



Rockwood School District

Parent Pay Online Handbook

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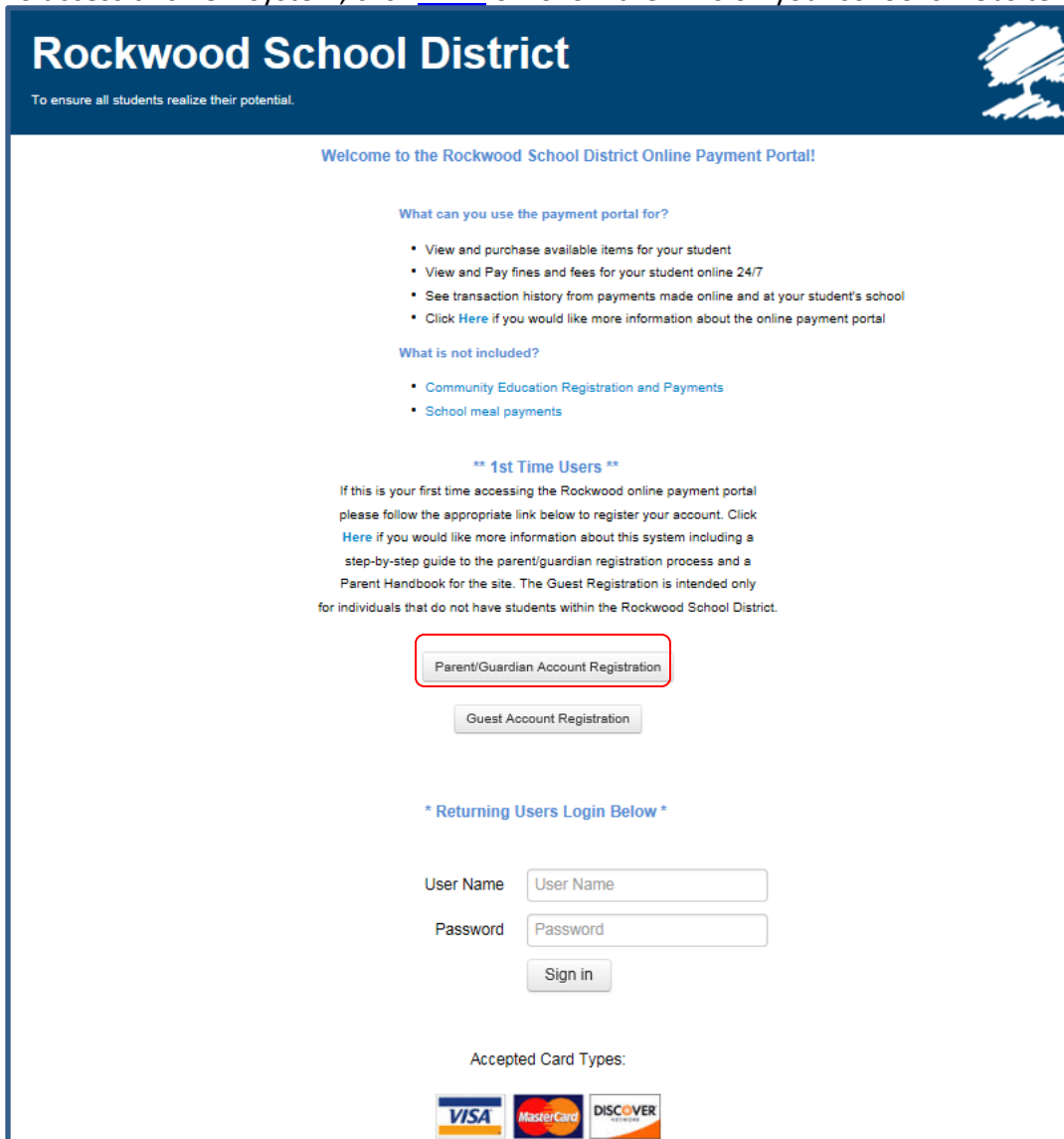
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What is Parent Pay Online

Parent Pay Online is a Rockwood School District website that provides parents a secure system to pay their child's school fees online 24/7, as well as purchase yearbooks, field trips, school spirit wear, activity fees and more. Parents can also view a student's transaction history from payments made online and at their school. There is also the ability to reprint receipts from prior purchases. *Note: Community Education registration and school meal payments are not included.*

Logging In

To access this new system, click [HERE](#) or follow the links on your school's website.



