

CLINTON COMMUNITY SCHOOL DISTRICT

Parent Portal Log In & On-Line Payment Instructions

LOG IN PROCEDURE:

- Log into Clinton Schools Website: www.clinton.k12.ia.us
- Click on the Parent Portal Login Tab (left side)
- Click on the Parent Portal Login Box to log in
- Enter the User Name and Initial Password you were given at the time you signed up
- Click on "Sign In" or press the Enter key
- The first time you sign in, you will be forced to change your password immediately
- At this time you are ready to view your child(ren)'s school information, view district and school messages, pay all fees, and add lunch money on-line
- If you have multiple students, you must click on "Select Student" which will then display a drop down list of your student names.

*****NOTE*****

If at any time you have 3 unsuccessful attempts to log in to Parent Portal, your account will be disabled. Please email the Help Desk to have your account reactivated.

ON-LINE PAYMENT INSTRUCTIONS: (use Internet Explorer 9 or lower OR Mozilla)

- Go to: www.clinton.k12.ia.us
- Click "on-line payments"
- Click large "on-line payments" box
- Click "Fees & Optional Purchases" on left side of screen
- Type parent portal user name & pick one of your currently enrolled child's birthdates (MM/DD/YYYY). This will bring up the entire list of your students enrolled.
- Click "next page"
- Required fees are listed in the upper box. Fill in the fee amount in the "amount to pay" boxes.
- Select all optional fees and food service deposits for all students in the household by putting a check mark in the appropriate box under the select column. If families would like to deposit a specific amount not listed for food service, select "Food Service" on the left side of menu.
- Click "next page"
- When completed, click "go to checkout"
- Enter email address
- Click new or return customer
- Enter web store password (or click forgot password link under sign in if needed)
- Click "sign in using our secure server"
- Fill out or verify billing information
- Click "continue"
- Fill out or use previous credit card information
- Click "verify my information"
- Click "complete"