Student Fees
Parent PowerSchool

Student Fees allow you to pay online for any student balance with a credit card or partial payments.


2. Select Parent and click on Online Tools

3. Click PowerSchool

4. Click on PowerSchool parent link https://ps.nsd131.org/public/

5. Either Sign-in or Create Account
   (Need instructions on creating an account return to PowerSchool and click on Parent Portal Account Creation)

   a. Enter your Username you created
   b. Enter your Password you created
   c. Click Sign-in

6. Click on Student Fees on under Navigation on the left

7. Summary of all your students' fees will appear.
   
   • If you don’t see all your children return to the Navigation on the left:
     a. Click on Account Preferences
     b. Click on Students tab
     c. Click Add
     d. Enter the Access ID and Password obtained from the student’s school
     e. Click OK

Note: You will need to toggle between two web address as show below.

   • Refresh your Student Fees page to show any changes.
   • Then return to Student Fees to make payment.

Click to Refresh web page.
8. To view each student’s fee click on **Student's Name** in the Summary bar
   a. **Check** the box by the items
   b. Click on the Cart, top right
   c. **Payment Cart** will appear

9. **Payment Cart** allows two options: (No Credit Card fees)
   a. **Full Payment**
      1. Enter your **Credit Card** information
      2. Click **Submit Payment**
   b. **Partial Payment**
      If you select all the items and click **Partial Payment**, the program will decide which items has priority.
      
      **Example**: You want to pay $50 on the balance, (on our example to the right) the program would select “Device Insurance”, because device insurance has the highest priority.
      1. Check the **box** by the item
      2. Enter the **Credit Card** information
      3. Click **Submit Payment**

10. If you have any questions please contact your school's bookkeeper.