

Infinite Campus Fees and the Online Payment Guide

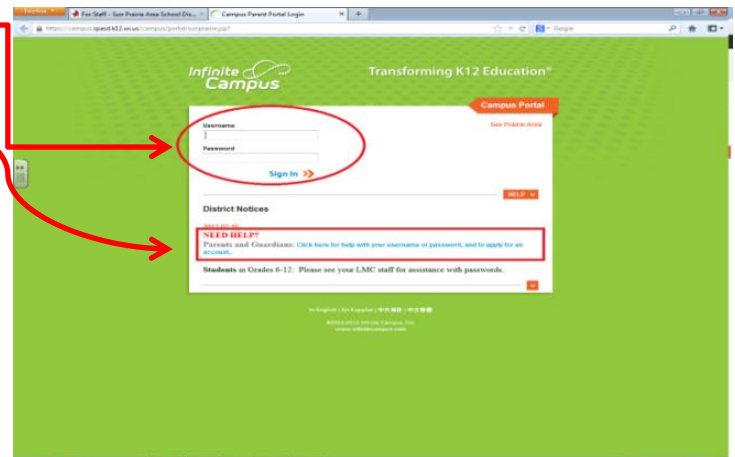
Sun Prairie Area School District, 2013

1. Logging into the portal

1. Sun Prairie Area School District website
 - <http://www.sunprairie.k12.wi.us/>
2. Click on the Infinite Campus Family symbol (arrow)

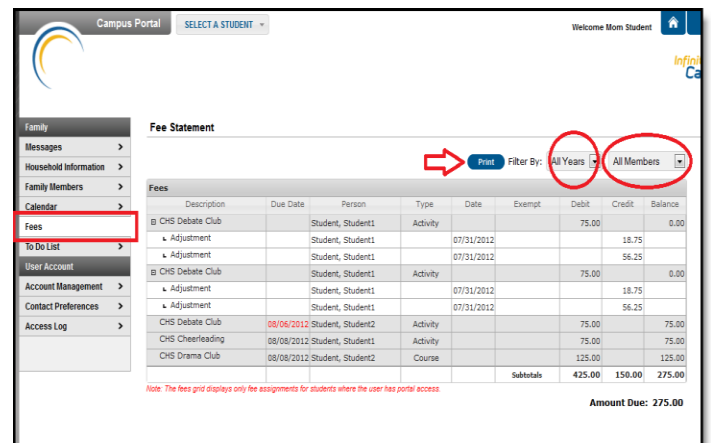


3. Login with your username and password
4. Select **NEED HELP?** Link for help with your username/ password or for a new account.



2. Viewing your fees and balances

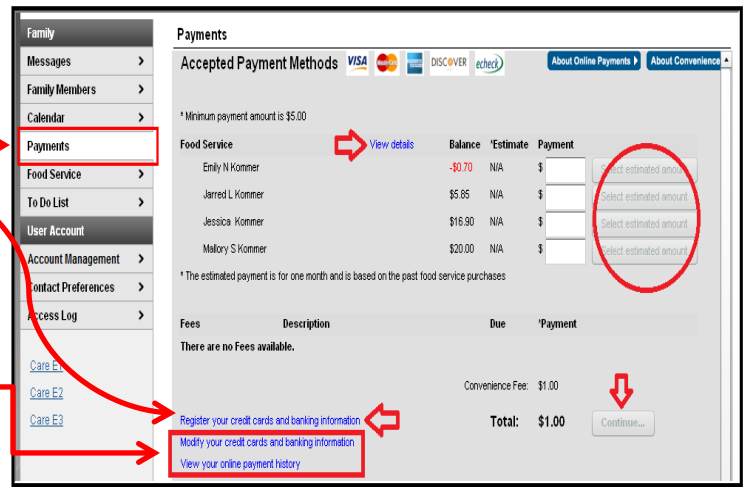
1. Select the **Fees** tab (Rectangle)
2. Select the **All Year** list for specific years (circle)
3. Select the **All Members** list for specific member (Oval)
4. Select the **Print** symbol to print your fees (Arrow)



