Making Payments for Summer School

* You must meet with your counselor to be enrolled in Skyward first.
* Counselor will print or email a copy of your registration.
* Your InTouch will **only** be updated on Tuesday’s and Thursday’s.
* The fee must appear before you can pay it.
  + Check back after a few days if the red fee is box is not there.
* $20 Non-refundable deposit must be made by **May 12th** to hold your spot in the class
* Students can make payments through the online system or in person on your campus
* **Account must be paid in full by the 4th class day or you will be dropped from the class**

Payments may be made through the online payment system (Touchbase) for fees applied to student accounts. Below is what you will see when making payments for your family. Screenshots of the steps are also below.

MAKING ONLINE PAYMENTS THROUGH TOUCHBASE PAYMENT SYSTEM (INTOUCH)

<https://tx-mesquite.intouchreceipting.com/>

***1st Time Users:***

     Username:  Your Skyward Parent Access username  
     Password:   Option to Set Password

***Returning Users****:*

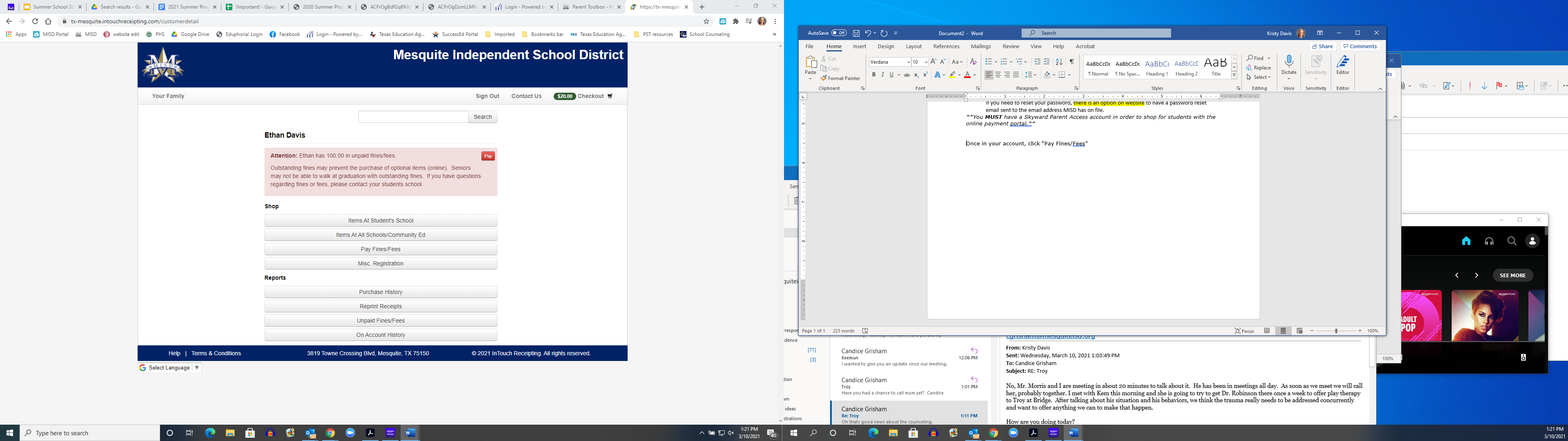
     Username:  Your Skyward Parent Access username  
     Password:  Password created during first visit

***Forgot Password?***

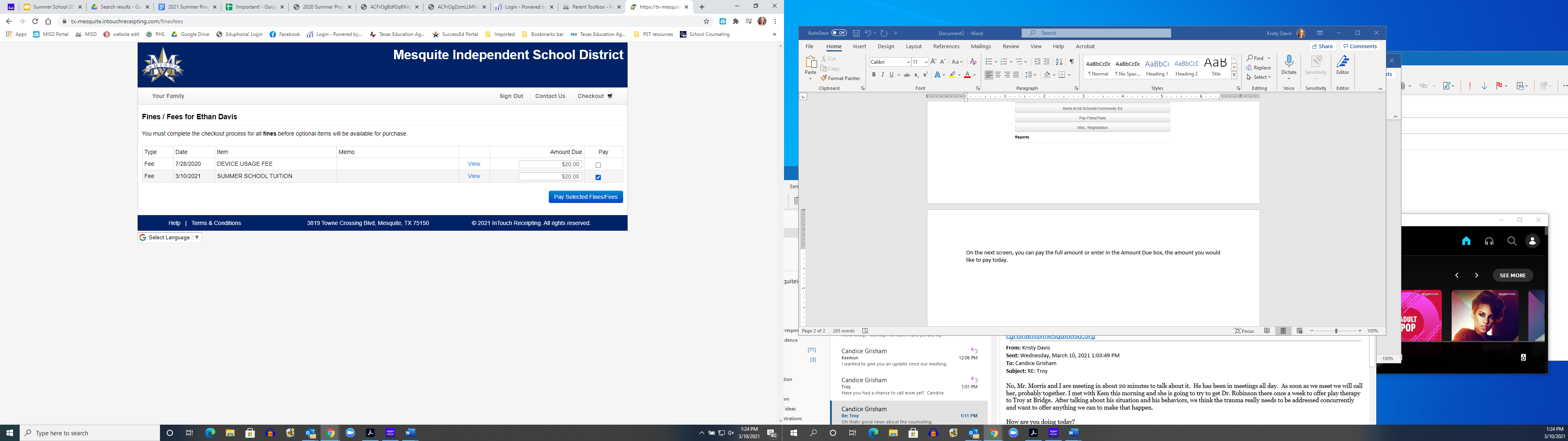
If you need to reset your password, there is an option on website to have a password reset email sent to the email address MISD has on file.

