

Online Payment Parent User Guide

All school and transportation fees can now be paid online! Parents can access the Online Payment website through the PowerSchool Parent portal.

Login into PowerSchool

1. Visit the Black Gold Regional Schools website at www.blackgold.ca
2. On the right hand side of the page, under Quick Links, click on “PowerSchool – Parent/Student Connect”

Black Gold Regional Schools
Our Schools – Your Children – The Future

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SAVE THE DATE
JANUARY 25, 2017 | 9:00 A.M.
pre-kindergarten | kindergarten
REGISTRATION

We are pleased to announce that all applicable Black Gold Regional Schools will be open for 2017 - 2018 Pre-Kindergarten and Kindergarten registration as of **January 25, 2017**.

All spots will be filled on a first-come, first-serve basis using our new online enrolment system. There are limited spots available in Pre-Kindergarten and program time preferences for Kindergarten programs (morning, afternoon, or full day). We strongly encourage families to register early to avoid disappointment.

Black Gold Regional Schools
www.blackgold.ca

Edmonton

FIND A SCHOOL

Common Resources

- BGR5 Libraries (Destiny)
- Engaging Students
- Healthy Schools
- Board Agenda and Minutes
- My Child's Learning: A Parent Resource from Alberta Learning

Quick Links

- PowerSchool - Parent/Student Connect

3. Log in to the PowerSchool Parent Portal

PowerSchool

Student and Parent Sign In

Sign In Create Account

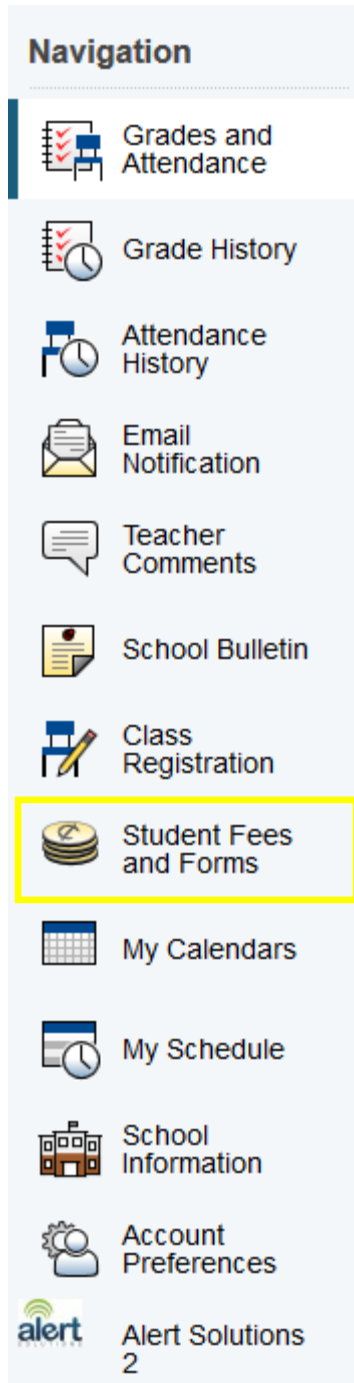
Username

Password

[Forgot Username or Password?](#)

Sign In

4. Click on the link “Student Fees and Forms” in the sidebar navigation menu



5. This will open the Acorn Online Payment website.

Acorn Online Payment Website

Understanding the Fee Summary Page

>> Log Off

Happyview School District

3

CART \$1,307.50

View Cart →

Checkout →

2

Summary Ian Kristen Matthew Sarah

4

Manage Cards My Orders

SUMMARY

Click on each student's tab to review their fees. Then click on **View Cart** to make a payment.

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357958	Sarah Connors	09	Happyview Secondary School	\$299.00

1. The first screen you will see is the Summary Page that displays the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts.
3. The total amount due for all the students attached to your parent account will appear in the CART total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
 - **Manage Cards** – enter your payment details below to save them in your secure profile. This will be used for any payment plans, and to help speed up the checkout process.
 - **My Orders** – view past payments on your account and reprint receipts.

Understanding the Student Account Tab

Summary Ian Kristen **Matthew** 1

Manage Cards My Orders

Matthew McKinney
2749474 Grade: 12

SCHOOL FEES	ADDITIONAL ITEMS	TOTAL DUE
\$289.00	\$0.00	\$289.00

School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.

