Instructions for using Bookstore Online (InTouch)

In order to access the InTouch (TouchBase) online system for fee payments or to make tax credit donations, you must log into the Infinite Campus Parent Portal as a parent. Logging in using a student ID and password will not work.

- Select "More" on the bottom left side.
- The next screen will show Quick links select "InTouch Fee Payments" this is the bookstore payment system.

E Infinite C Campus	
Message Center	Message Center
Today	
Calendar	Announcements Inbox (4 new)
Assignments	No Announcements.
Grades	
Grade Book Updates	
Attendance	
Schedule	
Academic Plan	
Fees	Log in to your Parent Portal. You do not need to select your student
Reports	at this point.
Discussions	Click on More
More	

Message Center	More		
Today			
Calendar	Important Dates	>	Quick Links
Assignments	Lockers	>	Camille Casteel High School
Grades	Transportation		InTouch Fee Payments
Grade Book Updates	Transportation		COA Attendence Submission
Attendance	ICS	>	IMPACT Charlier Scholars
Schedule	Emergency and Health Update	>	
Academic Plan			
Fees			
Reports			
Discussions	DT USE THIS LINK!	Select InTou	ch Fee Payments
More			

• Upon clicking the InTouch Fee Payments link in Infinite Campus, you will see a screen similar to the one below listing all of your children and yourself. Click on the student for which you want to pay fees or purchase an item for.

CHANDLER UNIFIED SCHOOL DISTRICT			$\overline{\mathbf{O}}$
Your Family	Co	ntact Us	# Checkout
	Who are you shopping for?		
	Jorge Elementary School Grade 03		
	Parent's Name		
0:	017 1525 WEST FRYE ROAD, CHANDLER, AZ 85224 Terms & Conditio	ns Help	

• If your student has any outstanding fines or fees you will see a red notification window with the amount of unpaid fines/fees. Click the red "View" button to see the list of fines/fees to make a payment.

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Your Family			Contact Us	S Checkout
	Jorge	Instructions		Search
	Attention	: Jorge has \$120.00 in unpaid fines/fees.	Ver	
	Shop			
	B →	Items At Student's School		
		Items At All Schools		
	E →	Pay Fines/Fees		
	Reports			
	C →	Purchase History		
	$D \rightarrow$	Reprint Receipts		
		Unpaid Fines/Fees		
		On Account History		

From this page, other options include:

B: **Items at Student's School** – where you'll browse items available to buy or make tax credit donations. Example items – yearbook, PSAT, AP Exams, ECA fees, club fees, etc.

C: **Purchase History** – to view a full purchase history by student. This allows you to confirm prior purchases or confirm that payment.

D: Reprint Receipts – to view or reprint any of your receipts.

E: Pay Fines/Fees - If your student has any outstanding fines or fees you will see them here.

• To buy an item and add to your cart, select "Shop Items at Student's School", you will see the screen below. Select the categories and then add the item(s) to your cart and check out.

Shopping for			
You are here	DISTRICT / HIGH SCHOO	DL / Hamilton High School	
Categories	TAX CREDIT DONATIONS	TESTING & TEST PREP	YEARBOOK
		Please select from a categ	jory above.

	CHANDLER UN	IFIED SCHO	DEDISTRICT Dedicated to Excellence
Your Family		Contact Us	\$95.00 Checkout 🛒
Your Cart		View Cart	
Customer	Item	ĹJ	Price
Student	YEARBOOK		\$75.00 Remove
Student	PSAT EXAM FEE - AUX		\$20.00 Remove
		Subtotal	\$95.00
		Tax (0.00%)	\$0.00
		Processing Fee	\$0.00
		Total	\$95.00
Continue Shopping		Checkout	Checkout

• After selecting "Checkout", you will continue to the payment screen. Enter the payment information in the required fields and select the blue "Pay Now" button when complete.