

School Store and Activity Registration for Parents - Descriptive Transcript

Last Modified on 04/15/2026 2:44 pm CDT

The School Store tools in Campus Parent can be used to purchase items and complete registrations for activities, athletics, and field trips.

Narration	Visual Description
<p>The School Store tools in Campus Parent can be used to purchase items and complete registrations for activities, athletics, and field trips.</p>	<p>The video begins with a screen capture of the School Store in Campus Parent. Icons for two school stores are displayed.</p>
<p>The stores for your children's schools display at first, but if you need to shop at a different school store, select More Schools to see all school stores in the district.</p>	<p>The More Schools button is selected at the bottom of the screen. Once clicked, icons for two additional stores display, and the More Schools button changes to "My Schools"</p>
<p>(No Audio)</p>	<p>The My Schools button is selected at the bottom of the screen.</p>
<p>Items sold in School Store vary from school to school and could include fundraisers, tickets, apparel, or course supplies.</p>	<p>The store for a sample high school is selected. Screen changes to show item categories, including activities, course materials, tickets, and spirit wear.</p>
<p>Item categories may show first or all items may display, depending on how the school set up the store.</p>	<p>The All Products button is selected at the bottom, and the screen changes to list specific items in alphabetical order. The All Products button changes to "Categories"</p>
<p>(No Audio)</p>	<p>The Categories button is selected, and the screen changes to display item categories again. The parent selects the spirit wear category. The screen changes to list clothing items, such as an adult short-sleeve tee, class of 2026 shirt, a hooded sweatshirt, long sleeve tee, and mens' polo.</p>
<p>Select the item to view more details.</p>	<p>The hooded sweatshirt item is selected. A side panel opens with more details and the ability to order the item.</p>

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Select the recipient.	The recipient drop list, which includes all members of the family, is opened.
Some family members may not be selectable due to restrictions set on the product.	Some family members display as not selectable. After a pause, a student who can be selected is chosen.
Select the options desired, such as color and size for a shirt.	The Options drop list is opened. Options display shirt color and size. White sweatshirts have an "out of stock" indicator. The parent scrolls down and selects a gray in size medium.
Prices will update based on the selected options.	(No change on screen.)
Options are set by the school for each item.	(No change on screen.)
Some items may have a customer comment field. Check the item description for specific instructions.	The item description includes a note to "put personalization in customer comments". The parent adds the student's first name and the number 28
(No Audio)	When the parent clicks the add to cart button, the screen returns to the categories for the high school store.
Sign ups for activities such as sports, after-school clubs, and field trips may also be managed in the School Store.	The parent selects the Athletics and Activities category. The screen changes to options including eSports, Robotics, boys' soccer, and girls' soccer.
Activities your children have already registered for list in Activity Registration.	The screen changes to the activity registration tool in Campus Parent, The tool is called out in the side navigation panel. The screen lists the activities a student has registered for in the past, including marching band, boys' tennis, and intramural volleyball.
(no audio)	The screen changes back to the athletics and activities category of the school store. Boys' soccer is selected, and the side panel opens.

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Settings on the activity may limit who can be registered for it.	When the Recipients drop list is opened, two people are not selectable and have the label "ineligible" next to their names. A student who can be selected is selected.
Activities can have forms associated with them.	The user scrolls down to the forms section.
Some forms are informational only, while others are required registration forms.	A parent agreement form, which is labeled "guardian signature required," is selected. A pop-up to accept electronic signature terms and conditions displays. The user selects Agree.
Forms are designed by your school, so they'll be different from this example.	A sample form opens for the parent to read. The parent scrolls down.
Electronic signatures may be included on the forms.	The parent clicks the eSignature icon. An e-signature dialog opens, and the parent selects sign.
(No Audio.)	The parent clicks the submit button and is returned to the boys' soccer side panel in the school store.
Activities may have a document upload option, such as being able to submit a sports physical form from your child's doctor.	The Optional Uploads section in the side panel is called out. After the callout fades, the parent uploads a PDF of the student's sports physical.
(No Audio)	The parent adds the soccer registration to their cart. The screen dissolves to a different student being registered for girls' soccer. The Add to Cart button is replaced by a Join Waitlist button.
Waitlists may be set up for an activity if it has reached capacity, or your school may have you join a waitlist as part of tryouts. You won't need to complete any forms or pay registration fees until you're off the waitlist.	The parent selects Join Waitlist. The side panel for girls' soccer closes.
(No audio)	The parent selects My Cart. The screen changes to show the items currently in their cart, including the gray sweatshirt and the registration for boys' soccer.
Fee payments and lunch account deposits can be added to your cart from other tools.	The screen dissolves to show that a food service payment was added to their cart.

