

1. Log into the Parent Portal
  - a. Go to <https://sis.hazelwoodschoools.org/HZCO360x3/login>
  - b. Click on tab labeled "Parent"
  - c. Login using your username and password
2. Click on Fees & Billing either on the home screen or the menu bar to the left

**Tyler SIS**

Current Academics

Daily Student Activity

School Life

Announcements

Calendar

e-Forms

**Fees & Billing**

Online Payment

Online Registration

Send Email

Student History

Academic History

Documents

Student Information

Programs and Services

Student Details

Utilities and Settings

Notification Preferences

Update Household Data

Student Summary

Amy Test-Family

Grade 11 - HZ Administrative Hold - Default Calendar

Academic Year - 2021-2022

Required e-Forms have not been submitted (11)

New optional e-Forms are available

Online Registration must be completed for 2021-2022

Announcements

09/02/21

Go To Announcements

District (2)

08/17/21 - Bus Transportation Information

Parents/Guardians, Bus transportation information is available on the Tyler SIS parent portal/mobile...

08/07/21 - HSD School Supply Lists for Elementary and Middle School Students

Assignments

0

Missing in Last 30 Days

0

Due Today

0

Due Tomorrow

Fees & Billing

**\$1,525.00 Due**

Student Schedule

Go To Student Schedule

No Schedule Information

Today's Attendance

0

Tardy

0

Absent

Current Grades

No Grading Period

Go To Grades

No current grades available

3. Click on Online Payment in the bottom right hand corner.

**Tyler SIS**

Amy Test-Family

Grade 11 - HZ Administrative Hold - Default Calendar

2021-2022 Balance \$1,525.00 Due

**Total Balance \$1,525.00 Due**

Academic Year - 2021-2022

**Fees & Billing**

More	Fee Code	Description	Balance
▼	ECPT	Early Childhood Parent Tuition Program	1,500.00 Due
▼	IDLA	ID Lanyard	25.00 Due

Expand All

Collapse All

**Online Payment**

4. Enter the amount that you would like to pay towards each particular fee in the boxes to the right of the account balance. Then click Proceed to Verification in the bottom right corner.

**Tyler SIS**

**Online Payment**

Academic Year - 2021-2022

Account / New Deposits Transaction History

Site	Student Name	Account	Account Balance	Due	Deposit Amount
HZAD	Test-Family, Amy	<a href="#">ECPT - Early Childhood Parent Tuition Program</a>	1,500.00	Due	1.00
HZAD	Test-Family, Amy	<a href="#">IDLA - ID Lanyard</a>	25.00	Due	
HZ02	Test-Family, Barb	<a href="#">IDTG - Student ID</a>	5.00	Due	
Total due for Academic Year 2021-2022			1,530.00		
			Total Deposit		1.00
			Transaction Total		1.00

**Proceed to Verification**

5. Review Online Payment Verification for accuracy. If correct, click pay in the bottom right hand corner. This will have a pop up appear asking you to login or to sign up with RevTrak. If this is the first time using this feature, select "Sign Up"
6. Create an account from the questions that appear.

**Online Payment Verification**

Account / New Deposits Transaction History

Site	Student Name	Account	Account Balance	Due	Deposit Amount
HZAD	Test-Family, Amy	<a href="#">ECPT - Early Childhood Parent Tuition Program</a>	1,500.00	Due	1.00
HZAD	Test-Family, Amy	<a href="#">IDLA - ID Lanyard</a>	25.00	Due	
HZ02	Test-Family, Barb	<a href="#">IDTG - Student ID</a>	5.00	Due	
Total due for Academic Year 2021-2022			1,530.00		
			Total Deposit		1.00
			Transaction Total		1.00

Go Back to Previous Screen

**Create Account**

First name

Last name

Email

Password

Strength 0 / 3

Create Account

Already have an account? [Log In](#)

Pay

7. Enter payment information into the screen. Then click pay.

**Online Payment Verification**

Site ▼ Student Name ▼ ↑ Account Balance ▼

HZAD Test-Family, Amy 1,500.00 D

Total 1,530.00

Total Deposit

Transaction Total

You have chosen to deposit a total of 1.00 dollars.

If you want to proceed, please enter your card information and complete the transaction on this screen.

**Payment Method**

Log Out

Name

Card number

Expiration

Street

Zip

Payment Method is saved to your account

**Pay \$1.00**

Go Back to Previous Screen

Pay

8. This will reduce your balance owed and show the transaction in transaction history.