



## Student Fees and Online Payments

Parkland School Division is pleased to advise that the Rycor Online Payment module is now available for School Fees. This convenient new tool is accessible through <https://www.studentquickpay.com/psd70> and provides parents with the ability to view and print student statements and receipts, transaction history, outstanding fees and make payments online. Methods of payment include Visa, MasterCard, American Express and Interact Online Debit.

## How do I access Rycor Online Payments?

Within the studentquickpay website you can login if you sign up for a new account, or login if you have already set up an account.

## Sign Up - Parent Information

From the Sign Up Window:

1. Enter your (the parent's) First Name and Last Name.
2. Enter and confirm your E-Mail address and select and confirm a Password.
3. Check the box, 'I have read and agree to the Terms and Conditions of this site'.
4. Click Next.

## Sign Up - Add Students

**Sign Up**

**Add Students** Step 2/2  
For each student you would like to add to your account, complete the information below and click Add Student.

1 Student ID 2357958 Last Name Connors Add Student 2

Student ID	Name	Grade	Remove
2749959	Ian Jones	09	X
2749736	Kristen Wong	11	X
2749474	Matthew McKinney	12	X
2357958	Sarah Connors	09	X

Back Done 3

From the Sign Up Page:

1. Type in the Student ID and Last Name. (Student ID is the Alberta Student Number- ASN)
2. Click on Add Student. The student record will appear below if there is a match. Repeat steps 1-2 for each student you need to add. If the student record is not correct, click on the red 'X' in the Remove column to remove the record from the student
3. Click Done when finished.

If all of your children are not added in this step or you need to make changes please contact Parkland School Division t as you are not able to make these changes through the website.

## How do I use Rycor online payments?

Happyview School District

3 CART \$1,307.50 View Cart Checkout

2 Summary Ian Kristen Matthew Sarah 4 Manage Cards My Orders

**SUMMARY**  
To pay your fees, **click on each student's tab**, and click **Add to Cart** on the items you want to pay now. This will add them to your "cart" for payment. To review or remove items from your cart, click **View Cart**. When complete, click **Checkout** to make your payment.

For details on financial assistance with school fees, [click here](#)

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 Fee Summary page provides 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 the individual accounts.
3. The total amount due for all children 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:
  - a. Manage Cards - if your School District offers pre-authorized payments plans, then you can add and edit credit card information here.
  - b. My Orders - view past payments on your account.

## Understanding the Student Account tab

The screenshot displays the 'Student Account' interface for Matthew McKinney. At the top, a navigation bar includes tabs for Summary, Ann, Release, and Matthew (highlighted with a red box and a green circle labeled '1'). To the right are links for Edit Settings, Students, and My Orders. Below the navigation bar, a blue header box contains the student's name 'Matthew McKinney' and ID '2749474', along with a right arrow icon. To the right of this header, a summary table shows 'SCHOOL FEES' at \$289.00, 'ADDITIONAL ITEMS' at \$0.00, and 'TOTAL DUE' at \$289.00. A yellow banner below the header contains a note about School Damage Deposits (labeled with a green circle '2'). Underneath, three tabs are visible: 'School Fees Due Now' (highlighted with a yellow box and a green circle '3'), 'Future Charges', and 'Paid'. A 'Print Statement' link is also present. The main section is a table of fees with columns for item name, amount, due date, and an 'Add to Cart' button. Two 'Add to Cart' buttons are highlighted with red boxes and a green circle '4'. At the bottom, an 'Additional Items' section shows 'New Items' and two optional fees: 'Noon Hour Supervision Fee' and 'Yearbook Fee' (labeled with a green circle '5').

Item	Amount	Due Date	Action
School Damage Deposit	\$75.00	16-Apr-2012	In Cart
Hot Lunch Program	\$75.00	27-Apr-2012	Add to 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	Add to 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)

1. Click on each tab to review individual student fees.
2. Any notes from the school or district 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. All mandatory school fees will already have been added to the shopping cart, you have the option of changing which fees are in 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.

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

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

You can print and save payment receipts from the online payment website.

The screenshot shows the Happyview School District online payment website. At the top, there is a header with the district name and a shopping cart icon showing a total of \$341.43. Below the header, there are navigation links: Summary, Divia, James, and Lou. On the right side, there are buttons for View Cart, Checkout, and My Orders. A green circle with the number 1 is placed over the My Orders button. Below the navigation links, there is a section for Payment History. A window titled 'Payment History' is open, showing a list of payments. The window has a table with columns for Date, Details, and Receipt. The table contains several rows of payment information. A green circle with the number 2 is placed over the 'Receipt' link in the 'Receipt' column of the second row. A green arrow points from the 'Receipt' link to the 'Payment History' window.

Date	Details	Receipt
8/27/2013 12:43:22 PM	h School ***2486	<a href="#">Receipt</a>
8/27/2013 12:43:22 PM	School ***2486	<a href="#">Receipt</a>
8/27/2013 12:43:22 PM	School ***2486	<a href="#">Receipt</a>
9/19/2013 10:05:05 AM	School 732	<a href="#">Receipt</a>

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

## Viewing the Cart

After you have added all fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. You may remove items from your cart by clicking the remove button next to a fee and your Student Total will adjust accordingly. Once you are ready to make payment, click on the Pay Now button.

