Parents: Make Payments, Update Info, and Sign Forms - All in Parent Portal!

**Category:** Infinite Campus  
**Target:** All

1. Log into your Parent Portal account.

2. Click on Payments.

3. Select the student and payment.

4. Add the payment amount and confirm.

5. Complete the payment process on the next screens.

6. Navigate to Online Registration.

7. Select to go to Existing Student Registration.

8. Begin registration.

9. Type parent name.

10. Sign parent name with finger or mouse.

11. Submit.

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14. You’ll move through each of these sections...

* Indicates a required field

**Student(s) Primary Household**

- Parent/Guardian
- Emergency Contact
- Student
- Completed

Add / correct the information you see...

... Click Next.

When you’ve finished the section and there’s no longer a Next button to click, click Save/Continue.

15. In the **Student** section, click Edit/Review (for each child if you have more than one).
16. In the **Release Agreements** part of the **Students** section, you MUST click **ALL** the blue links.

17. Remember: Keep clicking the **Next** button until there is no more **Next** button...

... Then click **Save/Continue**.

18. Click the **Submit** button. Then you’re finished!