

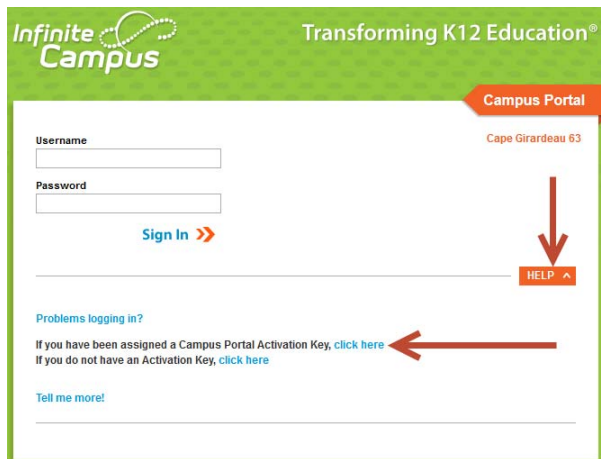


# Cape Girardeau Public Schools – NEW PARENT PORTAL / ONLINE PAY INSTRUCTIONS

Cape Girardeau Public Schools has a new Parent Portal for parents to access student information (Grades, Attendance, etc...) as well as make online payments for lunch accounts. Below are instructions on how to create your portal account, as well as a brief look at the new payment system (on the reverse side of this sheet).

## PARENT PORTAL ACCOUNT CREATION INSTRUCTIONS:

- Step 1** Go to our district home page: <http://www.capetigers.com> – then click “Parent” (under I am a...). Next click on “Infinite Campus Parent Portal”.
- Step 2** You should now see the Infinite Campus Portal login page. Click **HELP** - a link will appear to enter your “Campus Portal Activation Key, click here”

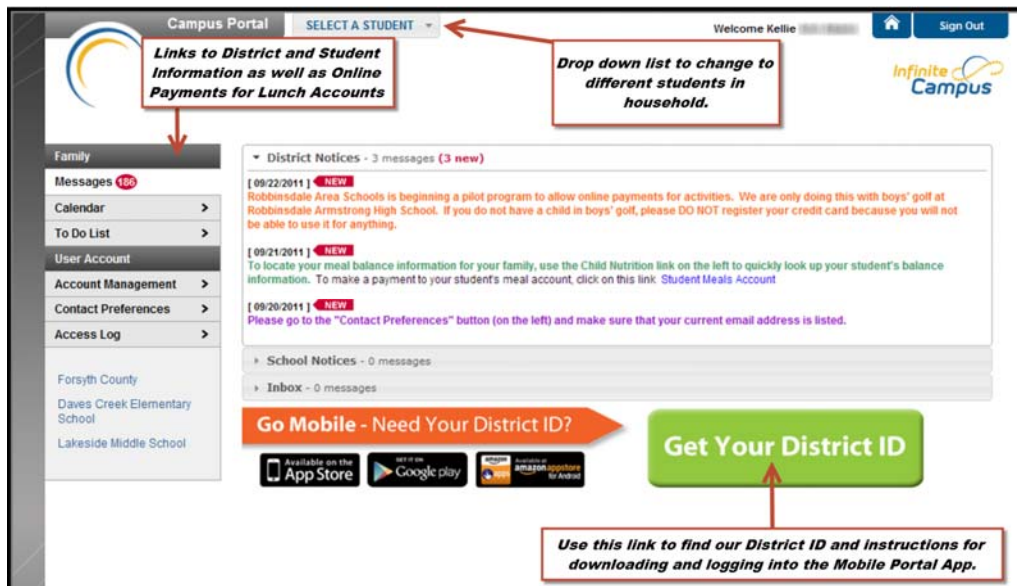


Please find your Campus Portal Activation Key in your Welcome Letter: *(It is a long sequence of letters and numbers)*

**XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX**

- Step 3** Enter your activation key and “Submit”
- Step 4** Enter a username and password – ***OF YOUR CHOOSING.***  
You should now be able to login to the Parent Portal with your newly created username and password.

There is also an iPhone/iPad App, and an Android App available (instructions for these are on the portal homepage).



\*For questions please contact your child’s school for assistance or by email at [plinkadmin@capetigers.com](mailto:plinkadmin@capetigers.com)



## Cape Girardeau Public Schools – NEW PARENT PORTAL / ONLINE PAY INSTRUCTIONS

We also wanted to give a brief look at how the new online payment system will look, as well as some information about it.

The new online pay is integrated into the Parent Portal, and both items are now accessible from a **single login**. See the screen shots below to know how to access making payments for lunch accounts.

**IMPORTANT NOTE:** There will be a convenience fee of **\$1.95** assessed per transaction (not per child).

**Paying for multiple children in one transaction saves transaction fees when doing separate transactions for each child.**

Portal Payment Screen:

The screenshot shows the 'Payments' section of the parent portal. On the left is a navigation menu with 'Payments' highlighted. The main content area shows 'Accepted Payment Methods' (VISA, MasterCard, American Express, DISCOVER, echeck) and a note that the minimum payment amount is \$5.00. Below this is a table of food service charges:

Food Service	View details	Balance	Estimate	Payment
Emily N Kommer		-\$0.70	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>
Jarred L Kommer		\$5.85	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>
Jessica Kommer		\$16.90	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>
Mallory S Kommer		\$20.00	N/A	\$ <input type="text"/> <input type="button" value="Select estimated amount"/>

A note states: '\* The estimated payment is for one month and is based on the past food service purchases'

Below the table, it says 'There are no Fees available.' and 'Convenience Fee: \$1.00'. At the bottom, the 'Total' is \$1.00 with a 'Continue...' button. There are also links to register or modify credit card and banking information, and to view the online payment history.

For questions regarding the online payment process please contact:

**Nutrition Services Department**

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