**Cart Total: \$333.25**

**Pay Now**

**Stephanie Rodriguez**

Due Pay

**2014/2015**

<b>General Fees</b>		<b>\$124.00</b>
Graduation Fee	\$50.00	\$50.00
Learning Resource Fee	\$55.00	\$55.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00
<b>Individual Assessments</b>		<b>\$75.00</b>
Football Uniform	\$70.00	\$70.00
Lock Fee	\$5.00	\$5.00

remove  
remove  
remove  
remove

remove  
remove

**Student Payment:** **199.00**

Update Cart

**Alex Town**

Due Pay

**2014/2015**

<b>Course Fees</b>		<b>\$70.25</b>
Biology 11 - Lab Fee	\$15.00	\$15.00
French Workbook 10	\$14.50	\$14.50
Instrument Rental	\$25.00	\$25.00
Math 10 Textbook Rental - 82	\$15.75	\$15.75
<b>General Fees</b>		<b>\$64.00</b>
Registration Fee	\$45.00	\$45.00
Student Agenda	\$9.00	\$9.00
Student Leadership Fee	\$10.00	\$10.00

remove  
remove  
remove  
remove

remove  
remove  
remove

**Student Payment:** **134.25**

Update Cart

**Payment Amount:** **\$333.25**

**Sub Total: \$333.25**

**Total Payment: \$333.25**



**Pay Now**

## Making a Partial Payment

You can choose to pay for a portion of school fees if you do not wish to pay the full amount.

When viewing your cart total, you can delete the amount in the green Student Payment box for each student, and change it to another amount.

**Cart Total: \$155.25** [Pay Now](#)

**Alex Town**

	Due	Pay	
<b>2014/2015</b>			
<b>Course Fees</b>		<b>\$70.25</b>	
Biology 11 - Lab Fee	\$15.00	\$15.00	<a href="#">remove</a>
French Workbook 10	\$14.50	\$14.50	<a href="#">remove</a>
Instrument Rental	\$25.00	\$25.00	<a href="#">remove</a>
Math 10 Textbook Rental - S2	\$15.75	\$15.75	<a href="#">remove</a>
<b>General Fees</b>		<b>\$85.00</b>	
Activity Card	\$5.00	\$5.00	<a href="#">remove</a>
Student Activity Fee	\$70.00	\$70.00	<a href="#">remove</a>
Student Leadership Fee	\$10.00	\$10.00	<a href="#">remove</a>
<b>Student Payment:</b>		<b>100.00</b>	<a href="#">Update Cart</a>
<b>Payment Amount:</b>	<b>\$155.25</b>		
<b>Sub Total: \$155.25</b>			
<b>Total Payment: \$155.25</b>			
<a href="#">Pay Now</a>			

- Click on the Update Cart button to update your total payment amount. Payments will be applied to fees based on a priority ranking system determined by the School District.
- Click on the Pay Now button when ready to provide payment.

## 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.



## 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:

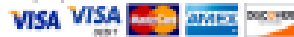
[Manage Saved Cards](#)

☒ Credit Card

☐ INTERAC® Online



Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date

 / 

CVD (# on back of card)

Payment Amount:

\$300.00 US

[Cancel](#)

[Submit Payment](#)

### Stephanie Rodriguez

Due Pay

2014/2015

General Fees			\$199.00
Graduation Fee	\$50.00	\$50.00	
Learning Resource Fee	\$55.00	\$55.00	
September - Hot Lunch Program	\$25.00	\$25.00	
Sr. Registration Fee	\$55.00	\$55.00	
Student Leadership Fee	\$10.00	\$10.00	
Individual Assessments			\$5.00
Lock Fee	\$5.00	\$5.00	

Student Total: \$200.00

### Alex Town

Due Pay

2014/2015

Course Fees			\$48.00
Biology 11 - Lab Fee	\$15.00	\$15.00	
French Workbook 10	\$14.50	\$14.50	
Instrument Rental	\$25.00	\$25.00	
Math 10 Textbook Rental - 52	\$13.75	\$13.75	
General Fees			\$60.00
Activity Card	\$5.00	\$5.00	
Student Activity Fee	\$70.00	\$70.00	
Student Leadership Fee	\$10.00	\$10.00	

Student Total: \$160.00

Payment Amount: \$360.00



## Credit Card Payments

Parkland School Division accepts Visa, MasterCard and American Express credit cards.

Pay by Credit Card



Cardholder Name

Jane Pleasantmom

Credit Card Number

1234567891011123

Expiration Date

11 (Nov) / 2018

CVD (# on back of card)

123

Payment Amount:

\$788.00 CDN

Cancel

Submit Payment

## Interac Online Payments

When you are ready to checkout, you can select the Interac Online payment type. After clicking on the Submit Payment button, you must 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.

FRANCAIS

**Interac**  
Online

**PAYMENT DETAILS** [HELP](#)

PAY TO: SCHOOL DISTRICT NAME  
INVOICE NO: 60071557  
AMOUNT: \$75.00 CAD

Click to choose your Financial Institution:

[BMO Bank of Montreal](#) [RBC Royal Bank](#) [Scotiabank](#)  
[Canada Trust](#)

To cancel and return to School District Online Payments Page

[CANCEL](#)

service (the "Service"). Atcoys does not charge any fees to cardholders for the use of the Service. Atcoys does not control and is not responsible or liable for any exchange rates or currency conversion rates. Additional service fees, currency conversion fees or other fees may apply and may be charged by your financial institution. Please contact your financial institution for additional details.

[PRIVACY](#)

If you do not bank with one of the financial institutions below, you will not be able to pay with Interac Online. Please note that Interac Online acceptance is determined by individual financial institutions and NOT by the School District, Rycor Software or Moneris.

