



## Parent Portal Manual

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### Where to Log-In

You should have received an email with your log-in credentials. Each school has its own personal link so be sure to bookmark this ([bundycanyon.quickschools.com](http://bundycanyon.quickschools.com)). If you have not received or need it to be resent, please contact the office.

### Navigating the Portal

Once logged-in you will be able to view every child that you have attending the school. Any recent activity: grades, attendance, etc. You are also able to see a complete record of your student by clicking “View Complete Record” below the child’s information.

#### View Grades:

To view full grade book of your student:

1. Log-in to your Quickschools account
2. Click “View Complete Record” under your child’s information
3. Below your student’s address you will see a sub menu of “Parents/Siblings, Gradebook, Homework, Attendance, Discipline, Bills, Reports, Documents, Custom Fields” Click on “Gradebook”
4. From here you will be able to view your student’s grades by Semester (quarter) and by class. You can also preview Gradebook by clicking “Preview” to the right of the quarter. This is a great way to print the current gradebook. You may also download the gradebook for your personal records by clicking “Download” next to “Preview.”

#### Personal Information

To view or change your personal information:

1. Log-in to you Quickschools account
2. Click on “Personal Information” in the blue menu bar at the top of your page
3. From here you can add, correct, or remove any of your personal information. You can only change your personal information. If you need to add, correct, or remove information on any other contact, you can do so by contacting the school office.



# BUNDY CANYON

## CHRISTIAN SCHOOL



### View & Pay Fees

To View or Pay any school fees:

1. Log-in to you Quickschools account
2. Click on "View & Pay Fees" in the blue menu bar at the top of your page  
\*If when you click on "View & Pay Fees" you do not see any balances (N/A) on your account. This means you have not been selected as a primary payer. Please contact the office or Mr. James and we will have you added immediately.\*

To view previous statements:

1. Click on the "Statement:" drop down menu and choose from the given list
2. To print the statement, first click "Preview" to the right of the statement dates next press "Control+P" to print the document.
3. To download a statement, click "Download" to the right of "Preview."

To make a payment:

1. Make sure the "Statement:" drop down menu is on "Current Charges"
2. Click "Payment Options" and add either a credit/debit card or your bank account (ACH). You may add more than one card or account.  
\*All credit/debit cards will be charged an additional fee based on percentage per transaction.\*  
\* When adding an ACH to your account there is a 1-3 business day initial processing period to verify information. If you receive any late fees withing this time, please contact the office asap for removal of fees. \*
3. Once your payment method is confirmed click "Close" in the to right corner. This will bring you back to the "View & Pay Fees" page.
4. Click "Pay Now"
5. Choose "Payment Method" and click "Proceed"
6. From "Pay Bill" you can choose to pay "Current Balance" or "Other Amount" and click "Pay Now".
  - a. If you clicked "Current Balance", click "Pay Now"
  - b. If you clicked "Other Amount" you can choose which student, you wish to add funds too.
  - c. Next click "Pay Now"