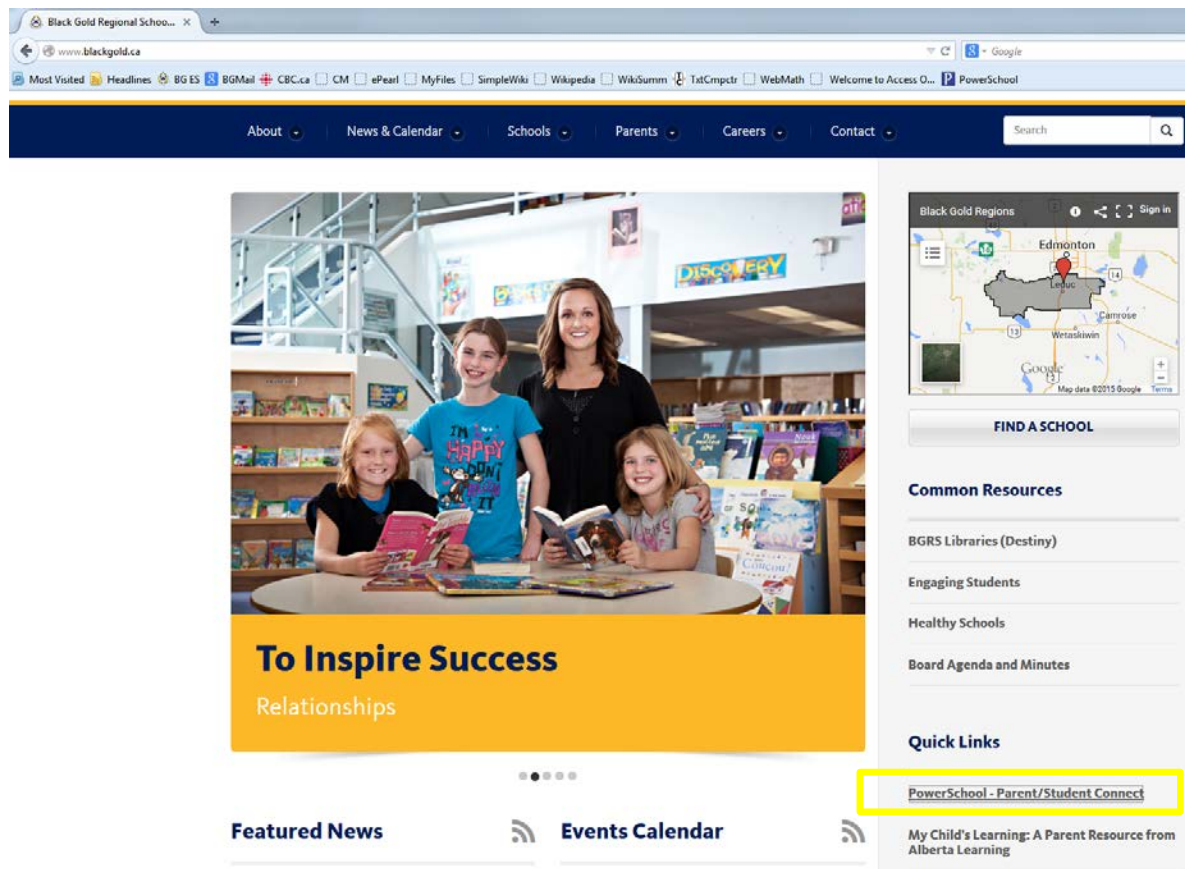


# Acorn Online Payment Parent User Guide

All schools fees can now be paid online! Parents can access the Acorn Online Payment website through the PowerSchool Parent portal.

