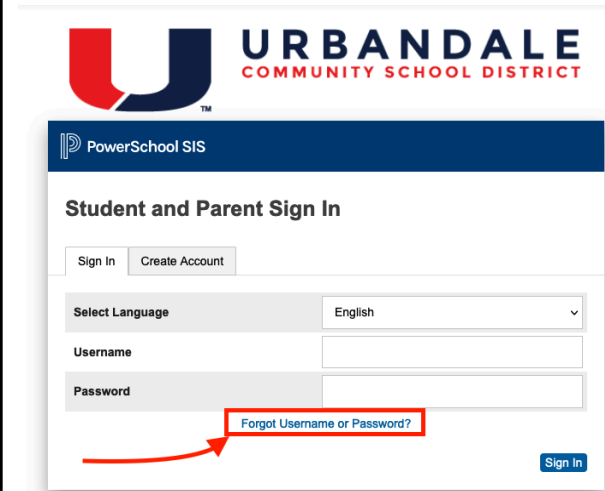# How To View Balance and Pay Student Fees in PowerSchool
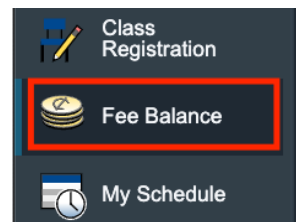
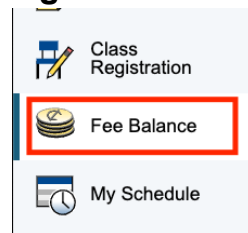|	
For new students the parents/guardian powerschool account has been created for you. 1.) Log into your parent portal at: https://powerschool.urbandale.k12.ia.us/public/home.html 2.) If you can't remember or don't know your Username / password, click the "Forgot Username or Password" link at the bottom of the page.	
3.) Click on Balance Link on the left panel.	**DarkMode** **LightMode**
4.) Click "Make a Payment" on the right side over the fee chart. 5.) Sign into your RevTrak Web Store account OR for new users, create your account by clicking "Create New Account" at the bottom of the Web Store login box. NOTE: New users will be asked for PowerSchool credentials one more time to make the connection with their students. Subsequent payments will not require this step.	**DarkMode** **LightMode**

6.) Verify you have the correct student selected 7.) Add fees to your cart by clicking "Add to Cart"	POWERSCHOOL FEES Verify Student Name #PS01 2023-2024 Book & Materials $90.00 ADD TO CART Books and Materials Add to cart
8.) Once you've selected the fees you wish to pay, click "Checkout" 9.) **Follow instructions to enter your payment information.**	Clear Cart 2023-2024 BOOK & MATERIALS For: REMOVE $90.00 After Verifying your cart check out SUB TOTAL $90.00 CONTINUE SHOPPING CHECKOUT