School Fees Due Now Future Charges Paid 3 [Print Statement](#)

	Due Now	
School Damage Deposit	\$75.00 16-Apr-2012	In Cart
Hot Lunch Program	\$75.00 27-Apr-2012	In Cart
Registration Fee	\$45.00 27-Sep-2012	In Cart
Biology 12 - Lab Fee	\$15.00 23-Oct-2012	In Cart
Student Leadership Fee	\$10.00 23-Oct-2012	In Cart
Lock Fee	\$5.00 23-Oct-2012	In Cart
Graduation Fee	\$125.00 8-Nov-2012	In Cart
Technology Fee	\$75.00 14-May-2013	In Cart
Student Agenda	\$9.00 23-May-2013	In Cart
Learning Resource Fee	\$55.00 21-Aug-2013	In Cart

Total Due: \$489.00

Additional Items

New Items

Noon Hour Supervision Fee 2013/2014

Yearbook Fee 2013/2014

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1. Click on each tab to review individual student fees.
2. Any notes from the school or division will appear in yellow at the top of the screen.
3. The default view is **School Fees Due Now**, but you can also view **Future Charges** and past **Paid**.
4. Required fees have been automatically added to the cart.
5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart. After you click on the fee item, a confirmation box will pop-up and prompt you to add the fee to your cart.

Printing Student Account Statements

You can print and save student account statements to your computer for any child attached to your parent account.

The screenshot shows the Happyview School District parent portal. The main page displays the student's name, Asher Green, and a summary of school fees totaling \$79.52. A 'Print Statement' link is highlighted with a red box and a green arrow pointing to a pop-up window. The pop-up window shows the 'Student Account Summary' for Orchard Park Elementary (Beta) with a total due of \$79.52. A red box highlights the print and save icons in the pop-up's footer, with a green arrow pointing to them from the 'Print Statement' link.

Happyview School District

Asher Green
Beta000001678 Grade: 3

SCHOOL FEES	ADDITIONAL ITEMS	TOTAL DUE
\$79.52	\$0.00	\$79.52

[Print Statement](#)

School Fees

	Due Now	
Homeroom 4 - Consumable Cost	\$29.59	In Cart
Homeroom 4 - Material Cost	\$7.82	In Cart
Homeroom 4 - Textbook Rental	\$42.11	In Cart
Total Due:	\$79.52	

Additional Items

Orchard Park Elementary (Beta)
Student Account Summary

To the Parent or Guardian of:
Asher Green
12716 Broadway Street
Pleasantville, NJ 07053

Page 1 of 1

Fee	Paid	Due	
Homeroom 4 - Consumable Cost	\$29.59	\$0.00	\$29.59
Homeroom 4 - Material Cost	\$7.82	\$0.00	\$7.82
Homeroom 4 - Textbook Rental	\$42.11	\$0.00	\$42.11
Account Total:	\$79.52	\$0.00	\$79.52

1. Navigate to the appropriate student tab.
2. Click on the Print Statement link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

Printing Payment Receipts

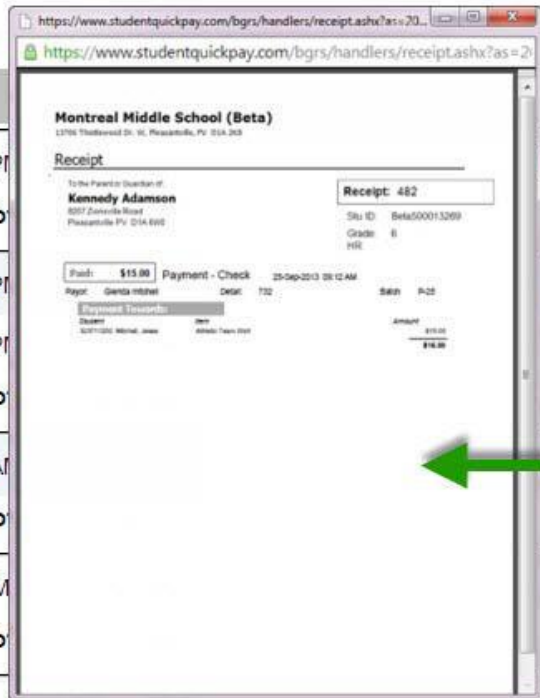
 **CART** **\$341.43** [View Cart](#) [Checkout](#)

[Manage Cards](#) [Edit Settings](#) [My Orders](#)

1

Payment History

Date	Details	Receipt
8/27/2013 12:43:22 PM Payment To	h School ***2486	Receipt
8/27/2013 12:43:22 PM Payment To	School ***2486	Receipt
8/27/2013 12:43:22 PM Payment To	School ***2486	Receipt
9/19/2013 10:05:05 AM Payment To	School	Receipt
9/25/2013 9:12:19 AM Payment To	School 732	Receipt



1. Click on the **My Orders** icon.
2. In the Payment History window, select **Receipt** in the far-right column to print the desired payment receipt.

Viewing the Cart

After you have added any additional fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. At this point you have the option to remove any fees from your cart or change the amount of the "Student Payment" to make a partial payment. Once you are ready to make payment, click on the Pay Now button.