## Login into PowerSchool

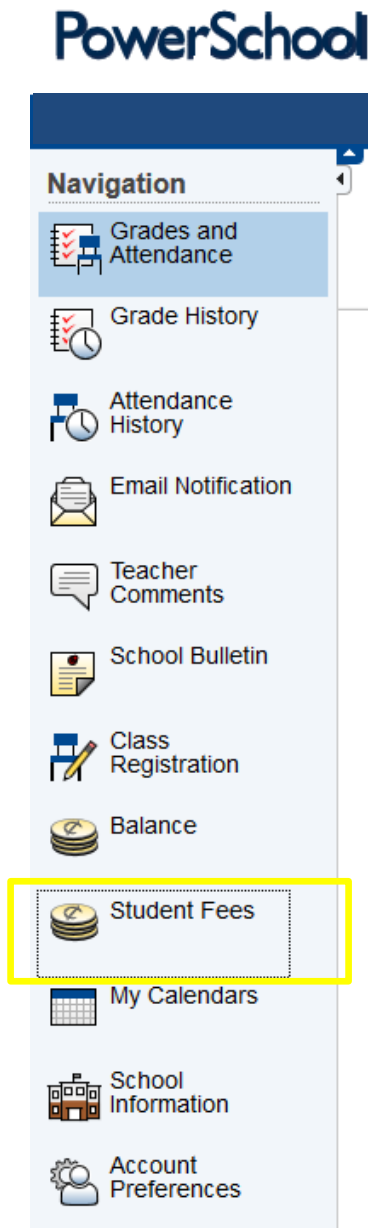
1. Visit the Black Gold Regional Schools website at [www.blackgold.ca](http://www.blackgold.ca)
2. On the right hand side of the page, under Quick Links, click on “PowerSchool – Parent/Student Connect”



3. Log in to the PowerSchool Parent Portal

A screenshot of the PowerSchool login form. The form has a blue header with the "PowerSchool" logo. Below the header, there are two buttons: "Sign In" and "Create Account". The main section is titled "Student and Parent Sign In". It contains two input fields: "Username" and "Password". Below the password field, there is a link that says "Having trouble signing in?". At the bottom right of the form, there is a blue "Sign In" button.

4. Click on the link “Student Fees” in the sidebar navigation menu



5. This will open the Acorn Online Payment website.

## Acorn Online Payment Website

### Understanding the Fee Summary Page

>> Log Off

# Happyview School District

**3**

**CART**  
**\$1,307.50**

View Cart ➔  
Checkout ➔

**2**

**Summary** | Ian | Kristen | Matthew | Sarah

**4**

Manage Cards | My Orders

### SUMMARY

Click on each student's tab to review their fees. Then click on **View Cart** to make a payment.

Student ID	Name	Grade	School	Due
2749959	Ian Jones	09	Happyview Secondary School	\$502.00
2749736	Kristen Wong	11	Happyview Secondary School	\$282.50
2749474	Matthew McKinney	12	Happyview Secondary School	\$489.00
2357958	Sarah Connors	09	Happyview Secondary School	\$299.00

1. The first screen you will see is the Summary Page that displays the outstanding balance for each student attached to your parent account.
2. Each student will also have their own separate tab that displays a detailed breakdown of fees on individual accounts.
3. The total amount due for children will appear in the CART total in the top right corner of the window.
4. Click on different Account icons to view or edit details of your parent account:
  - **Manage Cards** – enter your payment details below to save them in your secure profile. This will be used for any payment plans, and to help speed up the checkout process.
  - **My Orders** – view past payments on your account and reprint receipts.

## Understanding the Student Account Tab

The screenshot shows the 'Student Account Tab' for Matthew McKinney. At the top, there are tabs for 'Summary', 'Ian', 'Kristen', and 'Matthew' (highlighted with a red box and callout 1). To the right are icons for 'Manage Cards' and 'My Orders'. Below the tabs, a blue header displays 'Matthew McKinney' and '2749474 Grade: 12'. To the right of this header are three boxes: 'SCHOOL FEES \$289.00', 'ADDITIONAL ITEMS \$0.00', and 'TOTAL DUE \$289.00'. A yellow banner (callout 2) contains a note about School Damage Deposits. Below this is a section for 'School Fees Due Now' (callout 3) with sub-tabs 'Future Charges' and 'Paid'. A 'Print Statement' link is also present. A table (callout 4) lists various fees and their due dates, with each row having an 'In Cart' button. The table includes fees like School Damage Deposit, Hot Lunch Program, Registration Fee, Biology 12 - Lab Fee, Student Leadership Fee, Lock Fee, Graduation Fee, Technology Fee, Student Agenda, and Learning Resource Fee. The 'Total Due' is \$489.00. At the bottom, the 'Additional Items' section (callout 5) shows 'New Items' and two optional fees: 'Noon Hour Supervision Fee 2013/2014' and 'Yearbook Fee 2013/2014'.

