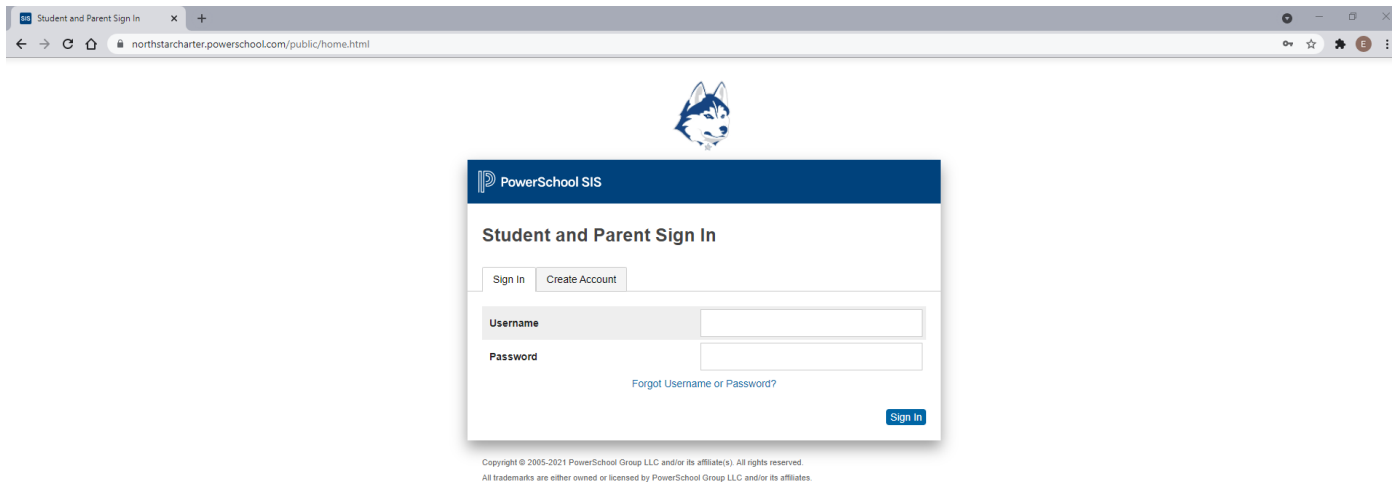


NORTH STAR CHARTER SCHOOL

Parent Payment Instructions

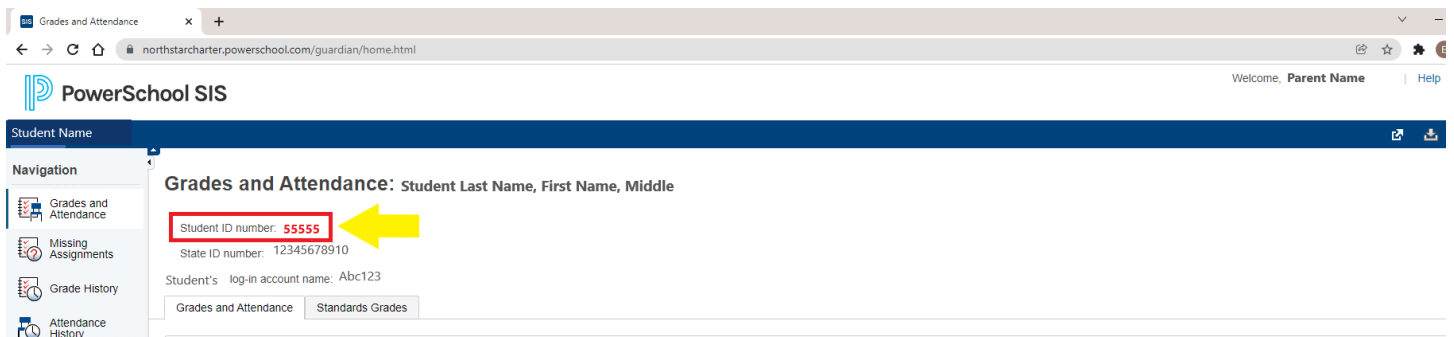
1) Log into PowerSchool using a PC

<https://northstarcharter.powerschool.com/public/>



The screenshot shows a web browser window with the URL northstarcharter.powerschool.com/public/home.html. The page features the North Star Charter School logo (a husky head) at the top center. Below the logo is a sign-in form titled "Student and Parent Sign In". The form includes a "Sign In" button and a "Create Account" button. There are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2021 PowerSchool Group LLC and/or its affiliate(s). All rights reserved. All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates."

2) Note Your Student's ID number



The screenshot shows a web browser window with the URL northstarcharter.powerschool.com/guardian/home.html. The page is titled "Grades and Attendance" and displays the PowerSchool SIS logo. The user is logged in as "Parent Name". The page shows a navigation menu on the left with options: "Grades and Attendance", "Missing Assignments", "Grade History", and "Attendance History". The main content area is titled "Grades and Attendance: Student Last Name, First Name, Middle". Below this title, the "Student ID number: 55555" is highlighted with a red box and a yellow arrow pointing to it. Other information displayed includes "State ID number: 12345678910" and "Student's log-in account name: Abc123". There are tabs for "Grades and Attendance" and "Standards Grades" at the bottom.

