



Meal Payments and Fees in the Campus Parent Portal

Infinite Campus is our school-wide student information system designed to manage attendance, grades, schedules, assessments and other information about our students. Parents/guardians have access to Campus Portal which is a confidential and secure website that allows parents/guardians to log in and view their child's progress in school. There is also an app available for both iOS and Android devices.

Food Service

To view your student's meal balance, simply click on "Food Service" from the left navigation.

The screenshot shows the Campus Portal interface. At the top, there is a navigation bar with 'Campus Portal', a 'SELECT A STUDENT' dropdown, a 'Welcome' message, a home icon, a 'Try the new Campus Parent' button, a notification bell with '9+', and a 'Sign Out' button. The left navigation menu includes 'Family', 'Messages', 'Discussions', 'Household Information', 'Family Members', 'Calendar', 'Fees', 'Payments', 'Food Service' (highlighted with a red box and arrow), 'Applications/Forms', 'To Do List', 'User Account', and 'Account Settings'. The main content area is titled 'Food Service' and displays account information: 'Account Name', 'Account #', and 'Balance as of 01/09/2019' (highlighted with a red box and arrow). Below this is the 'Transaction Detail' section with a 'Show transactions for' dropdown, radio buttons for 'Month' and 'Date Range', and a date selector set to 'January (2019)'. There are 'Go' and 'Print' buttons (with an arrow pointing to 'Go'). At the bottom, a table header is visible with columns: 'Date', 'Patron', 'Item', 'Comment', 'Debit', and 'Credit'.

At the top section, you will see the student's current balance. Below in the Transaction Detail section, you are able to view all of the student's transactions for the month or from a date range. You also have the option to print this information out.

Fees

To view your student's fees that are assigned to them (field trips, book fees, etc.), click on the "Fees" link from the left navigation. Here you can view all of the fees as well as click on "Make Payment" to pay the fees.

Campus Portal SELECT A STUDENT Welcome Try the new Campus Parent 9+ Sign Out

Infinite Campus

Family

- Messages >
- Discussions >
- Household Information >
- Family Members >
- Calendar >
- Fees**
- Payments >
- Food Service >
- Applications/Forms >
- To Do List >

User Account

- Account Settings >
- Contact Preferences >
- Notification Settings >

Athlos Leadership Academy

Fee Statement

Make Payment **Print** Filter By: All Years All Members

Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance
Field Trip- 5th Gr-History Ctr	01/10/2019		Field Trip			12.00		12.00
Subtotals						12.00	0.00	12.00

Note: The fees grid displays only fee assignments for students where the user has portal access.

Amount Due: 12.00

Payments

To make payments for meal accounts or fees, click on the "Payments" link from the left navigation.

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Payments

Accepted Payment Methods Payment History

Minimum payment amount is \$5.00

Recurring Payments	Preference	Start Date	End Date	Payment
Food Service Edit	Low Balance \$5.00	09/10/2018	05/31/2019	\$ <input type="text"/> <input type="checkbox"/>
Food Service Edit	Low Balance \$5.00	09/10/2018	05/31/2019	\$ <input type="text"/> <input type="checkbox"/>

Food Service Account	Balance	*Estimate	Payment
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

* The estimated payment is for one month and is based on the past food service purchases.

Student	Fee	Due Date	Due	Payment
<input type="text"/>	Optional Items <input type="text"/>			
<input type="text"/>	Field Trip- 5th Gr-History Ctr Comments: <input type="text"/>	01/10/2019	\$12.00	\$ <input type="text"/>
Subtotal:				\$ <input type="text"/>

Continue

- Here you can setup recurring payments at the top section. You can set it so that if the balance reaches a certain amount, a payment will automatically be debited for a set amount you choose.

- You can also make a payment to your student's meal account manually by entering in an amount in the payment column.
- If there is a Fee applied to your student's account (field trip, book fee, etc.), the item will show next to your student's name. To pay the fee, simply click on the blue fee amount and it will be added to the subtotal.
- When you are finished, click Continue and you will proceed to the payment screen where you will complete the transaction using a saved payment type or by entering a new one (credit card or electronic check payment).

If you need help or have additional questions regarding Infinite Campus or Campus Portal, please contact the school at 763-777-8942.