



Montgomery County Public Schools

**Financial Management System (FMS)
User's Guide**

iStore (ECA Fees)

**Version 1.0
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OVERVIEW

Montgomery County Public Schools recently implemented a new financial system that allows for online payments of student extracurricular activity fees. This manual will guide you through that process.

Prerequisites

None

Course Objectives

In this user guide, you will learn how to pay for extracurricular activity fees online including:

- How to select the ECA item and add it to your cart
- How to register as a new user
- How to checkout

PAYING FOR EXTRACURRICULAR ACTIVITY FEES

There are five steps to pay for extracurricular activity fees online:

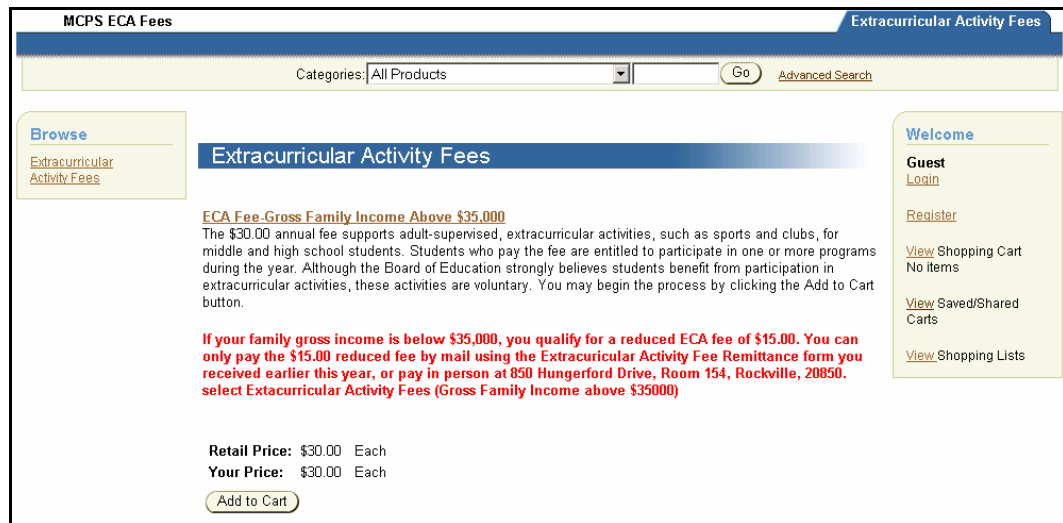
1. The first step in using the MCPS iStore application is to access the application through the Montgomery County Public Schools Website.
2. You will be asked to register as a new user
3. Next you will select the ECA item that you want to purchase.
4. You will then associate the item with a student ID.
5. The final step will be to enter payment information and checkout.

Log onto the iStore site

The following steps explain how to access MCPS iStore to pay for extracurricular activity fees.

► **Log on to the FMS iStore application :**

1. Using your internet browser access the MCPS website.
2. Click on the “For Parents” tab.
3. Click on the ECA link. The MCPS Extracurricular Activity Fees screen is displayed.



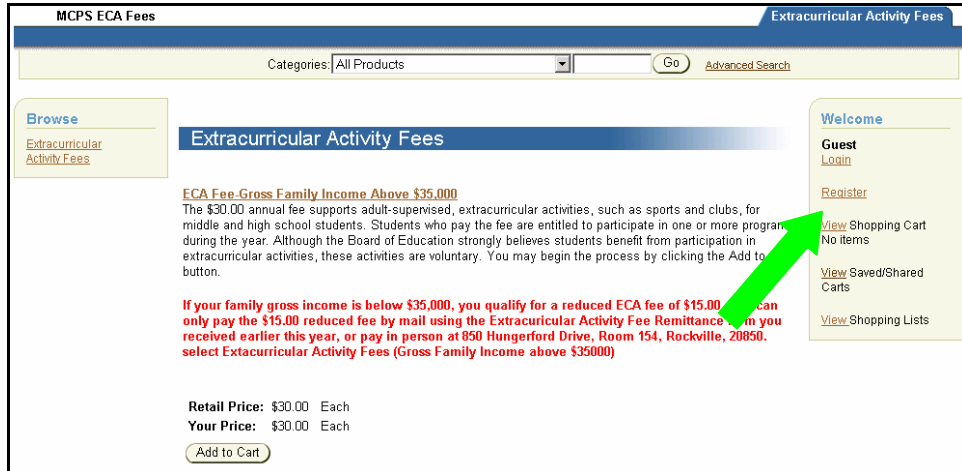
iStore Login Page

Register as a New User

The following steps explain how register in the new iStore application so that you can continue with the checkout process and pay your extracurricular activity fees. If you are a new user you will need to register. If you are an existing user please login with your username and password. You may register as a new user if you have forgotten your username or password.

