

Completing a New Fee Assignment in IC

Erie's Public Schools - Information Technology

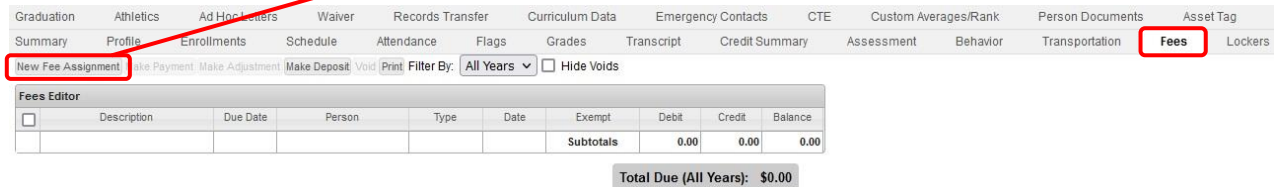
Completing a New Fee Assignment in Infinite Campus

1. Log into **Infinite Campus**.
2. Navigate to the student record where you need to complete a **New Fee Assignment**.

New Fee Assignment:

To complete a **New Fee Assignment** for a Student

1. Click on the **Fees** tab.
2. Click on the **New Fee Assignment** button.



The screenshot shows the Infinite Campus interface. The 'Fees' tab is highlighted with a red box. Below it, the 'New Fee Assignment' button is also highlighted with a red box. A red arrow points from the 'New Fee Assignment' button to the 'Fees' tab. The 'Fees Editor' table is visible below the buttons.

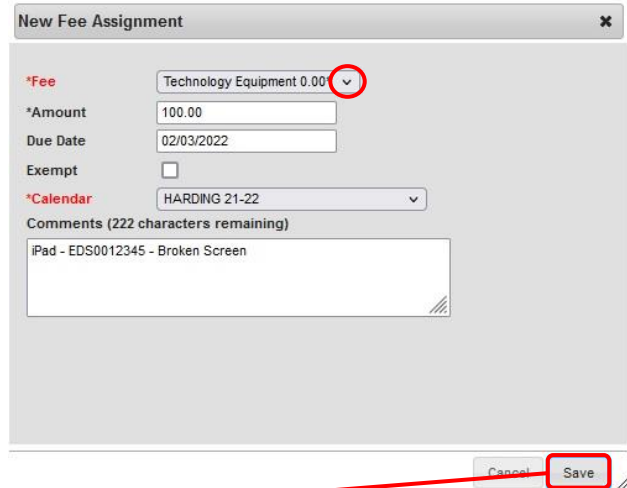
Description	Due Date	Person	Type	Date	Exempt	Debit	Credit	Balance
Subtotals						0.00	0.00	0.00

Total Due (All Years): \$0.00

New Fee Assignment Form:

From the **New Fee Assignment Form** window that appears:

1. Click on the drop-down arrow to the right of **Fee**, and then select **Technology Equipment** from the menu that appears.
2. Enter the **Amount** of the obligation.
3. In the **Comments** field, enter the **device type, asset tag number** and a brief description of the reason for the obligation (broken screen, liquid damage, case damage, etc.).
4. Click **Save**.



The screenshot shows the 'New Fee Assignment' form window. The 'Fee' dropdown is set to 'Technology Equipment 0.00'. The 'Amount' is 100.00, the 'Due Date' is 02/03/2022, and the 'Calendar' is HARDING 21-22. The 'Comments' field contains 'iPad - EDS0012345 - Broken Screen'. The 'Save' button is highlighted with a red box.

IT Support:

If you have any questions regarding **Completing a New Fee Assignment in IC**, please submit a support request via email to epssupport@eriesd.org, or call the Help Desk at 814-874-6181.