



Seven Oaks School Division
MAINTENANCE/TRANSPORTATION/CUSTODIAL
LEARNING AND SERVICE CENTRE
1985 Grassmere Road, West St. Paul, MB R4A 6A3
Telephone: 204-338-7051 or 204-338-7991 Fax: 204-334-6889

Parent Connect On-Line Payments for Bus Fees

Visa, MasterCard and Debit are accepted.

1. Log into Parent Connect, select the Fees tab drop down.
 - a) Detail Fee History will allow you to see all fees assessed, both paid and unpaid.
 - b) Fees for Payment will only show your outstanding fees.
2. Under the student name is a box showing the school. It is a dropdown box.
 - a) Select Transportation Dept – Bus Fees Only.
3. If you choose Detail Fee History, click Fees for Payment.
 - a) Under the Pay Line column, click the lines you wish to pay.
NOTE: if the Pay Line box is greyed out, it is not available for on-line payment.
 - b) Press the Green “Ready to Pay” button.
 - c) It will ask you to confirm the payment amount: Make a Payment or Close to cancel.
4. Please read the screen for further information. You will directed to a fully secure payment processing system. No credit card information is stored by Seven Oaks School Division.
5. Enter your Card details and review the information provided, then click Process Transaction.
6. Your payment has been processed and you will be returned to Parent Connect where you will be able to print your receipt.
7. Thank you for your payment.