



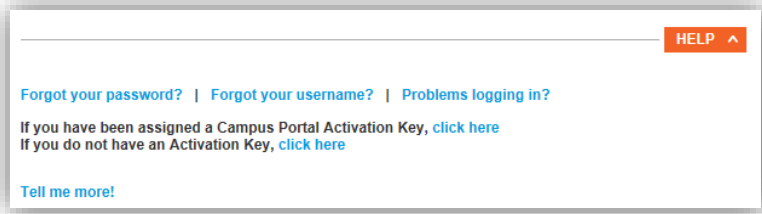
Infinite Campus Fees and the Online Web Store

LOGGING INTO THE INFINITE CAMPUS PARENT PORTAL

Log into your Infinite Campus Parent Portal from our website by clicking the Infinite Campus icon in the far upper right corner of the page. <https://campus.nbexcellence.org/campus/portal/newberlin.jsp>



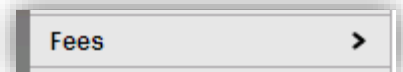
- If you do NOT have a parent portal login, please contact your school office
- If need assistance with your user name or password click the drop down arrow next to the word HELP and choose the appropriate link



VIEWING YOUR FEES AND BALANCES

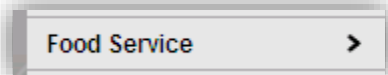
Once you are logged into the parent portal - to **VIEW your fees** - click on the **FEES** link on the left side. There is a link for each student and also a family link.

- If you have more than one student in the district – click the SELECT A STUDENT box at the top and you can then view just the fees for that student
- Each student will have their own fees link

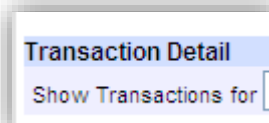


To **VIEW your lunch balance** – click on the **Food Service link** under the Family section.

- Balances are listed at the top and details can be found in the bottom window; click the transaction detail drop down, choose your child and then the GO button



Account #	Balance as of 09/20/2010
4178	\$
3797	\$24.05
1325	\$20.90



- If you make any payments using the online web store – please come back to the FEES or lunch area to make sure your payment processed back into Infinite Campus.

PAYING YOUR FEES OR MAKING LUNCH DEPOSITS

1. Click on “Online Web store and Payments” if you have fees to pay or need to make a lunch deposit.

Online Webstore and Payments

2. Click “All School Fees/Lunch Payment”



All School Fees/
Lunch Payments

(Please note: On this web store page you will also see links to buy other items throughout the school year such as athletic passes, event tickets, t-shirts etc.)

3. Log in using your Infinite Campus Parent Portal user ID and the birthdate of any one of your currently enrolled children (MM/DD/YYYY) IE: 05/12/1995

Product Details: (sku:1C01)

Please Sign In

To help us locate your fees, please enter your Infinite Campus Parent Portal user ID and birthdate of one of your currently enrolled children.

Please make sure the birthdate is in the form (MM/DD/YYYY)

User Name

Currently enrolled child's birthdate (MM/DD/YYYY)

4. TYPES OF FEES AND PAYMENTS

- **Infinite Campus Student Fees**

- If fees have been directly assigned to your child, they will be listed here.
- If you don't see this category, fees have not been assigned to your child at this time.
- Enter the amount you are paying in the “amount to pay” box.

Infinite Campus Student Fees					
Student	School	Fee Name	Fee Amount	Year	Amount to Pay
[REDACTED]	Elmwood Elementary School	Supplemental Materials - ELM	\$91.00	2015	<input type="text" value="91.00"/>

- **Payment Plans:** You are able to make partial payments on the assigned “Infinite Campus Student Fees.” All payments must be made by May 1, 2016. Unpaid fees will be referred to Waukesha County for collection after this date.
- “Infinite Campus Student Fees” should be paid in full before you purchase additional items.

- **Additional Items for Purchase**

- These are fees that you can choose to purchase (using the checkbox next to the fee) if they are applicable to your child.
 - Example: Parking Pass - only to be purchased for students to drive. Until August 25th, parking fees are discounted to \$185. Effective August 26th, they will be \$200.
 - Example: Participation (sports) fees - only to be purchased for students who play that sport.

Additional Items For Purchase					
Student	School	Fee Name	Fee Amount	Year	Select
[REDACTED]	New Berlin West Middle/High School	NBW Parking Fee	\$185.00	2014	<input type="checkbox"/>

- Prior to the start of school – some required school fees are listed in the “Additional Items for Purchase” category because they are **DISCOUNTED**. **Effective August 26th the discounted fees will be removed and assigned directly to students who have not paid and can then be paid under the section “Infinite Campus Student Fees”:**
 - High School Student Fee – called “*{School Initials}* Supplemental Materials HS”
 - Middle School Student Fee – called “*{School Initials}* Supplemental Materials MS”
 - Elementary School Student Fee grade specific– called “*{School Initials}* Supplemental Materials Gr 4-6” or “*{School Initials}* Supplemental Materials Gr K-3”

- **Infinite Campus Food Service**

- In the “add funds” box enter the amount of money you wish to deposit. When you click away from the “add funds” box, the New Balance will update automatically.

Infinite Campus Food Service					
Student	School	Fee Name	Current Balance	Add Funds	New Balance

5. After all fees and deposits are entered, click NEXT PAGE to view your shopping cart. Once you have verified your purchases click > Go to Checkout
 - If your totals are wrong – correct as necessary and click “Update Totals”
6. Shopping Cart - creating an account with the online payments program
 - If this if the first time you are making a purchase – enter your email address > click “I am a new customer” and then “Sign on using secure server”
 - If this is NOT the first time you are making a purchase – enter your email address and the password you created the first time you used the site and then “Sign on using secure server”
 - If you’ve forgotten your password click “Forgot your password? Click Here” and follow the prompts
7. Enter your billing information > Continue
8. Enter your Payment information > Verify my Info > Complete Order
9. Receipt – you can print the receipt at this time. A receipt will also be emailed to you.

NEED HELP?

- Fee specific questions
 - Eisenhower Bookkeeper – Paula Gaieck – 262-789-6311 or Paula.Gaieck@nbexcellence.org
 - New Berlin West Bookkeeper – Cyndy Nowacki– 262-789-6413 or Cyndy.Nowacki@nbexcellence.org
 - Elementary fees – Jennifer Moberg – 262-789-6225 or Jennifer.Moberg@nbexcellence.org
- Login, password or user name issue:
 - Parent Hotline for technical assistance related to software used by the district – 262-789-6298
 - Parent Hotline Email – parentportal@nbexcellence.org
- All other school related questions – please call your school office directly.
- Checks and cash are also accepted in the school office. Non-sufficient fund checks will be charged a fee of \$20.