

Acorn Online Payment Parent User Guide

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

Login into PowerSchool

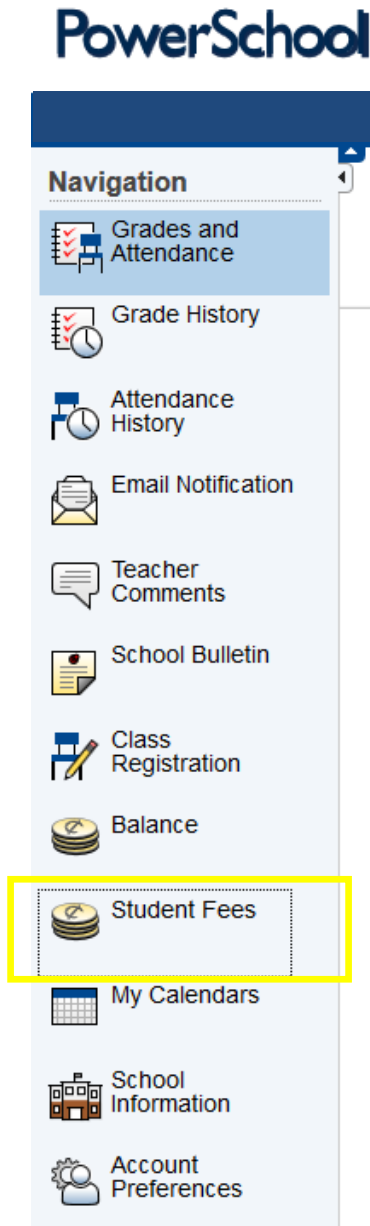
1. Visit the Black Gold Regional Schools website at www.blackgold.ca
2. On the right hand side of the page, under Quick Links, click on “PowerSchool – Parent/Student Connect”

The screenshot shows the Black Gold Regional Schools website. The navigation menu includes: About, News & Calendar, Schools, Parents, Careers, Contact. The main content area features a banner with the text "To Inspire Success Relationships" and a "Find a School" map. Below the banner are sections for "Featured News", "Events Calendar", and "Quick Links". The "Quick Links" section includes a link for "PowerSchool - Parent/Student Connect" which is highlighted with a yellow box.

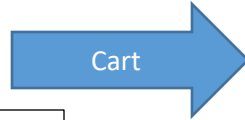
3. Log in to the PowerSchool Parent Portal

The screenshot shows the PowerSchool login page. The page has a blue header with the "PowerSchool" logo. Below the header are two buttons: "Sign In" and "Create Account". The main heading is "Student and Parent Sign In". There are two input fields: "Username" and "Password". Below the password field is a link that says "Having trouble signing in?". At the bottom right 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.



Child's Name

If you have several children there will be a Summary tab and then a tab for each of your children. Please be sure to click on each of your children's names to fill out the forms for that child.

Grade: 3

Due Now Future Charges Paid

There are currently no fees due on your account.

Forms & Optional Fees



Transportation Application - Ineligible Students
2017/2018



Replacement Bus Pass Fee
2017/2018



Total Amount
\$250.00

Payment Options

If you are unable to make a full payment at this time, you can make a partial payment.

Partial Payment

Payment Method

Credit Card



INTERAC® Online



Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date

01 (Jan) / 2018

CVD (# on back of card)

Payment Amount: **\$250.00 CDN**

Cancel

Submit Payment

Black Gold Regional Schools Transportation

Additional Items In Cart

Transportation Application - Ineligible Students		
Transportation Fee	\$250.00	\$250.00
Total:	\$250.00	\$250.00

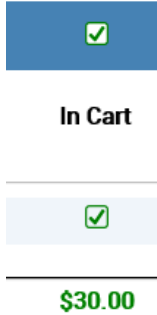
Instructions to Submit a Form

1

Add to Cart

Please click on the **Add to Cart Button** at the bottom of the form to add the form to your cart.

2



If there are any outstanding school fees you can choose to pay them the same time you submit the form. However, if you do not wish to pay the outstanding fees when submitting the form, please uncheck any fees you will not be paying at this time.

3



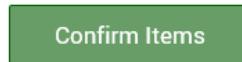
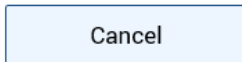
Next click on the cart at the top right hand of the screen.



4

Confirm Items

Please confirm you would like to submit your completed forms. No payment is required.



If no fees are owing, click confirm items.

5

Payment Method

Credit Card



INTERAC® Online



Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date
01 (Jan) / 2018

CVD (# on back of card)

Payment Amount: \$30.00 CDN

If fees are owing, fill out the **Payment Method** information and click **Submit Payment**.

6

Receipt

[Return to Account](#) [Log Out](#) [Print](#)

Receipt / Confirmation

Thank you! Please find below the details of your transaction.

Please print and retain this email for your records.
This receipt / confirmation has been emailed to crystal.braaten@blackgold.ca

Black Gold Regional Schools
3rd Floor, 1101 - 5th Street
Nisku, Alberta T9E 7N3

Non Student

Additional Items

Form Completed - Celebration of the Arts

Yes - Medical Concerns: No
No - Medical Concerns: Yes
If yes, indicate what precautions should be taken prior to the trip:
Name: asdfacts
Phone Number: 555544455
Name:
Phone Number:
Name of Child: Non Student
I am the Parent/Legal Guardian of the above named student: Yes
I have read the above form with my child and understand that by participating in the activity as described:
I give permission for my child to participate in the above listed school activity.: Yes
I give permission for my child to be transported by contracted or tendered bus.: Yes
Name of Parent/Legal Guardian: asdfact
I Agree: Yes
Parent Email Address: crystal.braaten@blackgold.ca

Once you see the receipt page you know the form has successfully been completed. You will receive a confirmation email as well.