

Parent Portal and PayForIt Instructions

1. Go to the IC Parent Portal Login site

<https://mycampus.asd20.org/campus/portal/academy20.jsp?tatus=portalLogoff&lang=en>

If you have any questions or need assistance with your parent portal account you can contact the helpdesk at help@asd20.org

The screenshot shows the 'Campus Parent Portal Login' page. On the left is the 'Infinite Campus' logo and a welcome message. The main content area has three sections: 'First time using Campus Portal?' with links for activation keys, 'Already have a Campus Portal account?' with 'User Name' and 'Password' input fields and a 'Log In' button, and 'District Notices' with a notice dated 2012-05-31. A blue arrow points to the login fields with the text 'Enter your Username and Password'. A red arrow points to the 'Problems logging in?' link with the text 'If you are struggling to log-in, click here.'.

2. Once in the IC window, click PayForIt or Extended Portal. You need to visit both sites. Directions will continue for the Extended Portal. Scroll down for PayForIt directions.

The screenshot shows the parent portal home page. On the left is a navigation menu with 'Family' selected, containing 'Messages 6', 'Household Information', 'Family Members', 'Calendar', 'To Do List', 'User Account', 'Change Password', 'Contact Preferences', and 'Access Log'. The main content area shows 'District Notices - 2 messages'. The first notice, dated 08/08/2011, mentions 'PayForIt.net' and 'http://www.PayForIt.net'. A yellow arrow points to this notice with the text 'Click on the PayForIt link to pay your fees for 2012-13'. The second notice, dated 08/11/2009, has a link for 'Extended Portal'. A green arrow points to this link with the text 'Click Extended Portal'. At the bottom, there is a helpdesk contact link: 'help@asd20.org'.

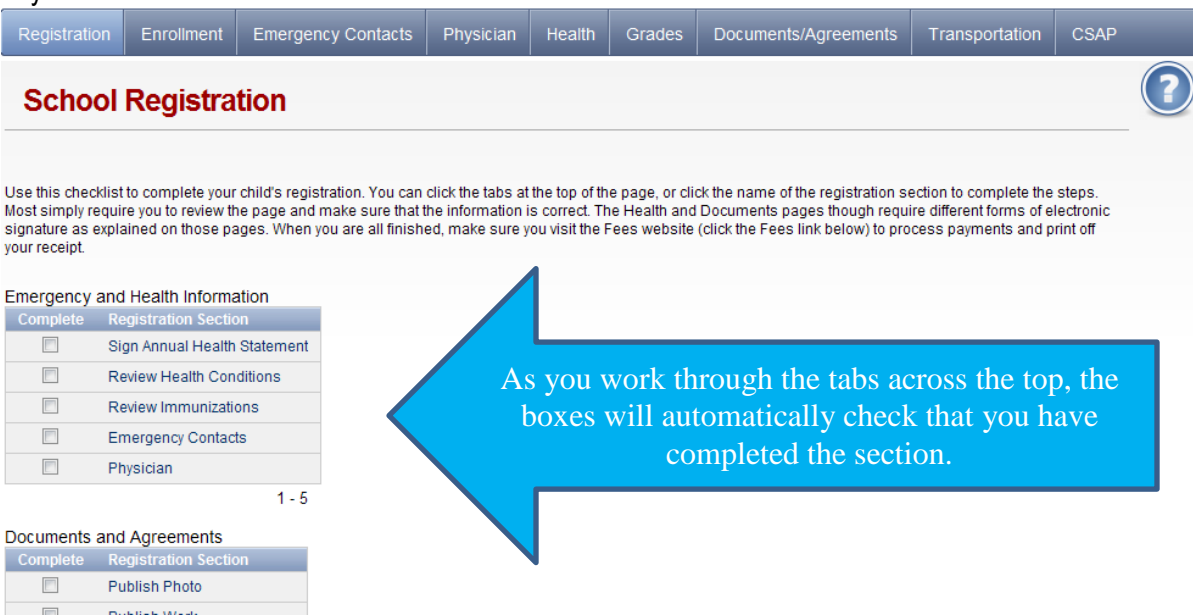
3. Here is a direct link to the IC Extended Portal <https://rp1.asd20.org/apxd2/f?p=ep:login:7497312093046831>

The screenshot shows the 'Academy School District Twenty Extended Portal' login page. It features a list of services: 'View/Update Student Information (Transportation, Immunizations, Physician/Emergency Contacts, and CSAP history)', 'View/Update Household Information (Parent Contact Information)', and 'Sign Student Agreements Electronically'. Below the list are input fields for 'Parent Portal Username' and 'Password', and a 'Login' button. A purple arrow points to the login fields with the text 'Enter your Username and Password from the IC Parent Portal'.