The screenshot shows the Rockwood School District Online Payment Portal. At the top, there is a dark blue header with the text "Rockwood School District" and a logo of a tree. Below the header, the text "To ensure all students realize their potential." is visible. The main content area is white and contains the following information:

Welcome to the Rockwood School District Online Payment Portal!

What can you use the payment portal for?

- View and purchase available items for your student
- View and Pay fines and fees for your student online 24/7
- See transaction history from payments made online and at your student's school
- Click [Here](#) if you would like more information about the online payment portal

What is not included?

- [Community Education Registration and Payments](#)
- [School meal payments](#)

**** 1st Time Users ****

If this is your first time accessing the Rockwood online payment portal please follow the appropriate link below to register your account. Click [Here](#) if you would like more information about this system including a step-by-step guide to the parent/guardian registration process and a Parent Handbook for the site. The Guest Registration is intended only for individuals that do not have students within the Rockwood School District.

Parent/Guardian Account Registration

Guest Account Registration

*** Returning Users Login Below ***

User Name

Password

Sign in

Accepted Card Types:

VISA MasterCard DISCOVER

If it is your first time using the site, select the "Parent/Guardian Account Registration" button to get started.



Identify Your Account

To reset your password, please identify your account.

Email

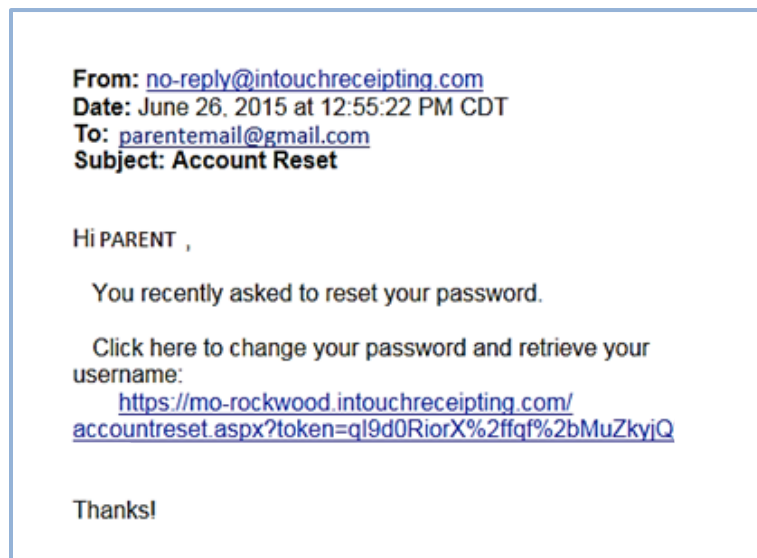
OR

Username

Step 1. Enter your Infinite Campus email address or username, and a link will be sent to your email.

Note: If you don't have an Infinite Campus login click [HERE](#) for additional information including how to establish an account.

Step 2. Click the link sent to your email address to create a password.