► To register as a new user follow the steps below :

1. Click the **Register** link located on the right side of the screen.



2. The registration page appears.

3. Enter the following information:

First Name – This field is required

Middle Name – This field is optional

Last Name – This field is required

Email Address – This field is required. Enter YOUR email address. Your payment confirmation will be sent to your email address

Business Phone Number – Leave this field Blank

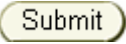
Personal Phone Number – This field is optional.

Fax Number – Leave this field blank

Username – Enter a username that is at least six characters long

Password – Enter a password that is at least six characters long

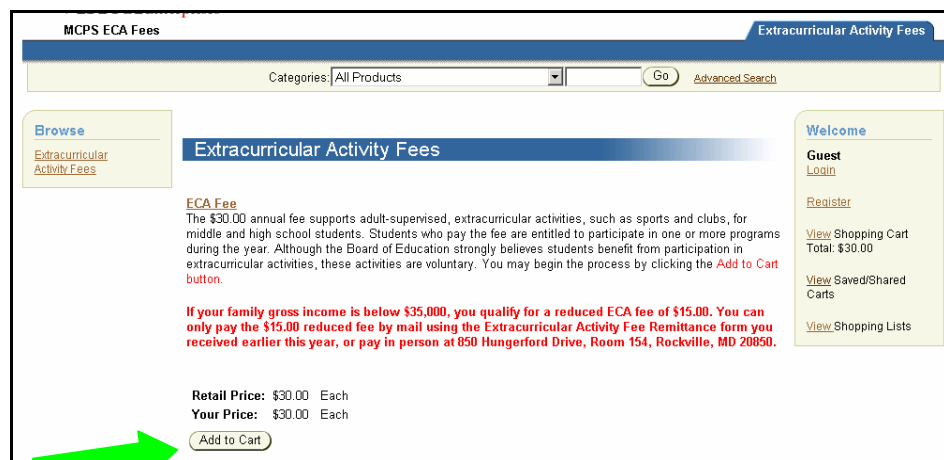
Confirm Password – Re-enter the same password

4. Click the submit button. 

Order the Extracurricular Activity Fee

The following steps explain how to select the extracurricular activity fee and also how to enter the student ID.

- To order the extracurricular activity fee follow the steps below :



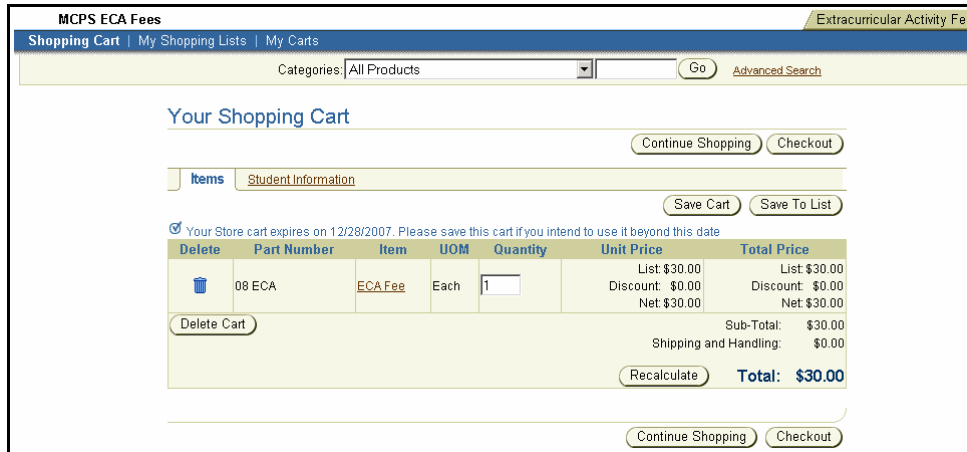
1. Click on the  button to select the **ECA Fee**.

If your family gross income is below \$35,000 then you qualify to pay the reduced ECA fee of \$15 per student. You may only pay the \$15 reduced fee by mail using the Extracurricular Activity Fee Remittance form you received earlier this year, or in person at 850 Hungerford Dr., Room 154. Proof of income must be submitted to qualify for the \$15 reduced fee.

