

Infinite Campus Online Payments Now Available!

Infinite Campus Online Payment Procedures

Infinite Campus allows payments to be made through Campus Portal. Parents/guardians may have a single account where they can make payments, check grades, find homework and more. Use our automated online payment system to pay high school and middle school course and activity/athletic fees and make food service deposits anytime, night or day! Our online payment system accepts payments from your bank's checking or savings accounts, Visa, Mastercard, and Discover.

*Note: Currently, the online fee payment option is only available through the Parent Portal website and not the mobile app.

First Time Users

If this is your first time making an online payment, you must first set up banking information. Users will need both their bank account and routing numbers in order to enter payment information. Please keep in mind your payment method will be saved in the Infinite Campus Portal account you are using and will be available for anyone who logs into your account. Refer to the document, **Managing Payment Information [link to pdf]** for step by step directions on how to setup your account information.

How do I access online payments?

Go to the Infinite Campus Portal. Log into your Campus Portal account. If you do not have a Campus Portal account, please contact the School District Office at 715-273-3900.

How do I make a payment?

Once you have logged into Campus Portal there will be a Payments link on the left-hand side of the screen. Click on the link and users will see what fees and lunch balances apply to the student(s). Families can make fee payments for class fees beginning with the 2017-2018 school year as well as add money to students' lunch accounts while in this section. Refer to the document **Making Online Payments[link pdf]** for step by step directions on how to make payments online.

Whom do I Contact if I have question or concern about a lunch account charge?

Lunch account inquiries should be addressed with the Food Service Director, Dee Rasmusson at 715-273-3910.

Beginning with the 2017-2018 school year, address any concerns about outstanding course fees that are applied to accounts with the school's secretary first for assistance. If you need further assistance, direct your attention to the School District Office at 715-273-3900 for help.

Important Account Security Information

Please be aware that your Infinite Campus Portal account is set up by household. Any user with access to the household account will also have access to the online payment features and credit card/bank account information. This could possibly come into play if, for instance, you have given your child your account access information. For your security it is recommended that only a Parent/Guardian have access to the Parent Portal. If you need assistance with Portal security settings, please contact the School District Office at 715-273-3900.

There is a \$2.00 convenience fee for each transaction. This allows the school district to recover some of the cost for providing this service. If you wish to avoid the convenience fee, cash and checks are still welcome.

Need Help? Refer to the documents below for step by step directions.

Managing Payment Information[\[link pdf\]](#)

Use this guide sheet to help you set up your banking information to pay fees and add funds to lunch accounts via your bank's checking or savings accounts.

Making Online Payments[\[link pdf\]](#)

Use this guide sheet to help you make payments as well as to help users electronically add funds to your food service accounts.