

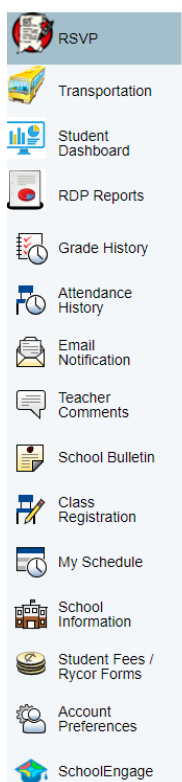
1. Log on to your Parent Portal. powerschool.rdpsd.ab.ca If you don't remember your username and password, call the office for assistance at 403-342-3288.

The image shows a screenshot of the PowerSchool SIS "Student and Parent Sign In" page. At the top, there is a blue header with the "PowerSchool SIS" logo. Below the header, the page title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". A "Select Language" dropdown menu is set to "English". Below this are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is at the bottom right. At the bottom of the page, there is a copyright notice: "Copyright © 2005-2020 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. If you are using your phone, click on the grey triangle in the left hand corner to view the menu



3. Select Student Fees / Rycor Forms



4. If there are any fees owing, you will see a listing of them.

[Due Now](#) [Future Charges](#) [Paid](#)

Glendale School					
2018/2019	Fee	Paid	All Adj	Due	In Cart
School Fees					
Field Studies Grade 2	\$20.00	-	-	\$20.00	<input type="checkbox"/>
Textbook Fines					
Library Fines Alberta	\$6.00	\$5.00	-	\$1.00	<input type="checkbox"/>
Total:	\$26.00	\$5.00	\$0.00	\$21.00	\$0.00

5. By clicking on the box in the “In Cart” column, you can choose which fees you would like to pay.

Glendale School					
2018/2019	Fee	Paid	All Adj	Due	In Cart
School Fees					
Field Studies Grade 2	\$20.00	-	-	\$20.00	<input checked="" type="checkbox"/>
Textbook Fines					
Library Fines Alberta	\$6.00	\$5.00	-	\$1.00	<input type="checkbox"/>
Total:	\$26.00	\$5.00	\$0.00	\$21.00	\$20.00

6. Click on the cart in the top right corner.



7. Once you are in the cart, you can choose to make a partial payment on the left hand side of the screen.

Total Amount

\$20.00

Payment Options

If you are unable to make a full payment at this time, you can make a partial payment.

[Partial Payment](#)

8. If you are choosing partial payment, you can adjust the amount in the partial payment screen. You can adjust the amount you are paying in the green box in the bottom, then click update cart and return to checkout.

Glendale School			
2018/2019	Due	Pay	In Cart
School Fees			
Field Studies Grade 2	\$20.00	\$10.00	<input checked="" type="checkbox"/>
Textbook Fines			
Library Fines Alberta	\$1.00	\$0.00	<input type="checkbox"/>
Total:	\$21.00	\$10.00	<input type="text" value="\$10.00"/> <input type="button" value="Update Cart"/>


Sub Total: \$10.00

Total Payment: \$10.00


9. Enter your payment information and click submit payment.

Payment Method

Credit Card



INTERAC® Online



Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 2021

CVD (# on back of card)

Payment Amount: \$20.00 CDN