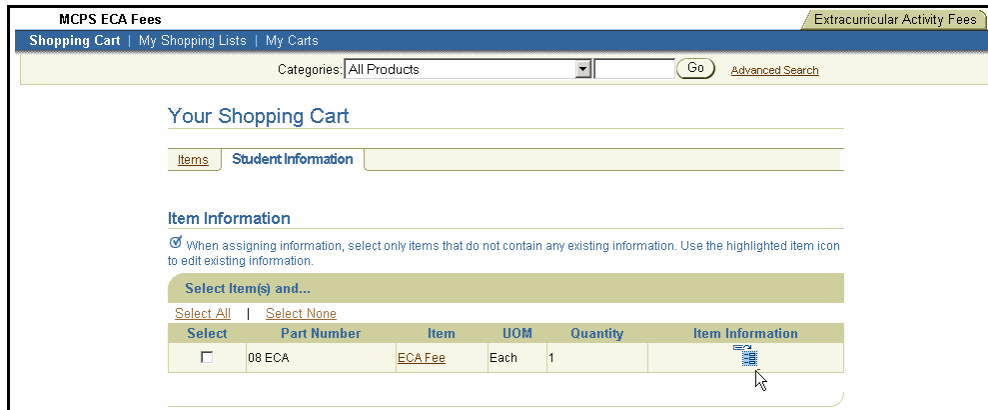


NOTE: The ECA fee must be paid for each middle and high school student who will participate in a qualifying extracurricular activity during the school year. Click the “Add to Cart” button once for each student for whom you are paying the ECA fee. For example, click the “Add to Cart” button twice if you are paying the ECA fee for two students.

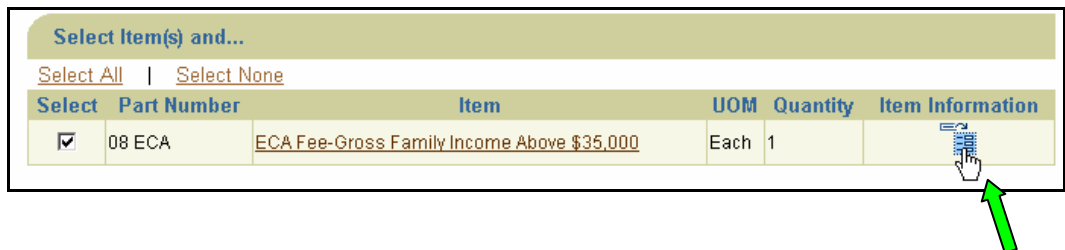
2. Your shopping cart will be displayed showing details of your purchase.



3. Click the **Additional Information** link to enter the student's information.



4. On this screen, click on the Item Information icon.



5. After you click the Item Information icon, you can enter the student's ID and the first 4 characters of the student's last name.



NOTE: When entering the first four characters of the student's last name, you can use upper case or lower case letters.

Enter Item Information

* Indicates required fields

* Please enter Student ID

* Please enter first 4 characters of Student Last Name

NOTE: Please double check the student ID and the first four characters of the student's last name. The system will check to make sure that there is a match with these two fields. If you incorrectly enter the student ID or first four characters of the student's last name, then an error message will be displayed later in the checkout process. Make sure you have provided the additional information for each student.

6. Click the Apply button to continue.
7. Click the **Items** link to continue.

Your Shopping Cart

Items
Student Information

Item Information

When assigning information, select only items that do not contain any existing information. Use the highlighted item icon to edit existing information.

Select Item(s) and...

Select All | Select None

Select	Part Number	Item	UOM	Quantity	Item Information
<input type="checkbox"/>	08 ECA	ECA Fee	Each	1	

8. Click the Checkout button to continue.

Checkout and Place Order

The following steps explain how checkout and enter payment information as well as how to place your order.

► **To checkout and place your order follow the steps below :**

9. After you click the checkout **Checkout** button, the Shipping Information page is displayed. You will enter your address on this page.

The screenshot shows the 'Checkout: Shipping Information' page. At the top, there is a search bar with 'All Products' selected and a 'Go' button. Below the search bar, there are two buttons: 'Save Cart' and 'Continue Checkout'. The 'Shipping Method' is set to 'No Shipment'. Under the 'Ship To' section, there are two radio buttons: 'Select from existing (You can create new addresses below)' and 'Create Address'. The 'Create Address' option is selected. Below this, the name 'George Yeager' is entered. There are input fields for 'Country' (United States), 'Address Name' (e.g. Home, Office), 'Address Line 1', 'Address Line 2', 'Address Line 3', 'Address Line 4', 'City', 'County', 'State', and 'Zip'.