Summary Ian Kristen **Matthew** 1

Manage Cards My Orders

**Matthew McKinney**  
2749474 Grade: 12

SCHOOL FEES \$289.00 ADDITIONAL ITEMS \$0.00 TOTAL DUE \$289.00

School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12. 2

**School Fees Due Now** Future Charges Paid 3 [Print Statement](#)

Due Now		
School Damage Deposit	\$75.00	16-Apr-2012
Hot Lunch Program	\$75.00	27-Apr-2012
Registration Fee	\$45.00	27-Sep-2012
Biology 12 - Lab Fee	\$15.00	23-Oct-2012
Student Leadership Fee	\$10.00	23-Oct-2012
Lock Fee	\$5.00	23-Oct-2012
Graduation Fee	\$125.00	8-Nov-2012
Technology Fee	\$75.00	14-May-2013
Student Agenda	\$9.00	23-May-2013
Learning Resource Fee	\$55.00	21-Aug-2013

Total Due: \$489.00

**Additional Items**

New Items

Noon Hour Supervision Fee 2013/2014 Yearbook Fee 2013/2014 5

1. Click on each tab to review individual student fees.
2. Any notes from the school or division will appear in yellow at the top of the screen.
3. The default view is **School Fees Due Now**, but you can also view **Future Charges** and past **Paid**.
4. Required fees have been automatically added to the cart.
5. At the bottom of the window is a section called Additional Items, which are optional fees that can be added to a shopping cart. These fees are not included in a student's outstanding balance until added to the cart. After you click on the fee item, a confirmation box will pop-up and prompt you to add the fee to your cart.

You can print and save student account statements to your computer for any child attached to your parent account.

1. Navigate to the appropriate student tab.
2. Click on the Print Statement link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

1. Navigate to the appropriate student tab.
2. Click on the Print Statement link.
3. The student account statement will pop-up in another window.
4. Print or save the statement to your computer.

## Printing Payment Receipts

The screenshot shows the Student Quick Pay interface. At the top right, there is a shopping cart icon with a red exclamation mark, labeled 'CART \$341.43'. Below it are buttons for 'View Cart' and 'Checkout'. A green circle with the number '1' is placed over the 'My Orders' icon, which is a dollar sign inside a circle. A red box highlights the 'My Orders' icon. Below the top navigation bar, there is a 'Summary' tab and three tabs labeled 'Olivia', 'James', and 'Lora'. The main content area is titled 'Payment History'. It contains a table with columns 'Date' and 'Details'. The table has five rows of payment history. A red box highlights the 'Receipt' column in the table. A green arrow with a green circle containing the number '2' points to the 'Receipt' link in the fourth row of the table. A preview window is open over the table, showing a receipt for 'Montreal Middle School (Beta)'. The receipt includes the school's address, the parent's name 'Kennedy Adamson', the student's name 'Genta Mitchell', the amount '\$15.00', and the date '25-Sep-2013 08:12 AM'. The receipt number is '482'.

Date	Details	Receipt
8/27/2013 12:43:22 PM	h School ***2486	<a href="#">Receipt</a>
8/27/2013 12:43:22 PM	School ***2486	<a href="#">Receipt</a>
8/27/2013 12:43:22 PM	School ***2486	<a href="#">Receipt</a>
9/19/2013 10:05:05 AM	School ***2486	<a href="#">Receipt</a>
9/25/2013 9:12:19 AM	School 732	<a href="#">Receipt</a>

1. Click on the **My Orders** icon.
2. In the Payment History window, select **Receipt** in the far-right column to print the desired payment receipt.

## Viewing the Cart

After you have added any additional fees to your shopping cart, click on View Cart in the top right-hand corner of the screen to review your cart. At this point you have the option to remove any fees from your cart or change the amount of the “Student Payment” to make a partial payment. Once you are ready to make payment, click on the Pay Now button.

**Cart Total: \$309.66** **Pay Now**

**Olivia Reeder**

	Due	Pay	
<b>School Fees</b>		<b>\$100.00</b>	
Homeroom 5 - Consumable Cost	\$34.05	\$34.05	<a href="#">remove</a>
Homeroom 5 - Material Cost	\$18.79	\$18.79	<a href="#">remove</a>
Homeroom 5 - Textbook Rental	\$91.83	\$47.16	<a href="#">remove</a>
<b>Student Payment:</b>		<b>100.00</b>	<a href="#">Update Cart</a>

