

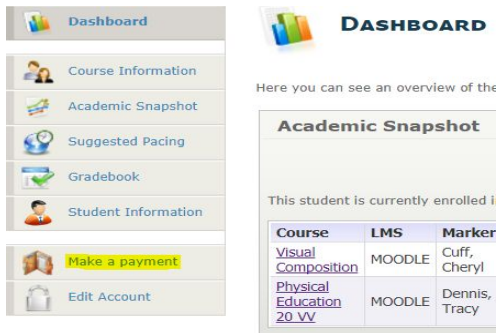
Making Payments in Student Information (SIS)

Last updated: November 27, 2017

Want to pay your material fees online? As long as you have a valid credit card, you can do this in the Student Information System (SIS) by following these steps:

To Make a Payment:

1. Log into [SIS](#) using your username and password that was included in the course registration email.
2. In the main menu, select the **Make a Payment** option.



The screenshot shows the SIS Dashboard with a sidebar menu on the left containing options like Dashboard, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Information, **Make a payment**, and Edit Account. The main content area shows the 'Academic Snapshot' section with a table of enrolled courses.

Course	LMS	Marker
Visual Composition	MOODLE	Cuff, Cheryl
Physical Education 20 VV	MOODLE	Dennis, Tracy

MAKE A PAYMENT

Here you can see your ledger and make an online payment using the checkout website.

Student Ledger

These are the latest transactions for this student:

Date	Type	Description	Amount
11/28/2017 11:34:23 AM	CHARGE	A DARKER SHADE OF MAGIC - ENGLISH 30-2 ADULT	\$18.00
11/28/2017 11:34:23 AM	CHARGE	A DARKER SHADE OF MAGIC - ENGLISH 30-2 ADULT - GST	\$0.90
11/28/2017 11:34:23 AM	CHARGE	BLEACHERS - ENGLISH 20-1 & ENGLISH 30-2	\$16.00
11/28/2017 11:34:23 AM	CHARGE	BLEACHERS - ENGLISH 20-1 & ENGLISH 30-2 - GST	\$0.80
11/28/2017 11:34:23 AM	CHARGE	ENGLISH LANGUAGE ARTS HANDBOOK FOR SECONDARY STUDENTS	\$9.00

3. Check the **Balance Due** at the bottom of the Student Ledger to make sure that it matches with the amount shown in the **Current Balance** drop down menu.



The screenshot shows a form titled 'Step 1: Select Item'. At the top right, it displays 'Balance Due: 772.15'. Below the title, there is a dropdown menu with the text 'Select the item you would like to pay for:' and the selected option 'CURRENT BALANCE - \$772.15'.

NOTE: If these amounts do not match, please contact VVS at 1-855-974-5333 Ext. 5317 and asked to be forwarded to the Finance Department.

4. Enter your contact information and credit card details into the **Make Payment** section.



The screenshot shows a form titled 'Step 2: Make Payment'. The main heading is 'PAY WITH CREDIT CARD:'.

First Name:

Last Name:

Address:

City:

Postal Code:

Credit card number:

Expiration month:

Expiration year:

cvv2:

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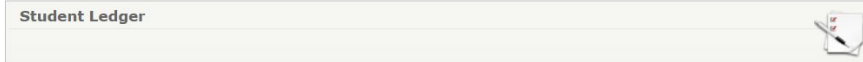
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5. Click Submit when you are done to process the payment.
Your Student Ledger should now be empty if your balance has been paid in full. If you have made a partial payment, this field will show the balance owing.



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Contact

If at any time you have questions, please contact Vista Virtual School: P. 1-855-974-5333 Ext. 5317 E. vvsupport@phrd.ab.ca