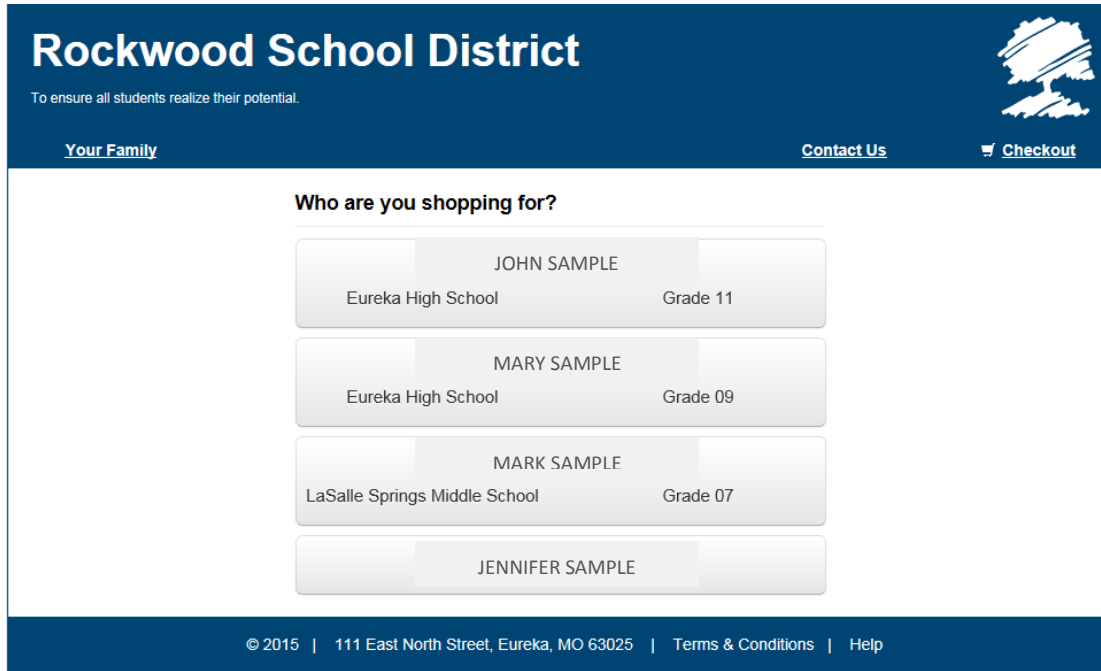


Step 3. Once you have created your password, login using the same Username as Infinite Campus and enter the password that you created above.

Note: If at any time you need your Parent Pay Online password reset, simply repeat the steps above.

Purchasing Items

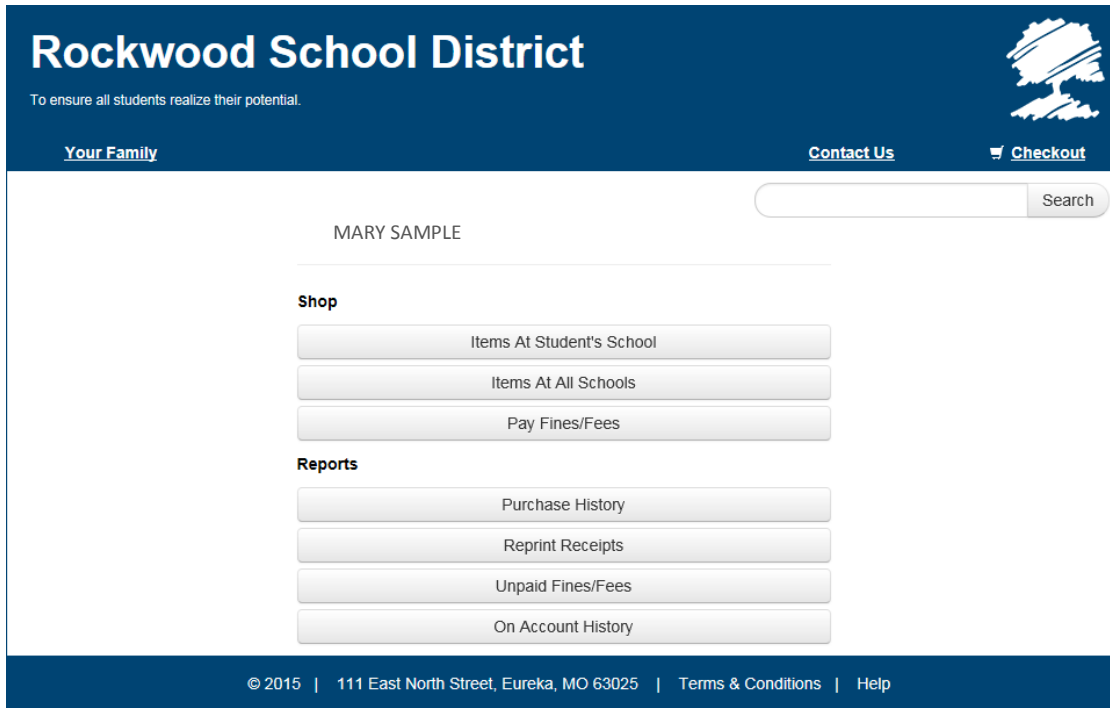
To begin purchasing items click on the name of the student you would like to purchase items for.