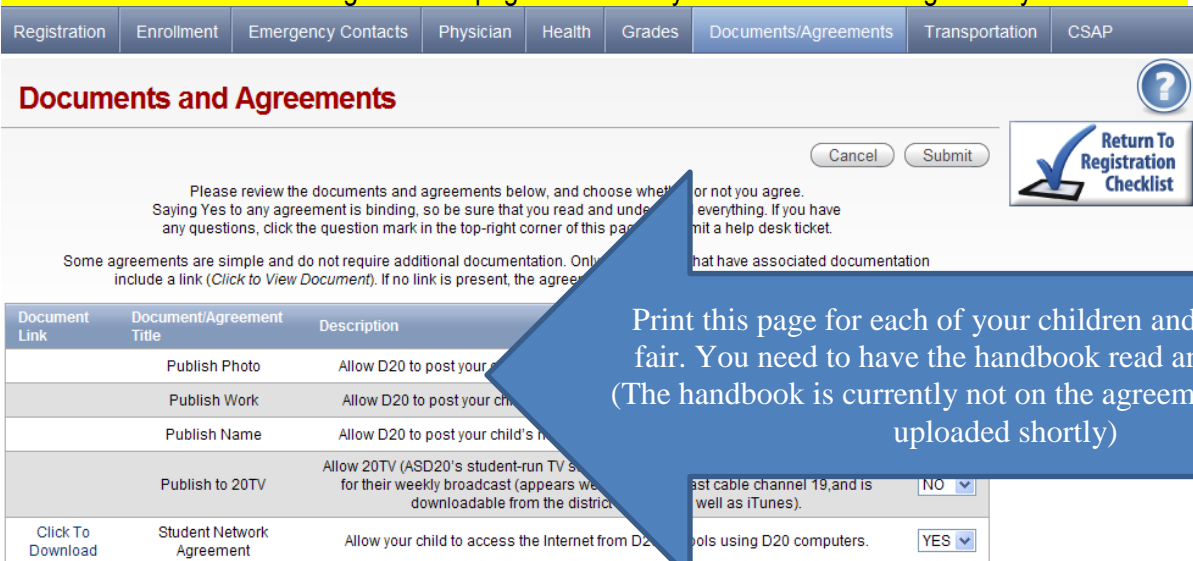
4. Select your child. Be sure to record each child's student ID number as you will need it for the PayForIt site.



5. Work through the registration information for each of your children. Check to make sure all information is current for each of your children.



6. Print the Documents and Agreements page for each of your children and bring it with you to the fair.



7. PayForIt Login – You will use your IC Parent Portal User Name and Password to login at the link below.

<https://www.payfort.net/login.aspx>

PayForIt.net online school payments

Sign Up | Activate Account | Login | Information (FAQ) | How Do I... | Contact Us | Fundraiser

Secure

Log in using your IC Username and Password

Log In

User Name:

Password:

Log In

Sign up for an Account
Forgot Username or Password

Welcome to PayForIt.net

8. Go to the “Add Student” tab. You will need the following information: your child(ren)’s school id number(s) (found in IC), their name(s) as it appears in IC, and your credit card information.

PayForIt.net online school payments

Home | Add/View Students | History | Make | Add Student | View Student

Click on Add Student and enter your family’s information. You will need to add each of your children separately

Select:

Date Range:

Step 1
Please add a Credit Card to your account in the My Credit Card screen

Select	Amount Due	Name	Type	Due Date
<input type="checkbox"/>	\$50.00	ICA Technology Fee	One Time	08/17/2011

Go To My Credit Card

- Before you can pay Fees, you need to add your students to your account in the Add Student screen
- Fees are assigned to the students by the school, if you do not see any fees, please contact the school
- If a student on your account is not listed on this screen, their account has been inactivated by the school

9. Enter your payment information

PayForIt.net online school payments

Home | Add/View Students | History | Fees | Activities | My Account | Fundraiser | Help | How Do I... | Logout

My Account

My Account

My Payment Methods

My Email Options

Welcome

Messages

- If you have questions about your username or account please contact the Academy School District 20 Help Desk at help@asd20.org or 719-234-1777.

Your feedback is appreciated, please take our updated survey. [Start Survey](#)

Select:

Date Range: to

Students on your Account

10. View your fees, pay fees, and print your receipt.

View Scheduled Payments - Windows Internet Explorer

http://www.payfort.net/ScheduledPaymentView.aspx

PayFort.net online school payments

Home Add/View Students History Fees Activities My Account Fund Help How Do I... Logout

View Scheduled Payments

Make Fee Payment

Schedule Fee Payments

View/Edit Scheduled Payments

Select: All Students

Due Date Range: to

Print your receipt and bring it to the fair.

Scheduled Payments

11. If you are interested in our hot lunch program, click on the link <https://www07.mypaymentsplus.com/default.aspx>

MyPaymentsPlus™ K12 eManagement Solution

Home (Alt+M)

About Benefits Availability FAQs Testimonials

Secure Sign In

Username:

Password:

Sign In

Forget your username or password?

New customer?

Register a FREE account

Need help? Click here.

Create an account for your family. You will need your child(ren)'s student ID number(s).

Free registration gives you 24/7 access to:

- Student cafeteria balances and purchase history
- Prepayments for breakfast/lunch with auto-pay capability

12. Manage your family's account throughout the year.

MyPaymentsPlus™ K12 eManagement Solution

Your SATISFACTION is our number one PRIORITY

Academy School District Twenty

0 items

Home

Make a Payment

View Balances

View History

Manage Account

ParentSavingsSM New!

Sign Out

Need help? Click here.

Manage your child(ren)s accounts through this site. You can choose to have a reminder sent to you when your account gets low.

View Meal Account Balances

View Payment History

View Purchase History

Occasionally, external factors may affect this process and could delay when the funds are received by the school. If you have made a payment please utilize the payment tracking below to ensure your funds have been applied and are ready for use.