**James MacDonald**

	Due	Pay	
<b>School Fees</b>		<b>\$126.75</b>	
Algebra 1-1 textbook 201FA19	\$8.94	\$8.94	<a href="#">remove</a>
Algebra 1-2 201FA19 - Consumable	\$10.94	\$10.94	<a href="#">remove</a>
Algebra I-2 201SP29 - Textbook Rental	\$8.94	\$8.94	<a href="#">remove</a>
Biology I-2 302SP29 - Material Cost	\$2.60	\$2.60	<a href="#">remove</a>
Biology I-2 302SP29 - Textbook Rental	\$11.20	\$11.20	<a href="#">remove</a>
Ceramics 1 657 - Material Cost	\$20.00	\$20.00	<a href="#">remove</a>
English 9-1 101FA19 - Consumable Cost	\$28.69	\$28.69	<a href="#">remove</a>
English 9-1 101FA19 - Material Cost	\$0.82	\$0.82	<a href="#">remove</a>
English 9-1 Textbook Rental 101FA19	\$5.98	\$5.98	<a href="#">remove</a>
Interpersonal Rela 701 - Material Cost	\$0.55	\$0.55	<a href="#">remove</a>
Interpersonal Rela 701 - Textbook Rental	\$4.91	\$4.91	<a href="#">remove</a>
Physical Ed I 801 - Material Cost	\$2.80	\$2.80	<a href="#">remove</a>
Spanish II-1 562FA1 - Textbook Rental	\$8.90	\$8.90	<a href="#">remove</a>
Spanish II-2 562SP2 - Textbook Rental	\$8.90	\$8.90	<a href="#">remove</a>
World History 1 403FA19 - Textbook Rental	\$20.41	\$2.58	<a href="#">remove</a>
World History 2 403SP29 - Textbook Rental	\$20.41	\$0.00	<a href="#">remove</a>
<b>Student Payment:</b>		<b>126.75</b>	<a href="#">Update Cart</a>

**Payment Amount: \$226.75**

**Sub Total: \$226.75**

**Total Payment: \$226.75**

**Pay Now**

## Checking Out

After reviewing each student tab, click the Checkout button in the top right-hand corner of the window to pay for school fees. If you are viewing fees from the Cart, click the Pay Now button to checkout.

**Happyview School District** **>> Log Off**

**CART \$788.00** **View Cart** **Checkout**

**Summary** **Matthew** **Sarah**

**Sarah Connors** 2357958 Grade: 09 **SCHOOL FEES \$299.00** **ADDITIONAL ITEMS \$0.00** **TOTAL DUE \$299.00**

School Damage Deposits are refunded when withdrawal paperwork has been submitted to the office or the student successfully graduates from grade 12.

## Enter Payment Details

Once you are brought to the Payment Details page, select your Payment Type:


- Credit Card
- Interac Online

### Payment Details

Choose Payment Type:

[Manage Saved Cards](#)

☒ Credit Card

☐ INTERAC® Online  Online

Pay by Credit Card



Cardholder Name

Credit Card Number

Expiration Date

 / 

CVD (# on back of card)

Payment Amount:

**\$788.00** CDN

[Cancel](#)

[Submit Payment](#)

Sarah Connors

	Due	Pay
Student Leadership Fee	\$10.00	\$10.00
Lock Fee	\$5.00	\$5.00
Student Activity Fee	\$70.00	\$70.00
Instructional Material Fee	\$50.00	\$50.00
Textbook Rental	\$50.00	\$50.00
Technology Fee	\$75.00	\$75.00
Student Agenda	\$9.00	\$9.00
Jr Activity Fee	\$30.00	\$30.00

**Student Total: \$299.00**

Matthew McKinney

	Due	Pay
School Damage Deposit	\$75.00	\$75.00
Hot Lunch Program	\$75.00	\$75.00
Registration Fee	\$45.00	\$45.00
Biology 12 - Lab Fee	\$15.00	\$15.00
Student Leadership Fee	\$10.00	\$10.00
Lock Fee	\$5.00	\$5.00
Graduation Fee	\$125.00	\$125.00
Technology Fee	\$75.00	\$75.00
Student Agenda	\$9.00	\$9.00
Learning Resource Fee	\$55.00	\$55.00

**Student Total: \$489.00**

**Cart Total: \$788.00**

**Payment Amount: \$788.00**

If you select Credit Card, fill out the cardholder name, credit card number, expiration date and CVD and click Submit Payment.

If you select Interac Online click Submit Payment and then choose a Financial Institution. Once you click on your Financial Institution, you will be brought to their online banking page and must log in to your bank with your regular online banking username and password.

After submitting your payment, you will be emailed a receipt.