The screenshot shows the Rockwood School District website header with the logo and tagline "To ensure all students realize their potential." Navigation links include "Your Family", "Contact Us", and "Checkout". The main content area is titled "Who are you shopping for?" and displays four student selection cards:

- JOHN SAMPLE**
Eureka High School | Grade 11
- MARY SAMPLE**
Eureka High School | Grade 09
- MARK SAMPLE**
LaSalle Springs Middle School | Grade 07
- JENNIFER SAMPLE**

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The screenshot shows the Rockwood School District website header with the logo and tagline "To ensure all students realize their potential." Navigation links include "Your Family", "Contact Us", and "Checkout". The main content area displays the selected student "MARY SAMPLE" and a search bar. Below the student name are two sections:

- Shop**
 - Items At Student's School
 - Items At All Schools
 - Pay Fines/Fees
- Reports**
 - Purchase History
 - Reprint Receipts
 - Unpaid Fines/Fees
 - On Account History

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Select **Items At Student's School** if you want to purchase items available through your student's school. If you want to purchase items available through another Rockwood school, select **Items At All Schools**. You can also see any fines or fees assigned to your student by selecting **Pay Fines/Fees**.

Use the **navigation bar** to browse the site for what you are wanting to purchase.

Click **Buy** to add the item to your cart. You should see the checkout icon change as you add items.



You can review your cart at any time by clicking on [Checkout](#)

You can purchase items for multiple students. Click [Your Family](#) to return to the student selection screen to be able to select another student and continue shopping.

When you are done shopping click [Checkout](#) to continue.

Customer	Item	Price
MARY SAMPLE	YEARBOOK AD	\$25.00 Remove
Subtotal		\$25.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.56
Total		\$25.56

* Important notice: you may be charged a processing fee for your online purchase.

A small fee will be assessed to cover the cost charged by the credit card company.

Review the items for purchase and click the **Checkout** button to proceed.

Note: Depending on the items you are purchasing, there may be additional information requested relating to those items. For example if you were purchasing a T-Shirt you may need to select a size and color.

Rockwood School District
To ensure all students realize their potential.

[Your Family](#) [Contact Us](#) [Checkout](#) **1**

Payment

First Name

Last Name

Credit Card #

Expiration

Card Security Code

Street Address

Zip Code

To ensure the security of your payment information your card information is not saved.

Summary		
Customer	Item	Price
CLAIRE BAECHLE	YEARBOOK AD	\$25.00
	Subtotal	\$25.00
	Tax (0.00%)	\$0.00
	Processing Fee	\$0.56
	Total	\$25.56

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Once you have entered your credit card information click **Pay Now** to complete the purchase. A receipt will be displayed which you can print.

Receipts and purchases can be viewed again and printed using the sites Reports. The Reports section can be found by selecting a student from the main page.

Rockwood School District
To ensure all students realize their potential.

[Your Family](#) [Contact Us](#) [Checkout](#)

Search

MARY SAMPLE

Shop

Reports

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FAQ

Do I have to make my purchase online?

No. You can still purchase items at your student's school during normal business hours.

Can I pay for multiple students on one transaction?

Yes. You can add items to your cart for as many students as you like and pay with a single transaction

How do I request a refund?

Please contact your school secretary if you need a refund of an online purchase. Since we are not storing credit card information all refunds will be issued by check. Click [HERE](#) for contact information.

What if I have additional questions?

Please contact your school secretary if you have any additional questions. Click [HERE](#) for contact information.