith, Molly E	10.00	Add to Cart ▾ >
FS Classroom Healthy Treat	09/30/2019	Smith, Jennifer L	20.00	Add to Cart ▾ >
Subtotal				

Print

Optional Payments



Select

Result - The **Checkout** screen displays. All items added to your cart display. You can click the **Remove** button if you do not want to pay for an item at this time.

Tip: Partial Payments



If your district allows you to partially pay a fee, you can change how much you want to pay in the **Amount** field.

FEE	AMOUNT	
Kennedy Year Book Fee	\$10.00	Remove
Kennedy Activites	→ \$150.00	Remove




**MILWAUKEE
PUBLIC SCHOOLS**


← Back | Checkout

2 Items in Cart \$160.00  

FEE	NAME	AMOUNT	
Kennedy Year Book Fee	Smith, Molly	\$10.00	X
Kennedy Activities	Smith, Molly	\$150.00	X

Payment Method

 My Visa

 My Checking

Subtotal: \$160.00

Service Fee: \$5.00

Total: \$165.00


Email Address for Receipt

Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*).

Click the **Add Payment Method** button if the card or account you want to use is not set up. This option allows you to enter a new Payment Method then returns you to this screen.

Payment Method

DISCOVER DISC

 CHECK

Email Address for Receipt



**MILWAUKEE
PUBLIC SCHOOLS**



Submit Payment

Select

Result - A confirmation message displays. Click **OK**. The Receipt screen displays.

Click the **Print** button to print a copy of the receipt.

Receipt

0 Items in Cart \$0.00  My Cart  My Accounts

Thank you for your payment

Date: 09/19/2019 Reference #: 181701948
Thank you for your payment. Credit/Debit card payments are processed simultaneously however, if using e-check processing, the vendor processes it as fast as they can but some are 24-48 hour window to process.

FEE	NAME	AMOUNT
Kennedy Year Book Fee	Smith, Molly	\$10.00
Kennedy Activites	Smith, Molly	\$150.00

Service Fee: \$5.00
Total: \$165.00

Payment Method:
VISA
My Credit Card

Email Address for Receipt: test@testemail.com

Print