



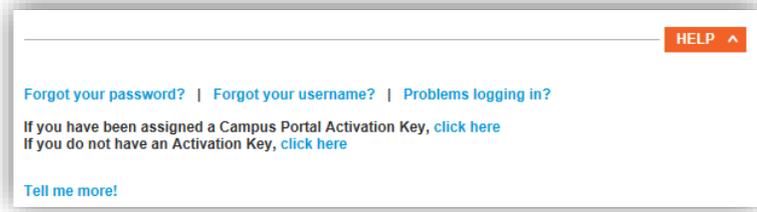
Infinite Campus Fees and the Online Web Store

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>



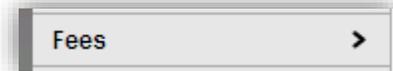
- If you do NOT have a parent portal login, please contact your school office
- If need assistance with your user name or password click the drop down arrow next to the word HELP and choose the appropriate link



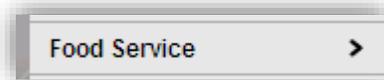
VIEWING YOUR FEES AND BALANCES

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

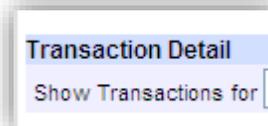


To **VIEW your lunch balance** – click on the **Food Service link** under the Family section.



- 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.

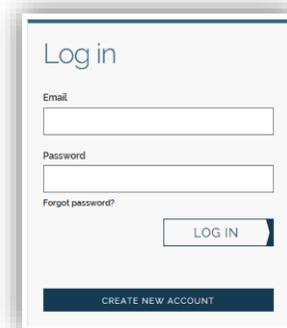
PAYING YOUR FEES OR MAKING LUNCH DEPOSITS

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. 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.

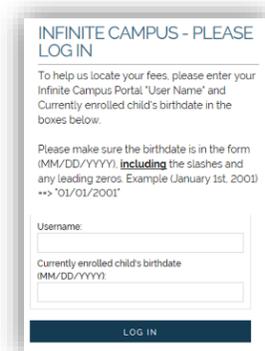
* If you are a first time user click **Create New Account** and follow the prompts.



3. Click “All School Fees/Lunch Payment”

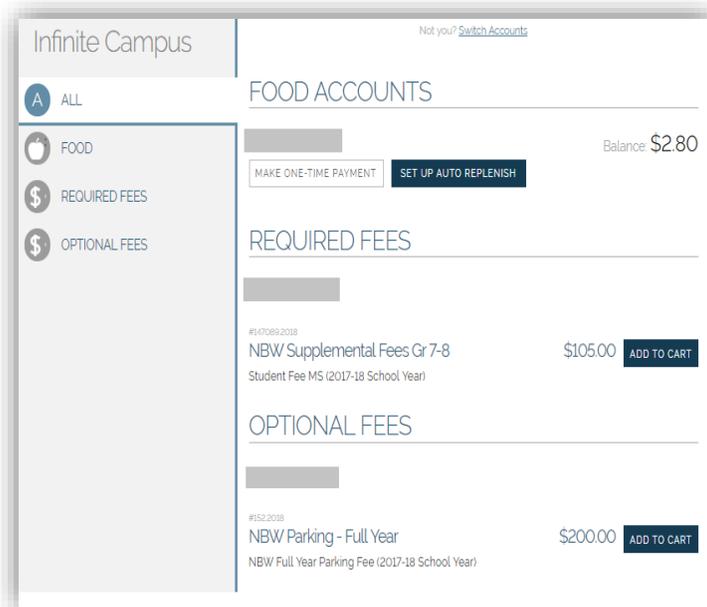
(Please note: On this web store page you will also see links to buy other items such as athletic passes, event tickets, t-shirts etc.)

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 May 1. 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 - Parking pass – it’s an optional fee that only applies to student drivers.
 - Click Add to Cart
 - Enter the quantity you wish to purchase in the QTY box and add them to your cart for payment.



- **FEE NOTE:** Prior to the start of school – some required school fees will be listed in the “Optional” area allowing us to offer a **DISCOUNT if paid in advance. During this discount period you can pay for the fee at the discounted rate. After the discount period has ended, the optional fee will be removed and the full amount fee will be assigned directly to students who have not paid. The fee can then be paid under the Required section:**
 - 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”

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 – Paula Gaieck – 262-789-6311 or Paula.Gaieck@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.