10. Enter the following information:

11. **Country** – This is required but will default to United States

Address Name – This field is optional. Enter a name describing the address (E.g. Home)

Address Line 1 – Enter your address on this line.

Address Line 2, 3, 4– These fields are optional. If your address has more than 1 line, then enter on these lines.

City – Enter your City. This field is required.

County – This is a required field.

State – Required field

Zip – Required field

12. Click the continue checkout button. **Continue Checkout**. The payment and billing information page is displayed. You will enter your credit card information on this screen.

13. Enter the following fields on this screen:

Card Holder Name – Enter the full name as it appears on the credit card

Type – select American Express, Visa, or Master Card

Number – Enter the credit card number

Expiration Date – Enter the month and year of the card expiration date

14. Click the continue checkout button **Continue Checkout** when you are finished entering your credit card information. The Review and Place Order screen is displayed.

Part Number	Item	UOM	Quantity	Unit Price	Total Price
08 ECA	ECA Fee-Gross Family Income Above \$35,000	Each	1	List \$30.00 Discount: \$0.00 Net \$30.00	List \$30.00 Discount: \$0.00 Net \$30.00
					Sub-Total: \$30.00
					Shipping and Handling: \$0.00
					Total: \$30.00

15. This screen allows you to review you purchase and to place your order.

16. If all information is correct, then click the Place Order button.

Place Order

17. You will get a confirmation number when your order is successfully completed.



Confirmation

Your order number is: 110361
Please print this page and keep it for your records.



IMPORTANT NOTE: Write down your confirmation number along with the student's ID for your records.

18. You will receive an email stating your Order information along with the Student's Name. Please keep this email for your records as proof of payment. An example of the email is displayed below.

Dear User,

Thank you for shopping at the store. We are currently processing your order.

Below are the details of your order.

Order Number: 110401
 Order Date: 19-DEC-07
 Ship Method: No Shipment
 Shipping Information: Rashmi Satish
 283 muddy branch
 gaithersburg,md 20850 US

Product	# of Units	To be shipped	Amount
ECA Fee-Gross Family Income Above \$35,000	1	N	\$30.00
Student ID : 300000			
Student Name: Doe, John			
		Tax:	\$0.00

Sub Total: \$30.00
 Shipping and Handling: \$0.00
 Tax (estimated): \$0.00
 Total: \$30.00

To view your order status, visit the store home page and click on Orders link. You will have to sign in to get access to this information.

IMPORTANT: Do not reply to this mail. If you need to contact us, send an e-mail to istore@mcpsmd.org

CORRECTING ERRORS

When you enter erroneous data the error will usually be displayed on the same page you are working on and you will not be able to continue. An example would be not entering your address when you are registering as a new user or entering an incorrect credit card number. When this happens an error message is displayed telling you what information is incorrect and you can simply re-enter the correct information and continue.

However, if you incorrectly enter the student ID or last four characters of the student last name, you will not receive an error message until you try to place your order. This section will describe the process to re-enter the correct student ID and name.

Correcting student ID errors

The following steps explain how to correct the student ID and last 4 characters of the student's last name if you get an error when placing the order. The error that will be displayed is shown below:

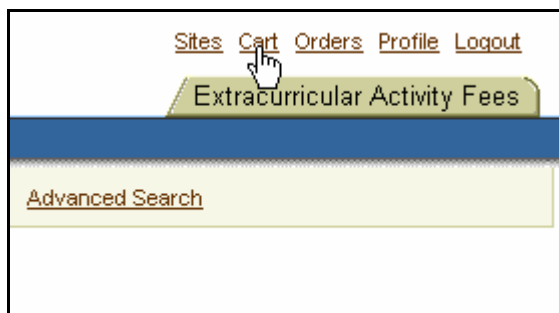
Checkout: Review and Place Order

Error messages from Order Management
 Error in Line: 1.0 :ID &ID for the flexfield segment Student Id does not exist in the value set 2555SET.
 (VALUESET=MCPS_STUDENT_ID)
 There is an error in order submission, please check Student ID or Last Name you entered.