*\*\*You****MUST****have a Skyward Parent Access account in order to shop for students with the online payment portal.\*\**

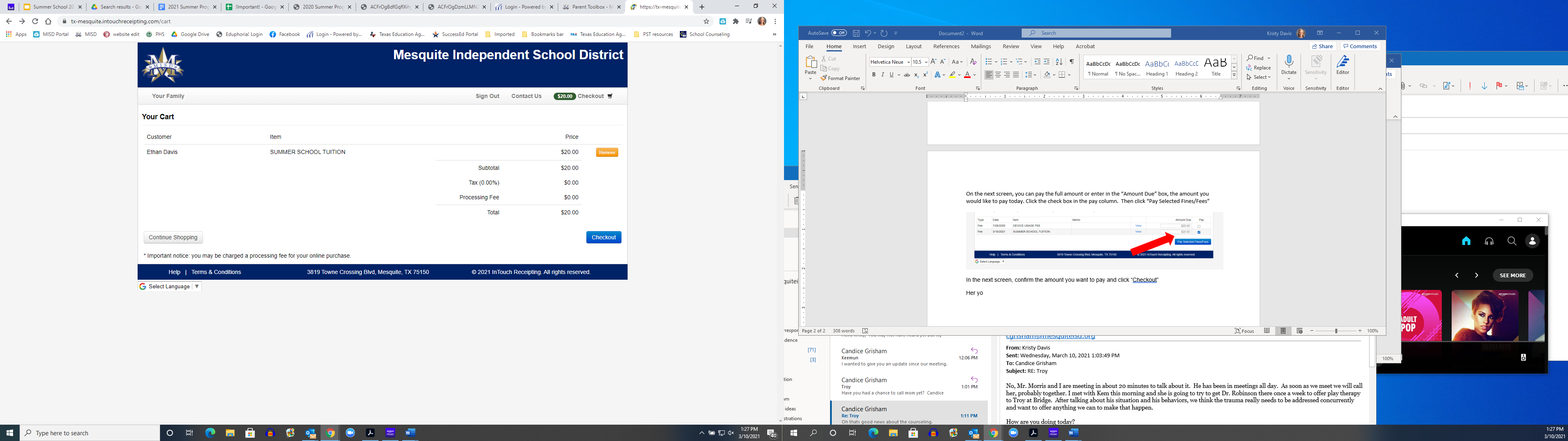
Once in your account, if your summer school fees have been applied, you will see a red **PAY** box at the top. Click **Pay.** If you do not see this, wait a few days and check back again.



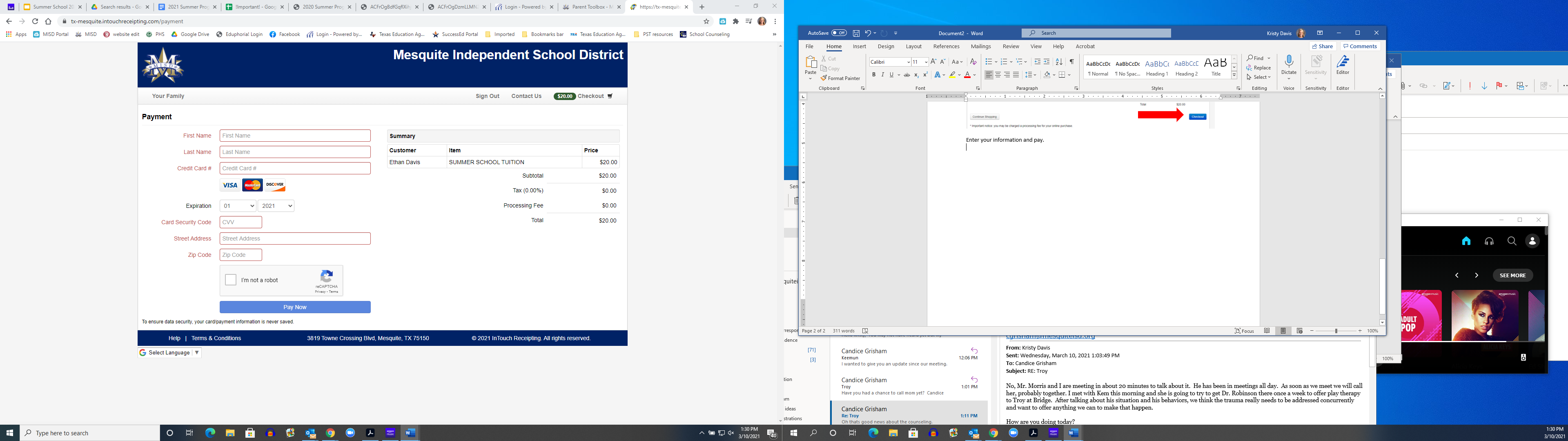
**On the next screen, you can pay the full amount or enter in the “Amount Due” box, the amount you would like to pay today. Click the check box in the pay column. Then click “Pay Selected Fines/Fees”**



**In the next screen, confirm the amount you want to pay and click “Checkout”**



**Enter your information and pay.**



Options are also available to pay on your campus. Follow your campus procedures to pay by cash/check/money order in person. Fees will applied on Tuesdays and Thursdays. Payments can be made in installments or in full. Fee deadlines are the same.