

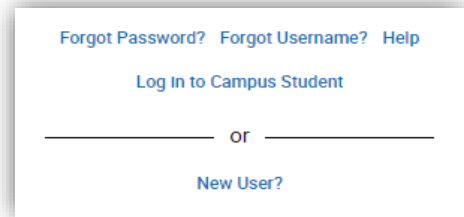
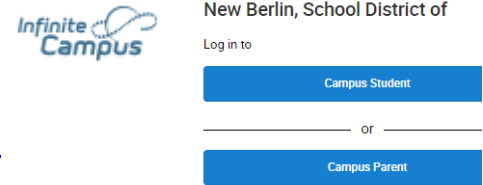


Infinite Campus Fees and the Online Web Store

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>

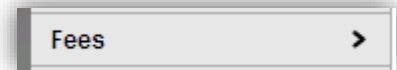
- Choose Campus Parent
- If you do NOT have a parent portal login, please contact your school office
- If need assistance with your user name or password click the drop down arrow next to the word HELP and choose the appropriate link



VIEWING YOUR FEES AND BALANCES

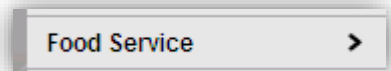
Once you are logged into the parent portal - to **VIEW your fees** - click on the **FEES** link on the left side.

- If you have more than one student in the school district you can click their photo in the upper right corner to change students.
- Each student has their own fees link



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

- All students and balances are listed. Click the individual account name for details. Remember to click the BACK button to back to the main screen



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 food service area to make sure your payment processed back into Infinite Campus.

PAYING YOUR FEES OR MAKING LUNCH DEPOSITS

1. If you have fees to pay, or need to make a lunch deposit:
 - Click on FEES and choose “Click here to go directly to the webstore”
 - OR click on MORE and choose “Online Web store and Payments”
2. The first screen that will pop up is a login screen. This login is for your shopping cart and is an account that you setup with the payment vendor. If you cannot remember your password, please click the “forgot password” link on this screen and follow the prompts. If you click off this login, you will see it again later on in the process.

* If you are a first time user click **Create New Account** and follow the prompts.

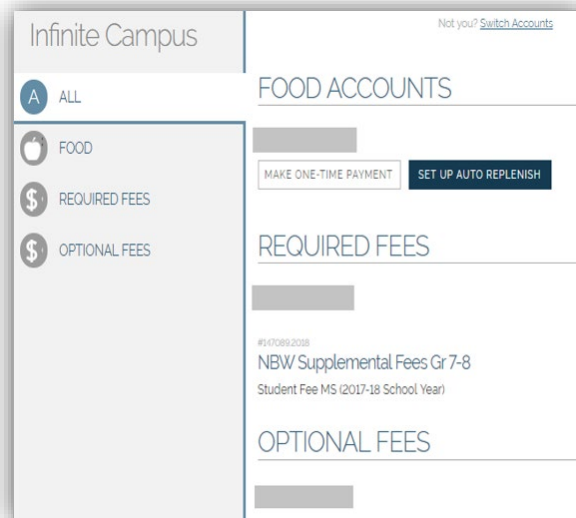
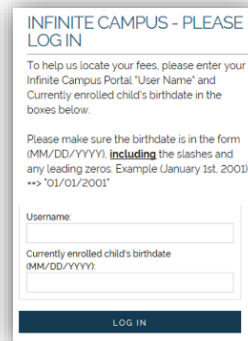
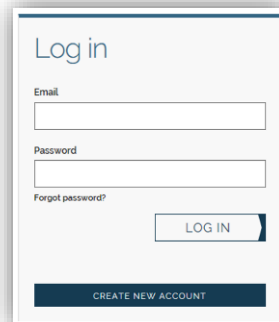
3. Click “All School Fees/Lunch Payment”

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

4. First time users - log in using your Infinite Campus Parent Portal user ID and the birthdate of any one of your currently enrolled children using the format:
(MM/DD/YYYY) IE: 05/12/1995

5. TYPES OF FEES AND PAYMENTS

- **Infinite Campus Food Accounts – click on All or Food**
 - Enter a one-time payment or setup auto replenish
- **Infinite Campus Required Fees – click on All or Required Fees**
 - Required fees are fees that have been assigned to the student and are due for payment.
 - Please check back often as fees can be added during the school year.
 - Click Add to Cart.
 - Enter the amount you are paying in the \$ box and click Add to Cart.
 - Payment Plans: We allow partial payments on required fees.
 - All payments must be made by December 31st. Unpaid fees will be referred to Waukesha County for collection after this date. Reminders will be sent.
 - Required Fees should be paid in full before you purchase additional items.
- **Optional Items for Purchase – click on All or Optional Fees**
 - Optional items are available for purchase if you choose. They may or may not apply.
 - Example – Chromebook Replacement Plan
 - Click Add to Cart
 - Enter the quantity you wish to purchase in the QTY box and add them to your cart for payment.



6. At the checkout screen, you can update information if needed or click Place Order to complete checking.
7. Receipt – a receipt will be sent to the email address you use for your shopping cart. You can also print one.

*THERE ARE OPTIONS ACROSS THE TOP OF THE WEBSTORE TO ACCESS OTHER AREAS OR MOVE AROUND THE WEBSTORE QUICKLY. THE **MY ACCOUNT** LINK IS WHERE YOU CAN CHANGE YOUR EMAIL ADDRESS, UPDATE YOUR PASSWORD, UPDATE YOUR CONTACT INFO AND ADD/REMOVE CARDS.*

NEED HELP?

- Fee specific questions
 - Eisenhower, Elmwood, Ronald Reagan – Kristin Sperka – 262-789-6311 or Kristin.Sperka@nbexcellence.org
 - NB West, Orchard Lane, Poplar Creek – Cyndy Nowacki– 262-789-6413 or Cyndy.Nowacki@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.

Infinite Campus Mobile Apps

We also recommend download the mobile app for Campus Parent or Campus Student. Please visit this link for more information including download instructions.

<https://www.infinitecampus.com/audience/parents-students>