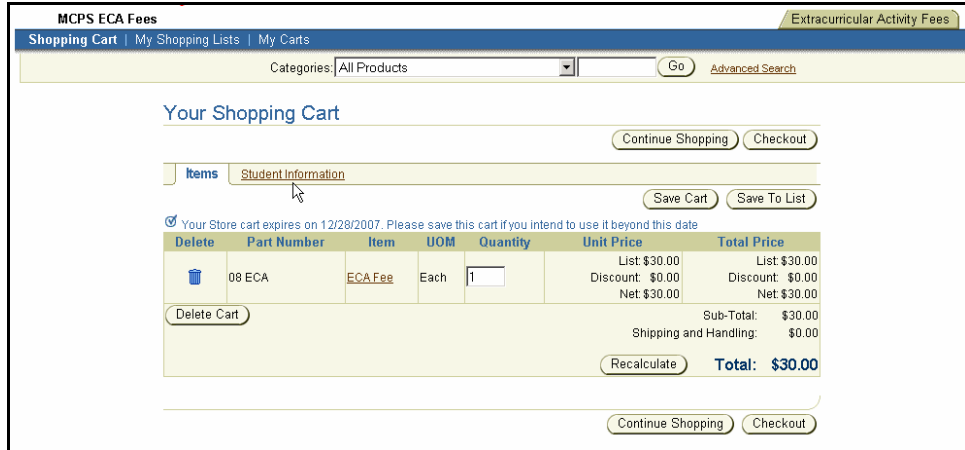
Part Number	Item	UOM	Quantity	Unit Price	Total Price
08 ECA	ECA Fee-Gross Family Income Above \$35,000	Each	1	List: \$30.00 Discount: \$0.00 Net: \$30.00	List: \$30.00 Discount: \$0.00 Net: \$30.00
Sub-Total:					\$30.00
Shipping and Handling:					\$0.00
<input type="button" value="Recalculate"/>					Total: \$30.00

► To correct an error with Student ID or last name follow the steps below:

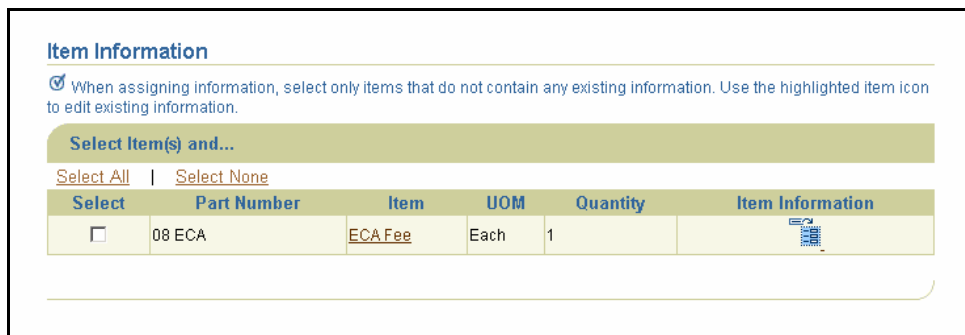
1. Click the Cart button in the upper right corner of the screen.



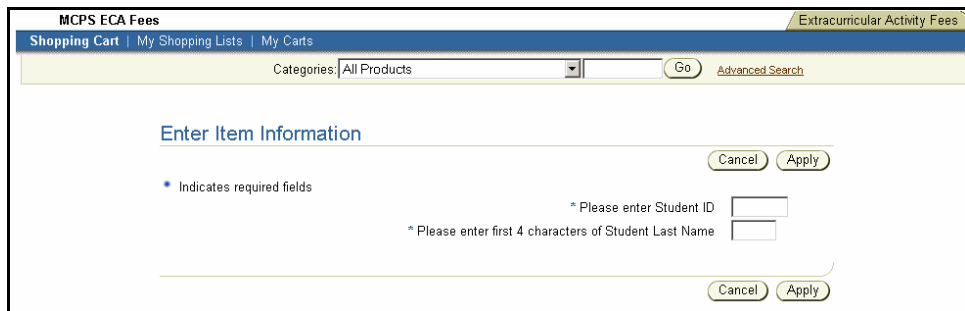
2. Your shopping cart will be displayed with the ECA Fee shown.



3. Click the Additional Information link.
4. On the next screen click the Item Information icon shown below.



5. You can now re-enter the Student ID and last four characters of the Student last name.



6. Click Apply. You will be taken back to your shopping cart where you will click the Items link shown below.

Items
Additional Information

Item Information

When assigning information, select only items that do not contain any existing information. Use the highlighted item icon to edit existing information.

Select Item(s) and...

[Select All](#) | [Select None](#)

Select	Part Number	Item	UOM	Quantity	Item Information
<input type="checkbox"/>	08 ECA	ECA Fee-Gross Family Income Above \$35,000	Each	1	

7. Next, click the Checkout button and continue the checkout process.