



DEER CREEK SCHOOL DISTRICT ONLINE PAYEMENT PORTAL GUIDE



Deer Creek Schools now have an online payment system through InTouch Receipting for families to make payments for things such as student fees, t-shirts, class fees, tickets, etc...

Currently, there are limited items available, but as your site has additional items for sale, they will be added to the site for purchase.

*Parents/Guardians will still pay for child nutrition (lunch and breakfast) utilizing VANCO through Infinite Campus. Your child's lunch account will be credited as in the past.

What you need prior to using the InTouch Receipting Online Payment System:

- Infinite Campus Parent Portal
- Email address associated with your Infinite Campus Parent Portal
- You can contact District Enrollment at campusportal@dcsok.org for this information

Infinite Campus Parent Portal is the Student Information System that provides parents/guardians immediate access to grades, assignments and attendance records to communicate important information between home and school.

Parents must have a Parent Portal prior to being able to use the InTouch Receipting Online Payment System. The Parent Portal must be set up 24 hours prior to using InTouch Receipting to allow information to be uploaded to InTouch.

It is important to remember the email you provide for Infinite Campus, as it is associated with your student, Parent Portal, and InTouch Online Payment System.

To Access InTouch Online Payment Portal, go to: <https://ok-deercreek.intouchreceipting.com/>

Next, select "click here to set your password"

Enter your Email Address that is associated with your student's Infinite Campus Parent Portal
Click "**Search**"

You should receive the following prompt: "Check your email inbox for additional instructions"
Click the link in the e-mail.

You will be prompted to change your password for the initial log in.

Enter Username: (your email)

Enter New Password: (new password)

Once you have updated password, log into <https://ok-deercreek.intouchreceipting.com/>

Enter Username: (your email)

Enter Password: (your updated password)

Click: **Sign In**



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Once logged into the InTouch Payment Portal:

You will be able to shop for all of your students and checkout once at the end. Just keep putting items into your cart for checkout. When you are finished shopping, click “Checkout” and put in your Debit or Credit Card information for payment.

NEXT: You will be prompted: “Who are you shopping for?”

You will be able to choose from all of your students and yourself. Just click on one of your students to begin searching for items to add to your cart.

*Keep in mind that “Featured Items” for your student’s school site will show up at the top of your student’s screen. At most, there will be three “Featured Items” for each site at any given time. However, other items are available. To see additional items available click on “Items at Student’s School”, “Items At All Schools” or “Pay Fines/Fees”.

**As an example: The Technology Device Protection Plan will be found at the “District Office” link under “Item’s At All Schools”. To get there, click “Item’s At All Schools”, “District Office”, “Deer Creek District Office” and then “Technology Protection Plan”. If you want to purchase the protection plan, click “BUY” and the item will be added to your Shopping Cart.

Items added to the cart can be removed by clicking on “Checkout” at the top right corner, then clicking “Remove” next to the item.

Once you are ready to purchase the items in the cart, click “CHECKOUT”. Fill out the Credit/Debit Card Information and submit your payment. The school will deliver your items to your student.

Additionally, InTouch Will Allow You To:

- Purchase supplies, buy tickets, and pay fines and other fees all online
- Pay all of your students’ fees in one transaction – just add all items to cart and checkout
- View your purchase history (under reports)
- Reprint receipts
- For additional questions, contact your school site.