Narration	Visual Description
Let's look at Payment Method options.	The parent clicks the Add Payment Method button.
Accepted payment methods may be different in your district.	The Payment Method side panel opens. Icons for each accepted payment method are called out.
A nickname for payment method isn't required, but can be helpful.	The callout moves to the Nickname field for the payment method.
Mark if you want this to be your default payment method.	The callout moves to the "Use as Default Payment Method" checkbox.
If adding a credit or debit card, enter the card number, expiration date, security code, name and address.	A sample credit card number, expiration date, CVV or security code are entered in. The parent's name and address are added, and the payment method is saved.
Adding a checking or savings account requires account verification.	The payment method side panel is opened again, and the option to add a bank account is selected.
Once you've added your email address, there are two ways to verify your account.	The email field is filled in with a sample email address.
The first way is to log into your bank's online banking site through our payment processor.	(No change on screen.)
Search for your bank and select it if it appears in the search results, or select it from the banks listed here.	The parent searches for their bank by name in the Search field. Search results display, and the parent selects one.
	A pop-up to log in to the bank site opens. The user clicks "Agree and Continue."
	The screen changes to a login page for the selected bank.
Log in with your banking user name and password.	The parent enters the username/password for their bank site.
Once logged in, select the bank account you wish to use, then click the Connect Account button.	The pop-up changes to show a list of bank accounts. The parent selects a bank account and clicks the Connect Account button.

Narration	Visual Description
<p>Link is an optional service provided by our payment processor to autofill your payment information for online commerce. Saving your information in Link isn't required.</p>	<p>The pop-up changes to show informational text about Link. The parent selects the option "not now."</p>
<p>(No audio.)</p>	<p>A success message displays in the pop-up. The parent selects the Back to Infinite Campus button to close the pop-up. The Payment Method side panel changes to show the bank's name and part of the account number, with fields for name and address.</p>
<p>Enter your name and address information, then save the account.</p>	<p>The parent enters their name and home address and clicks the save account button. The Payment Method side panel closes.</p>
<p>(No Audio)</p>	<p>The screen changes to a different parent with different items in their cart. The add payment method side panel is open.</p>
<p>The second verification option is to manually enter bank account information.</p>	<p>The parent clicks the link to "Enter bank details manually instead" A pop-up opens to enter bank details.</p>
<p>Enter the routing and account numbers.</p>	<p>The parent enters their bank's routing number, their account number, and then re-enters the account number. They then click the Submit button to close the pop-up. The payment method side panel now shows the bank name based on the routing number and part of the account number.</p>
<p>Link is an optional service provided by our payment processor to autofill your payment information for online commerce. Saving your information in Link isn't required.</p>	<p>The pop-up changes to show informational text about Link. The parent selects the option "not now."</p>
<p>(No Audio)</p>	<p>The parent clicks the Submit button to close the pop-up. The payment method side panel now shows the bank name based on the routing number and part of the account number.</p>
<p>Enter your name and address information, then save the account.</p>	<p>The parent enters their name and home address and clicks the save account button. The Payment Method side panel closes.</p>

Narration	Visual Description
(No Audio)	The screen changes to show a conceptual diagram with two boxes. One box is labeled "bank account," and the other "Payment Processor."
Our payment processor will verify the account by making a deposit and withdrawal of one cent.	On the diagram, an arrow labeled "\$0.01 deposit" is drawn from the payment processor to the bank account. A second arrow labeled "\$0.01 withdrawal" is drawn from the bank account to the payment processor.
The transaction description for the penny deposit and withdrawal will include a verification code starting with "S M."	On the diagram, a text box with the text "SM" and 4 digits appears.
	The diagram fades out.
You'll receive an email from our payment processor when the process is complete.	A screenshot of the sample email is displayed.
Check your bank account to get the verification code, then log in to Campus Parent.	The screenshot of the sample email fades out. A screen capture of the Campus Parent home page is displayed.
Click My Accounts, then select Payment Methods.	The parent selects the My Accounts button. The parent selects the Payment Methods option in the list.
Click the View button for the account.	A list of accounts displays, with one of them labeled "Action Required". The parent selects the View button for that account to open a side panel.
Select Verify and enter the verification code.	In the side panel, the parent clicks the Verify button. A "Verify Account" pop-up opens with a field for the verification code.
This "micro-deposit" process can take a couple of business days, and you won't be able to use the account to pay for transactions until the account is verified.	No change on screen
For questions or issues when making a payment, please contact your child's school.	The screen changes to parent with saved payment methods and 4 items in the cart. The parent clicks the Submit Payment button, and the transaction is completed. A payment confirmation screen displays.

Narration	Visual Description
(No audio)	The video transitions to a concluding image of the Infinite Campus logo.
