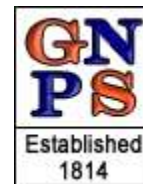
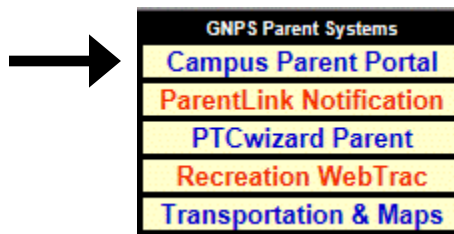


RevTrak Online Payments

How to Log In and Pay for an Exam



1. Using a computer with Internet access, go to the Great Neck Public Schools Web site (<http://greatneck.k12.ny.us>) and click **Campus Parent Portal** in the **GNPS Parent Systems** area.



2. **Log in** using your Portal user name and password. (If you don't know your user name or password, click the orange **HELP** button.)

Username

Password

[Sign In >>](#)

3. **If you have more than one child in our schools**, click **Select a Student** and choose the child whose fees you want to pay. Otherwise, go directly to step 4.

[SELECT A STUDENT](#) ▼

4. Click **Fees** on the main menu, which is on the left side of the screen.

Transportation >

Fees >

Reports >

5. Follow the link that says:

[Please click here to pay these fees online](#)

6. When the district's RevTrak site appears, click on **Fees**.



7. Log into RevTrak with your Campus Parent Portal user name and your child's date of birth as MM/DD/YYYY, **including the slashes and any leading zeros**. For example, January 1, 1998 would be entered as **01/01/1998**.

Username:

Birth Date of Child:

8. Click on **Next Page** to proceed. Please **wait a moment** while your child's fees are loaded.

[NEXT PAGE](#)

9. Locate the fee(s) you wish to pay, and enter the **total cost** in the **Amount to Pay** box.

Amount to Pay

10. Click on **Next Page**.

NEXT PAGE

11. Your shopping cart will contain all of the fees you chose to pay on the previous screen. Please **verify your payment amounts** and then click **Go To Checkout**.

GO TO CHECKOUT ➔

12. If you are a **new customer**, select “**I am a new customer**,” enter your **email address**, and click **Continue**. Then enter your name, address, phone number, and desired password and click **Continue** again. (It is best to use the same password that you use for the Campus Portal.)

Your Shopping Cart

Create an account with us, and make reordering a snap!

Enter your email address:

☒ I am a new customer
(You'll create a password later)

☐ I am a returning customer
and my password is:

CONTINUE

If you are a **returning customer**, select “**I am a returning customer**” and then enter your **email address** and **password**. Click **Continue**.

13. **Verify payment amount and billing information** and click **Continue** again.

CONTINUE

14. **Enter your credit card information** (MasterCard, Visa or Discover) and click **Verify Info**.

VERIFY INFO

15. After your card information is verified successfully, click on **Complete Order**.

COMPLETE ORDER

16. Your payment will be processed and a printable receipt will be displayed. Your child's fee balances will be updated in the Campus Parent Portal immediately.

The RevTrak site complies with all credit-card industry standards and is as secure as any banking or shopping web site. If you have any technical questions or problems logging in, please send an e-mail to **parentsupport@greatneck.k12.ny.us**