3. Making an Online Payment

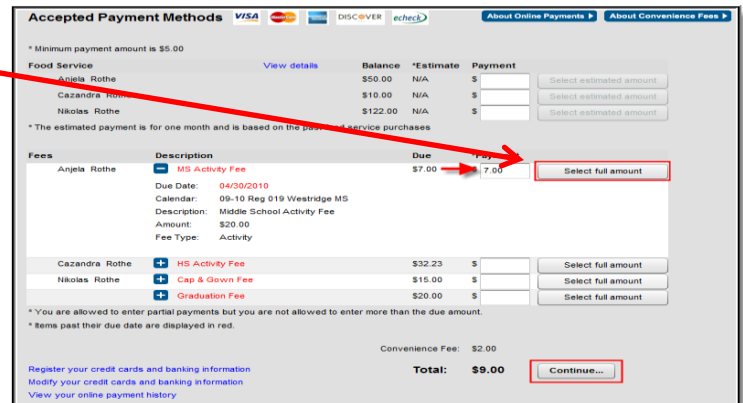
1. Select the **Payments** tab (rectangle)
2. Select **View details** to see details of the fee(s) (Arrow)
3. Select which fees you want to pay (Circle)
4. **You must register** your payment information before you can make a payment. (Arrow)

Payments can be made with VISA, Mastercard, and personal check.

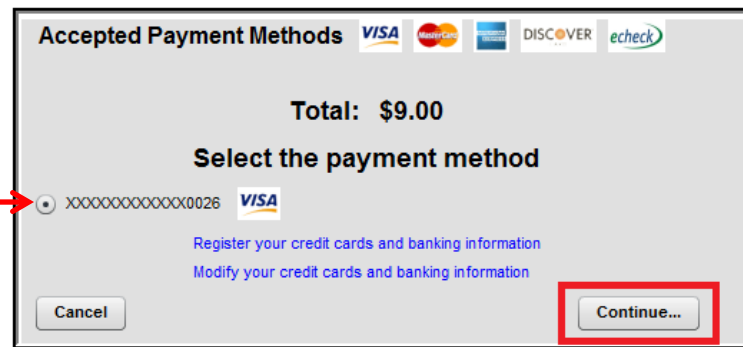


5. You can modify or see your online payment history (rectangle on the bottom)
6. Select **Continue** to proceed with your payment. (Arrow)

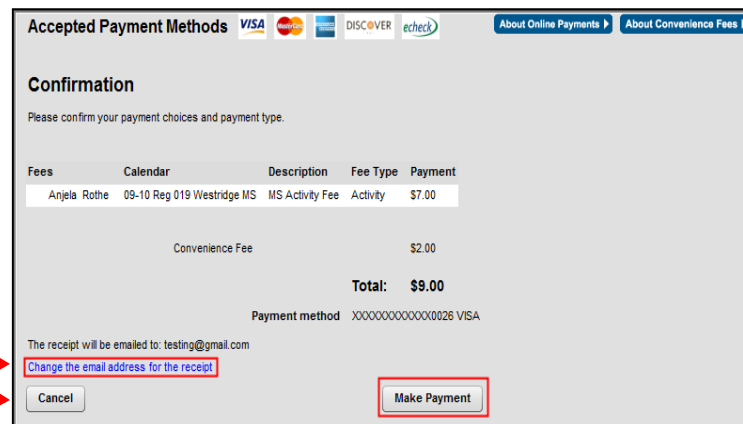
7. You can **Select full amount** or put in a different amount (Arrow)
8. Select **Continue** to proceed to the Payment Method screen.



9. Select the appropriate payment method (**previously registered**)
10. Select **Continue** to the fees Confirmation page



11. Review the payment information
12. Select **Change the email address for the receipt** if you need to modify your email
13. Select **Cancel** to exit without paying



14. Select **Make Payment** to process payment (Rectangle)