MySchoolFees.com Instructions:

1. Login at [myschoolfees.com](http://myschoolfees.com/" \t "_blank) (create an account if you don't already have one)
2. Select School - scroll down to UT-ALPINE-ALPINE ELEMENTARY
3. You can either select SHOW STUDENT ITEMS or SHOW PUBLIC ITEMS
4. In order to see STUDENT ITEMS you need to add your student. Enter Student ID number (in Skyward, it will be under Student Profile listed as Other ID) and select ADD STUDENT.
5. This will bring up student-specific items (i.e. lost library book fines).  Select item(s) and Add to Cart.
6. If you select PUBLIC ITEMS, you will see items that are not student-specific (i.e. grade level donations). Select the item you would like and Add to Cart.
   * Repeat, if necessary, for additional items.
7. Proceed to Checkout.
8. If purchasing Public Items, the next screen will ask, “Who are these items for?” Please enter your name and then select Continue to Checkout.