



February 20, 2014

Dear Parents & Guardians:

Re: **Introducing ACORN Online Payments**

Elk Island Catholic Schools (EICS) is pleased to advise that **ACORN Online Payments** is now available for school fees. This convenient new tool is accessible through the PowerSchool Public Portal. Methods of payment include Visa, Visa Debit, MasterCard or Interact Online Debit and there is NO transaction fee of any kind to parents for using this tool.

How do I use ACORN Online Payments?

1. Please go to the school website.
2. Click on PowerSchool - located under Quicklinks on the left hand side.
3. Sign in using your PowerSchool Username and Password.
4. Click on the Student Fees - located on the left hand side.
5. Please follow the instructions provided. If you have questions, please contact the school office.

What if I don't have a PowerSchool Account yet?

1. Please go to the school website.
2. Click on PowerSchool - located under Quicklinks on the left hand side.
3. Click on Create Account - located in the bottom right side of the box.
4. Complete the top portion with name, username, password and your email address.
5. You will be asked for a "Net Access ID" and "Net Access Password" for at least one child registered in EICS.
6. The ID and Password are specific to each individual student. If you do not have these handy please contact the school office for assistance.

What if I have a PowerSchool Account and have more than one child to pay fees for?

1. Please log into the PowerSchool Public Portal with your existing account.
2. Click on Account Preferences. Then click Students.
3. You may add the name(s) of the additional children here.
4. You may be asked for the "Net Access ID" and "Net Access Password" for each additional child you wish to add to your ACORN Online Payment account. For assistance in this regard, please contact the child's school office.

Will the school continue to accept school fee payments by cash or cheque?

1. Yes. However, it is our long-term goal to have all fees paid using ACORN Online Payments. Over time, this online payment method will result in cost savings for schools, thereby providing Principals with additional funds and flexibility to allocate resources to areas with the greatest impact on student success.

Thank you for your consideration in using ACORN Online Payments! If you have any questions, please feel free to contact the school office.

Sincerely,

Principal