

FAMILY/STUDENT ACCESS FEE MANAGEMENT INSTRUCTIONS



FEE MANAGEMENT ADD A FEE AND MAKE A PAYMENT PARENT INSTRUCTIONS

Log into your Family/Student Access Account either in the app or on a computer. Click on **Fee Management tab** to the left.

- Click **Add a Fee**
- Select the items you wish to purchase
- Your selected items will move to the **top of the page**
- Click **Back** when finished

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You can now click on **make a payment**. Then click on the **student's name** that you will be ordering for. Enter the amount to pay for each item then click on **add to cart**.

- **Click** - Update Payment Amount
- **Click** - Update Cart
- **Click** - Make a payment
- **Click** - Pay with Vendor

Online Payment Entry for User: [REDACTED]

Online Payment Vendor: My School Bucks

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

[REDACTED]

Total Payment: [REDACTED] 0.00
Fee Management Payment: 0.00 (Insufficient Access)

[REDACTED]

Total Payment: [REDACTED] 0.00
Fee Management Payment: 0.00 Balance: 20.00

Total Payment Amount for all Students: 0.00

No items in cart

Update Fee Management Payment For [REDACTED]

Fees due for student [REDACTED]

Due Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaining Due
06/14/2026	Parking Violation	20.00	0.00	20.00		20.00	0.00

1 records displayed

Total Payment Amount for Selected Charges: 20.00

Unpaid Balance

[REDACTED] (Alvin High School): 20.00

[REDACTED] (Alvin High School)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2027	Ed. Jun 14, 2026	Parking Violation	20.00	0.00	20.00	20.00	WESTINA FOWLER	

Online Payment Entry for User: [REDACTED]

Online Payment Vendor: My School Bucks

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

[REDACTED]

Total Payment: [REDACTED] 0.00
Fee Management Payment: 0.00 (Insufficient Access)

[REDACTED]

Total Payment: [REDACTED] 20.00
Fee Management Payment: 20.00 Balance: 20.00

Total Payment Amount for all Students: 20.00

Parking Viol 20.00
Total: 20.00

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If this is your first time paying online, you will be prompted to:

- **Create a MySchoolBucks account**, Log in or Pay as Guest
 - *Guest checkout does not save a record in MySchoolBucks*
- Enter your **contact information**
- Provide your **payment method**
- **Review** your cart
- **Submit payment** to complete the transaction

If you have questions, please contact your child's campus