

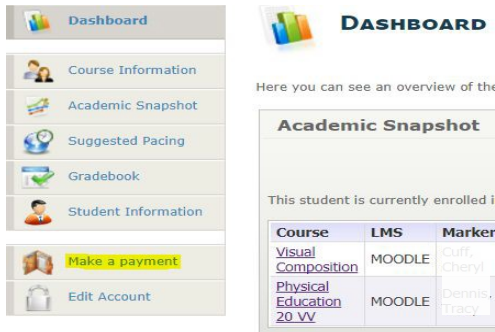
Making Payments in Student Information (SIS)

Last updated: May 1, 2019

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 containing: Dashboard, Course Information, Academic Snapshot, Suggested Pacing, Gradebook, Student Information, **Make a payment** (highlighted), and Edit Account. The main content area shows the 'Academic Snapshot' for a student, listing 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 dropdown menu titled 'Step 1: Select Item'. The selected item is 'CURRENT BALANCE - \$772.15'. The total balance due is shown as 772.15.

NOTE: If these amounts do not match, please contact us 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 the 'Step 2: Make Payment' section with the 'PAY WITH CREDIT CARD' option selected.

First Name:

Last Name:

Address:

City:

Postal Code:

Credit card number:

Expiration month:

Expiration year:

cvv2:

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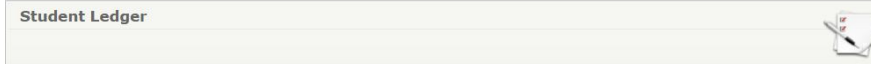
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5. Click Submit when you are done to process the payment. Your Student Ledger should now be empty if your balance is paid in full. If you have made a partial payment, this field will show the balance owing.



MAKE A PAYMENT

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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