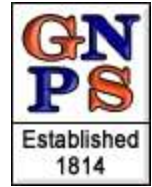
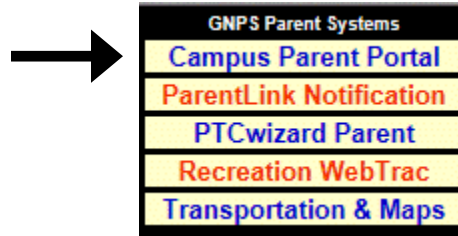


RevTrak Online Payments

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 **Infinite Campus Payments**.



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:

Currently enrolled child's birthdate (MM/DD/YYYY):

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

LOG IN

9. Click on your child's name under Student Fees on the left side of the screen.

STUDENT FEES

10. The fees will appear on the right side of your screen. Click on the dollar amount next to each fee you wish to pay.

\$93.00

11. When you are finished selecting the fees you wish to pay, click **Add to Cart**.
12. Your shopping cart will appear on the right side of the screen. Please **verify your payment amounts** and then click **Checkout**.
13. If you have paid fees via RevTrak before, enter your e-mail address and your RevTrak password, then click **Log In**. If you do not remember your RevTrak password, click **Forgot password**.

OR

If you are new to RevTrak payments, click **Create New Account**. On the page that appears, enter your name, address, phone number, e-mail address, and desired password, and then click **Create Account**. (It is best to use the same password that you use for the Campus Portal.)

14. Enter your credit card information (MasterCard, Visa or Discover) when prompted, and then click **Continue**.
15. After your card information is verified successfully, click on **Place Order**.
16. Your payment will be processed and a printable receipt will be displayed. You will also receive a confirmation via e-mail. Your child's fee balances will be updated in the Campus Parent Portal immediately.

ADD TO CART

CHECKOUT

Email

Password

[Forgot password?](#)

LOG IN

CREATE NEW ACCOUNT

CREATE ACCOUNT

DEBIT/CREDIT CARDS

ADD CARD

PLACE ORDER

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