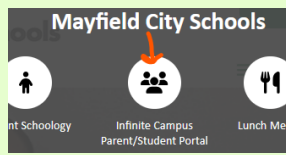


Infinite Campus Payment Information—Lunch, Fees & School Store

How to access the PARENT PORTAL:

From the Mayfield website
www.mayfieldschools.org

- Click on **MENU**
- Select the shortcut for **Infinite Campus Parent/Student Portal**



- Select **Campus Parent**
- Enter parent **username & password**
- Click **Log In**

If you need assistance with your parent portal login, please email
ichelp@mayfieldschools.org

To download the Infinite Campus Parent Portal App

- From your **APP store** search for **Infinite Campus Parent Portal**
- Enter the District Name: **MAYFIELD**
- Select **OHIO** as the State
- Click Search District and select **Mayfield City Schools**

To complete the Annual Update for the current school year

- Click on **MORE > Annual Update / Registration**
- Click **START** and follow prompts
- Be sure to click **SUBMIT** when finished
- All new leases or new addresses **MUST** include a copy of Lease Agreement/ Mortgage, along with a 2nd proof of residency.

FOOD SERVICE

To add money to a lunch account:

- Select **PAY**
- Enter **amount** for student
- Click **ADD TO CART**
- Click **MY CART** (to the right)
- Select or Add **payment method**
- Click **SUBMIT PAYMENT**

To make recurring payments when student reaches a certain balance:

- Click **MY ACCOUNTS**
- Select **RECURRING PAYMENTS**
- Click on the **Arrow** under Amount
- Enter **Monthly or Low Balance**
- Enter **Start & End Date**
- Enter **Amount**
- Select or Add **Payment Method**
- Enter **email address** for receipt
- Click **SAVE**

FEES

To pay Fees:

- Select **FEES**
- Select Fee you wish to pay
 - For non-school supply fees, click **OPTIONAL PAYMENTS** (on bottom)
- Click **ADD TO CART**
- Click **MY CART** (to the right)
- Select or Add **payment method**
- Enter **email address** for receipt (optional)
- Click **SUBMIT PAYMENT**

SCHOOL STORE

The School Store is where specific purchases or sign up options are.

- Within the Parent or Student Portal, click on **SCHOOL STORE** (*Non-Household parents will not be able to place orders in Infinite Campus*)
- Choose the school store for your student. (You will have multiple if you have students at different schools)
- Click **SHOP** for the specific school
- Click **VIEW** on the specific option you are looking for
- To the right a box will appear for you to fill out
- Click **Add to Cart** ***Some items may not be an actual purchase, but needs to be in cart to process***
- Choose **MY CART** and review your requests.
- Add payment method if not already set
- Click **SUBMIT** when complete.