3) Click on Balance

The screenshot shows the PowerSchool SIS interface. The page title is "Grades and Attendance: Student Last Name, First Name, Middle". The left navigation menu includes "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", "Class Registration", and "Balance". A yellow arrow points to the "Balance" link. The main content area shows an "Attendance By Class" table with columns for "Exp", "Last Week", "This Week", "Course", "T1", "T2", "T3", "Absences", and "Tardies".

Exp	Last Week					This Week					Course	T1	T2	T3	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
											AM Attendance	[1]	[1]	[1]	0	0
											PM Attendance	[1]	[1]	[1]	0	0
												[1]	[1]	[1]	0	0
												[1]	[1]	[1]	0	0

4) Click on eFunds for Schools

The screenshot shows the PowerSchool SIS interface. The page title is "Transactions: Student Last Name, First Name, Middle". The left navigation menu includes "Grades and Attendance", "Grade History", "Attendance History", "Email Notification", "Teacher Comments", "School Bulletin", and "Class". A yellow arrow points to the "eFunds for schools (a Pearson ISV Partner)" link. The main content area shows "Meal Transactions - Current Balance:\$0.00" and "Fee Transactions - Current Balance: \$".

Date	Time	Net	Balance	Description		
Meal Transactions - Current Balance:\$0.00						
Fee Transactions - Current Balance: \$						
Date	Time	Fee Type	Description	Fee	Paid	Balance
Totals:				0.00	0.00	0.00

5) Click Login OR Create Account (First Time Users)

The screenshot shows the e-Funds for Schools website. The page title is "Welcome!". The left navigation menu includes "Home", "Make a Payment", "Student Fees", "Optional Fees", "Cart", "Manage Students", "Login", and "Create an Account". A yellow arrow points to the "Login" link. The main content area shows "What would you like to do?" and "Pay for Optional Fees".

5a) FIRST TIME USERS: Click Create Account

Username *

Username is required

Password *

Password is required

* indicates required field

Don't have an account? [Create one.](#)

FORGOT USERNAME FORGOT PASSWORD

LOGIN

6) Click Pay for Optional Fees

Welcome!

Pay for Optional Fees

7) Select Student OR Add Students (First Time Users)

Optional Fees

Student Name

← BACK TO STUDENTS

North Star Charter

Field Trip
Student:Field Trip

Cart

Subtotal \$0.00

BEGIN CHECKOUT

7a) FIRST TIME USERS: Enter Information to Add Students

**see step 2 above for your student/family number*

Manage Students

Students
You have added the following students:
No students have been added yet. Add students to continue.
[CONTINUE ON TO STUDENT FEES](#)

Add Students
Look up your students by their last name and either their student number or family number:

Last Name *

Student or Family Number * **See step 2 above**

Student and/or Family Numbers are assigned by your school district. This information is typically given out on a document, Student ID, or at registration.

* indicates required field

[ADD STUDENT\(S\)](#)

8) Select the Applicable Item

Student Fees

Student Name
[← BACK TO STUDENTS](#)

Miscellaneous

Item name

Amount Due: \$1.00

[ADD ALL FEES](#) Student Fee Total: \$0.00

Cart

Subtotal: \$0.00

[BEGIN CHECKOUT](#)

9) Click Add To Cart

Student Fees

[← GO BACK](#)

Item

\$ Amount

[ADD TO CART](#)

Cart

Subtotal: \$0.00

[BEGIN CHECKOUT](#)

10) Click Begin Checkout

The screenshot shows the 'Student Fees' page. On the left is a navigation menu for 'North Star Charter School' with options like Home, Make a Payment, Student Fees, and Optional Fees. The main content area has a 'Student Name' dropdown menu. To the right is a 'Cart' section showing one item: 'Student Name Item Name' for \$1.00. Below the cart, the 'Subtotal' is \$1.00, and a blue 'BEGIN CHECKOUT' button is highlighted with a yellow arrow.

11) Add Payment Method and Information *Direct Debit has the lowest processing fee

The screenshot shows the 'Select Payment Method' page. It prompts the user to 'Choose a payment method.' There are two options: 'New Credit / Debit Card' and 'New Direct Debit', each with a right-pointing arrow button.

12) Click Pay Now

The screenshot shows the 'Confirm Payment' page. It displays payment details: Method (Credit Card 6789), Date (Today), Frequency (Once), and Contact (Payer Information). Below this is a cart summary showing 'Student Name Item Name' for \$1.00, a 'Subtotal' of \$1.00, a 'Convenience Fee' of \$2.85, and a 'Total for Today' of \$3.85. A verification form asks for 'Address *'. At the bottom, there is a blue bar with the text: 'By clicking "Pay Now", I confirm the above listed payment is correct, agree to the convenience fee, and acknowledge that I have read and agree to the terms of service and privacy policy.' A blue 'PAY NOW' button is highlighted with a yellow arrow.