

## SchoolView with FeePay™ online Parent and Student Portal Overview

SchoolView **parent** portal allows parents and guardians to stay on top of your student's attendance and progress, and securely pay for all your student's meals and activities. Thru SchoolView **student** portal, Middle and Upper School students will also be given access to their grades, homework assignments and school information.

**NOTE: Important Distinction between Student and Parent Portal**

An important distinction between *parent* portal and *student* portal access is that parents will have the ability to **update** family information and have access to the FeePay feature whereas students will only have ability to **view** information and will have no access to the FeePay system.

- **Access student information**

With SchoolView you can go online any time to see an array of information about your student's progress, including:

- Attendance and Schedule
- School information, such as locker number and combination
- Lunch account access, giving parents ability to monitor what your student is eating
- Grades
- Homework assignments
- Unofficial transcripts

- **Pay school fees online**

Parents **only** may pay online, using a credit card or establishing direct deposit from a checking or savings account, through the secure SchoolView with FeePay™ system for all your student's meals and activities, including:

Athletics	Discovery Harbor	Band & Orchestra rentals, lessons and book fees
Activities	All Day Kindergarten	School Lunch Account Deposits
Fieldtrips		

- **Automatic Email Alerts**

Parents may set the following email alerts through SchoolView:

**Attendance Alert:** This alert will send you an e-mail any time your child is marked absent or tardy in class.

**Meal Balance Alert:** This alert will send you an e-mail any time your child(ren)'s meal account falls below a defined level.

- **In Summary, SchoolView with FeePay™ gives you:**

- Easy way to stay involved in your child's education
- Convenient way to pay with credit card or electronic transfer from checking or savings account
- Highest industry-standard security ensuring data privacy and safe transactions

Frequently asked questions are on the reverse side of this letter. FeePay questions may also be directed to front office administrative assistant Nancy Reistad ([nreistad@stcroixprep.org](mailto:nreistad@stcroixprep.org) or 651-395-5994)

### **Will my credit card or bank information be secure when I make a payment online?**

FeePay™ is PCI-compliant, giving you full protection of your payment and your student's information. "PCI-compliant" is the highest security rating in the e-commerce industry.

### **How soon will my payment be added to my student's account?**

Your payment is verified immediately when you make it online. It is finalized in the FeePay™ system within 24 hours and posted to your student's account on the first business day following.

### **How will I know that the payment was accepted?**

When the charge is authorized, an e-mail verifying that the payment was processed is sent immediately to the e-mail address you provided for your account.

### **How will I know what my student's account balance is?**

You can see your student's account balance at any time on FeePay™ by clicking on Account Summary.

### **How will I know when my student's account needs more money?**

You can choose to receive an e-mail alert when your student's account balance reaches a specific level that you set. Click on Meal Balance Alerts to set your preferences.

### **How can I see all the payments made to my student's account?**

You can see all payments made online or by cash or check to your student's account – along with all of your student's food service purchases – for any range of dates by clicking on Payments History.

### **I have more than one child in the school district. Can I make payments for all of them?**

You can make payments for all your children who attend schools in the district. The payments you assign to each child's account, along with the fee name, amount and due date, are detailed in the Account Summary.

### **How can I see what my child eats for lunch?**

You can see everything your child eats by date and meal, along with the amounts spent, in the Meal Purchase History. You can see up to 120 days of meal purchases.

### **What do I do if I forget my password?**

Use the question prompts at the FeePay™ login screen to recall your password. If this does not allow access, please contact Nancy Reistad, SCPA front office manager (nreistad@stcroixprep.org or 651-395-5994).

### **What do I do if my payment is declined?**

If your payment is declined, verify that all the billing information is correct. If all information is correct and payment is still declined, contact the issuing credit card company for more information.

### How to Log On to SchoolView

Maintaining the security of your children's information is a top priority for us. While setting up your access involves several detailed steps that guarantee this security, once you have completed these, you will only need to enter your user name and password to access information.

The access key supplied to you by your student(s) division manager will allow you to set up your account. If you do not have your access key, please contact the school. **Then follow the steps below. You will have to do this only one time!**

1. Access SchoolView either through:  
The school website; [www.stcroixprep.org](http://www.stcroixprep.org)  
*The link to SchoolView login is located in upper right hand corner of homepage.*

**OR**

Log onto <http://asp.ties.k12.mn.us/schoolview>  
*You will want to bookmark this page or add it to your favorites list.*

2. Click on the bright green button -**"I haven't registered yet."**
3. Enter **'4120'** in the district box.
4. Enter the access key your school provided in the **"Your SchoolView access key"** box.  
*Be sure to type this very carefully.* Then click on **Continue**.
5. You will be asked to validate your access key by giving the birth date of one of your children enrolled in the district. Enter the date and click **Continue**.
6. Set your own user name and password. Be sure to choose ones that you will remember easily because you will use them for all future logins to SchoolView.
7. Confirm your new password. Remember, your password is case-sensitive.
8. Provide an e-mail address that will be used only if you request help with your SchoolView account or forget your password.
9. Answer the questions that will be used to give you a new password in case you forget your original one. Select the questions from the pull-down menu and type the answers in the appropriate boxes.
10. Click on **Login**. You're ready to start using SchoolView with FeePay™.
11. Choose the child's name whose information you want to see.

### How to pay for activities/fees and make lunch deposits online

- When logged in to SchoolView, click on the link to FeePay™ on the SchoolView home page (upper left hand corner of the screen).
- Following the simple steps there, you can add to the account balance to lunch accounts or pay various fees for each of your students using a credit card or electronic transfer from your checking or savings account.
- When you make a payment, a confirmation e-mail is automatically sent to you as a receipt. You can also print out a receipt from the FeePay™ screen.
- On the Purchase History page, you can see all the transactions made in each student's account. This is how you can monitor your child's meal purchases.

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### How to Set Automatic Email Alerts:

- **Meal Balance Alerts:** This alert will send you an e-mail any time your child(ren)'s meal account falls below a defined level. Just follow these steps:
  1. From the SchoolView homepage, select **FeePay**
  2. Then select **Meal Balance Alert**.
  3. Input 'alert levels' for each child.
  4. Click '**Set Alert Level**' button.
  5. Once 'alert levels' are set you will receive the following message on the screen: '**Your alerts have been set.**'
  
- **Attendance Alerts:** This alert will send you an e-mail any time your child is marked absent or tardy in class. Just follow these steps:
  1. Put your cursor over the **My Account** link at the top right side of the screen.
  2. Click on **My Info**.
  3. Add or edit your e-mail address.
  4. Check the **Attendance alert** box at the bottom of the page
  5. Click on **Update**.

### How to access Online Tutorials:

- Log onto SchoolView, select a student.
- Once on a student screen, select 'Tutorials' on the upper right hand navigation bar. There you will find a variety of tutorials to help you navigate SchoolView.

**When you are finished with SchoolView and FeePay™, be sure to click on the Log Out link.**

Please direct all additional SchoolView with FeePay questions to your student's division office manager:

Lower School: Dawn Vaillancourt ([dvallancourt@stcroixprep.org](mailto:dvallancourt@stcroixprep.org) or 651-395-5920)

Middle School: Kelly Vossen ([kvossen@stcroixprep.org](mailto:kvossen@stcroixprep.org) or 651-395-5950)

Upper School: Diane Anderson ([danderson@stcroixprep.org](mailto:danderson@stcroixprep.org) or 651-395-5970)

FeePay questions may also be directed to front office administrative assistant Nancy Reistad ([nreistad@stcroixprep.org](mailto:nreistad@stcroixprep.org) or 651-395-5994).

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