Cart Total: \$309.66 **Pay Now**

Olivia Reeder

	Due	Pay	
School Fees		\$100.00	
Homeroom 5 - Consumable Cost	\$34.05	\$34.05	<input type="button" value="remove"/>
Homeroom 5 - Material Cost	\$18.79	\$18.79	<input type="button" value="remove"/>
Homeroom 5 - Textbook Rental	\$91.83	\$47.16	<input type="button" value="remove"/>
Student Payment:		100.00	<input type="button" value="Update Cart"/>

James MacDonald

	Due	Pay	
School Fees		\$126.75	
Algebra 1-1 textbook 201FA19	\$8.94	\$8.94	<input type="button" value="remove"/>
Algebra 1-2 201FA19 - Consumable	\$10.94	\$10.94	<input type="button" value="remove"/>
Algebra I-2 201SP29 - Textbook Rental	\$8.94	\$8.94	<input type="button" value="remove"/>
Biology I-2 302SP29 - Material Cost	\$2.60	\$2.60	<input type="button" value="remove"/>
Biology I-2 302SP29 - Textbook Rental	\$11.20	\$11.20	<input type="button" value="remove"/>
Ceramics 1 657 - Material Cost	\$20.00	\$20.00	<input type="button" value="remove"/>
English 9-1 101FA19 - Consumable Cost	\$28.69	\$28.69	<input type="button" value="remove"/>
English 9-1 101FA19 - Material Cost	\$0.82	\$0.82	<input type="button" value="remove"/>
English 9-1 Textbook Rental 101FA19	\$5.98	\$5.98	<input type="button" value="remove"/>
Interpersonal Rela 701 - Material Cost	\$0.55	\$0.55	<input type="button" value="remove"/>
Interpersonal Rela 701 - Textbook Rental	\$4.91	\$4.91	<input type="button" value="remove"/>
Physical Ed I 801 - Material Cost	\$2.80	\$2.80	<input type="button" value="remove"/>
Spanish II-1 562FA1 - Textbook Rental	\$8.90	\$8.90	<input type="button" value="remove"/>
Spanish II-2 562SP2 - Textbook Rental	\$8.90	\$8.90	<input type="button" value="remove"/>
World History 1 403FA19 - Textbook Rental	\$20.41	\$2.58	<input type="button" value="remove"/>
World History 2 403SP29 - Textbook Rental	\$20.41	\$0.00	<input type="button" value="remove"/>
Student Payment:		126.75	<input type="button" value="Update Cart"/>

Payment Amount: \$226.75

Sub Total: \$226.75

Total Payment: \$226.75


Pay Now

Checking Out

After reviewing each student tab, click the Checkout button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the Pay Now button to checkout.


>> Log Off


Happyview School District



CART
\$788.00

Summary Matthew **Sarah**

 Manage Cards

 My Orders

Sarah Connors
2357958 Grade: 09

SCHOOL FEES
\$299.00

ADDITIONAL ITEMS
\$0.00

TOTAL DUE
\$299.00

School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.

Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:


- Credit Card
- Interac Online

Payment Details

Choose Payment Type:

Manage Saved Cards

Credit Card

INTERAC® Online 

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date

 /

CVD (# on back of card)

Payment Amount:

\$788.00 CDN

Cancel

Submit Payment

Sarah Connors

Due Pay

	Due	Pay
Student Leadership Fee	\$10.00	\$10.00
Lock Fee	\$5.00	\$5.00
Student Activity Fee	\$70.00	\$70.00
Instructional Material Fee	\$50.00	\$50.00
Textbook Rental	\$50.00	\$50.00
Technology Fee	\$75.00	\$75.00
Student Agenda	\$9.00	\$9.00
Jr Activity Fee	\$30.00	\$30.00

Student Total: \$299.00

Matthew McKinney

Due Pay

	Due	Pay
School Damage Deposit	\$75.00	\$75.00
Hot Lunch Program	\$75.00	\$75.00
Registration Fee	\$45.00	\$45.00
Biology 12 - Lab Fee	\$15.00	\$15.00
Student Leadership Fee	\$10.00	\$10.00
Lock Fee	\$5.00	\$5.00
Graduation Fee	\$125.00	\$125.00
Technology Fee	\$75.00	\$75.00
Student Agenda	\$9.00	\$9.00
Learning Resource Fee	\$55.00	\$55.00

Student Total: \$489.00

Cart Total: \$788.00

Payment Amount: \$788.00

If you select Credit Card, fill out the cardholder name, credit card number, expiration date and CVD and click Submit Payment.

If you select Interac Online click Submit Payment and then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.

After submitting your payment, you will be emailed a receipt.