



Paying Fees & Fines and Making Donations through PowerSchool

Guess what? Now you can pay fees & fines online, saving yourself a trip to the school's front office!

★ Log into **PowerSchool** (<https://ps.ashland.k12.or.us/>)

★ Click  **School & Library Fees**

★ Click 

★ The next page will auto-fill both your username and password for the payment system. If you set your own password, go ahead and enter your selected password. Otherwise, do not change the listed username or password – just click “**Sign in**”.

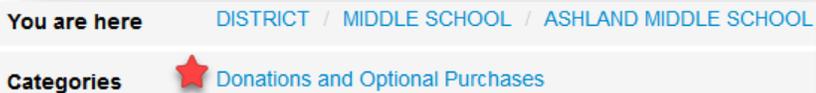


★ The “Who are you shopping for?” screen includes all students ever connected to your PowerSchool parent account. **Click on one of the listed names to continue.**

★ The next screen gives you a few useful page and report options. Most families will use one of two pages:

1. “**Items At Student’s School**” (make a school/classroom donation, purchase a yearbook, buy a parking pass, etc. – the options vary by school.

- Click on “**Donations and Optional Purchases**” under Categories.



- Enter in your donation amount (if it is an item with an editable cost) and then click “Buy”. When you are ready to check out, click on  **Checkout** in the upper right corner of the screen.

2. “**Pay Fines/Course Fees**” (course fees / fines at Ashland High School and Willow Wind, along with library fines).

- Click the **checkbox(es)** to select fees or fines and then click “**Pay Selected Fines/Fees**”.
- When you are ready to pay, click  **Checkout** in the upper right corner of the screen.



Timesaving Tips!

★ **You may add items to your shopping cart across multiple categories and multiple students-** and then make only one payment for your entire family. When you are ready, click “Checkout”. You will see an itemized list of all the items you have in your cart. You may remove any item from your cart by clicking the orange “Remove” button.

★ To navigate between multiple students, click on **YOUR FAMILY** in the upper left corner.