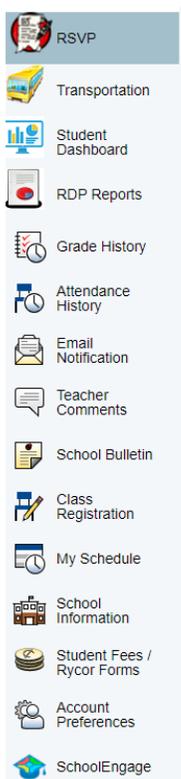1. Log on to your Parent Portal. powerschool.rdpsd.ab.ca If you don't remember your username and password, call the office for assistance at 403-343-3288.

2. If you are using your phone, click on the grey triangle in the left hand corner to view the menu

3. Select Student Fees / Rycor Forms

4. At the bottom of the page, you will see a list of forms that have been assigned to you

5. Click on the form you would like to complete, add the information that is required and click submit.

Glendale School					■
2018/2019	Fee	Paid	All Adj	Due	In Cart
School Fees					
Field Studies Grade 2	$20.00	-	-	$20.00	☑
Textbook Fines					
Library Fines Alberta	$6.00	$5.00	-	$1.00	☐
Total:	$26.00	$5.00	$0.00	$21.00	$20.00

6. Please note the message on the form:

To submit this form:

Select the "Add to Cart" button below.
Click on the Cart/Confirm button (top right)
Select the green "Confirm" button in the box that pops up.
The form will not submit unless you complete these steps. You will receive a confirmation email once your form is submitted successfully.

7. Add the form to your cart

8. Enter your payment information (if required) and click submit payment.

Payment Method

○ **Credit Card**

○ INTERAC® Online

Pay by Credit Card

Cardholder Name

Credit Card Number

Expiration Date

01 (Jan) ⌄ / 2021 ⌄

CVD (# on back of card)

Payment Amount: **$20.00 CDN**

| Cancel | Submit Payment |