



How to ... Pay Fees in Campus

Step 1:	Open Campus Student/Parent Portal
Step 2:	Click on Fees
Step 3:	Add Items to Cart
Step 4:	View Cart
Step 5:	Add Payment Method
Step 6:	Enter Email and Submit Payment
Step 7:	Confirm Payment
Step 8:	My Account Feature

Step 1: Log into your Campus Portal

Parents: Go to www.fultonschools.org. Select the Campus Portal icon in the middle of the page:

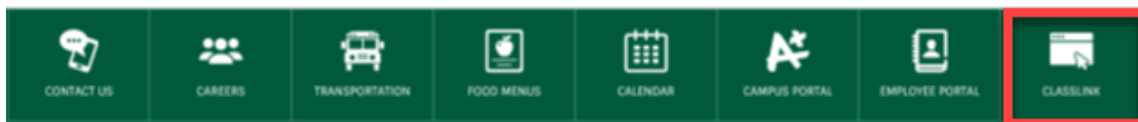


From the Campus Portal Landing Page, click the Enter the Infinite Campus Parent Portal button

Parent and Student Resources

**Enter the Infinite Campus
Parent Portal**

Students: Go to www.fultonschools.org. Select the Classlink icon in the middle of the page:



Enter your FCS log in credentials to access Classlink

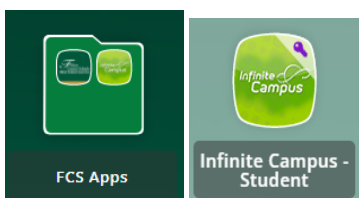
Sign in to ClassLink

Username
200412345

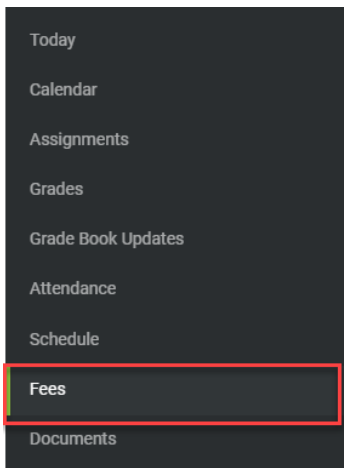
Password

Sign In

Click the FCS Apps and click on the Infinite Campus Icon



Step 2: Select Fees to see your pending charges for your approved classes



Step 3: Fees that have been assigned to student will display. Choose which student (if multiple), School Year and Type you want to view. **Default will display all for the current year and unpaid.** Choose the Items you want to Pay for by clicking the Add to Cart button.

Fees

School Year: 2022 - 2023 Type: Unpaid

Total Due: \$1,575.00

DESCRIPTION	DUE DATE	FEE BALANCE	
Prior Year Balance		900.00	
Fulton Virtual Fall	02/23/2022	225.00	Add to Cart >
Fulton Virtual Fall	02/23/2022	225.00	Add to Cart >
Fulton Virtual Fall	04/11/2022	225.00	Add to Cart >
Subtotal		1,575.00	

Step 4: Items will show the number you have in your cart. Click on My Cart to view and pay for the items. You can also set up your Payment Method here.

Fees

School Year: 2022 - 2023 Type: Unpaid

Total Due: \$1,575.00

DESCRIPTION	DUE DATE	FEE BALANCE	
Prior Year Balance		900.00	
Fulton Virtual Fall	02/23/2022	225.00	IN CART >
Fulton Virtual Fall	02/23/2022	225.00	IN CART >
Fulton Virtual Fall	04/11/2022	225.00	IN CART >
Subtotal		1,575.00	

3
Items in Cart
\$675.00

My Cart

My Accounts

Step 5: Click on the Add Payment Method button and fill out the information on the side panel that displays.

The screenshot shows a payment interface. At the top, there is a table with columns for STORE ITEMS, NAME, QUANTITY, and AMOUNT. Below the table, there is a payment method section with the echeck logo and an 'Add Payment Method' button. To the right, a side panel titled 'Payment Method' is open, showing options for Accepted Payment Methods (VISA, echeck), Checking, Savings, or Card, and a form for entering account and personal information. The form includes fields for Nickname, Checking Account Number, Routing Number, First Name, Last Name, Address, City, State, and Zip Code. There is also a 'Default Payment Method' section with a 'Use as default' checkbox. At the bottom of the side panel, there are 'Save' and 'Cancel' buttons.

Step 6: Enter the Email Address for Receipt and Click on Submit Payment for the items you want to pay for.

This screenshot shows the same payment interface as in Step 5. The 'Email Address for Receipt' field is highlighted with a red box. Below the main interface, the 'Submit Payment' button is also highlighted with a red box.

Step 7: Confirm payment amount and click Yes if correct.

The screenshot shows a 'Confirm Payment' dialog box. The title is 'Confirm Payment' with a close button (X). The main text asks 'Do you want to submit this payment of \$...?'. At the bottom, there are two buttons: 'Yes' and 'No'.

Step 8: You can also set up Payment method, view payment history, recurring payments, and optional payments (if applicable) from the My Accounts.

The screenshot shows the 'Manage Accounts' page. At the top left, there is a back arrow and the text 'Back | Manage Accounts'. Below this, there is a list of options: 'Payment Methods', 'Payment History', 'Recurring Payments', and 'Optional Payments', each with a right-pointing arrow. In the bottom right corner, there is a shopping cart icon with '0 Items in Cart' and '\$0.00', a 'My Cart' button, and a 'My Accounts' button which is highlighted with a red box.