

Online Payments for Miscellaneous Items and Events

Last Updated: 20/09/2017


Overview

Use this document to pay for miscellaneous items and events.

Procedure

1. Go to <http://portal.rosebank.nsw.edu.au/parent/> and login using the credentials provided to you by the College. If you are having troubles logging in:
 - Your username is typically in the format <FirstName>.<LastName> (e.g. *john.smith*)
 - If you have forgotten your password, click on the **Set/Reset Password** and follow the prompts:

helpdesk@rosebank.nsw.edu.au'."/>

 **ROSEBANK**
COLLEGE

Please enter your Username and Password

Username

Password

[Set/Reset Password](#)

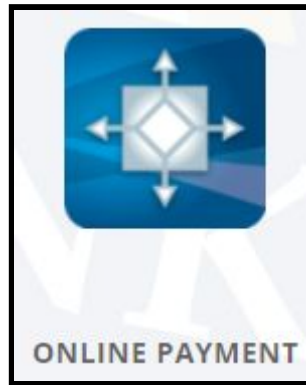
Sign in

If you can't remember your password, click on "I forgot my password" or use an alternate account to email helpdesk@rosebank.nsw.edu.au

If you continue to have troubles logging in, please contact the ICT Helpdesk via:

- telephone on 9713 3111
- email at helpdesk@rosebank.nsw.edu.au

2. Click on the **Online Payment** logo:



3. Towards the middle-top of the screen, click on **Online Payments**



4. You must now select the appropriate item/event:

- a. On the left-hand side, select the category
- b. In the middle, select the item/event
- c. Press the **+** button for the item/event you wish to pay for



For some events, you may be required to complete further information which will pop-up. Complete the fields and press **OK**:

Cancel

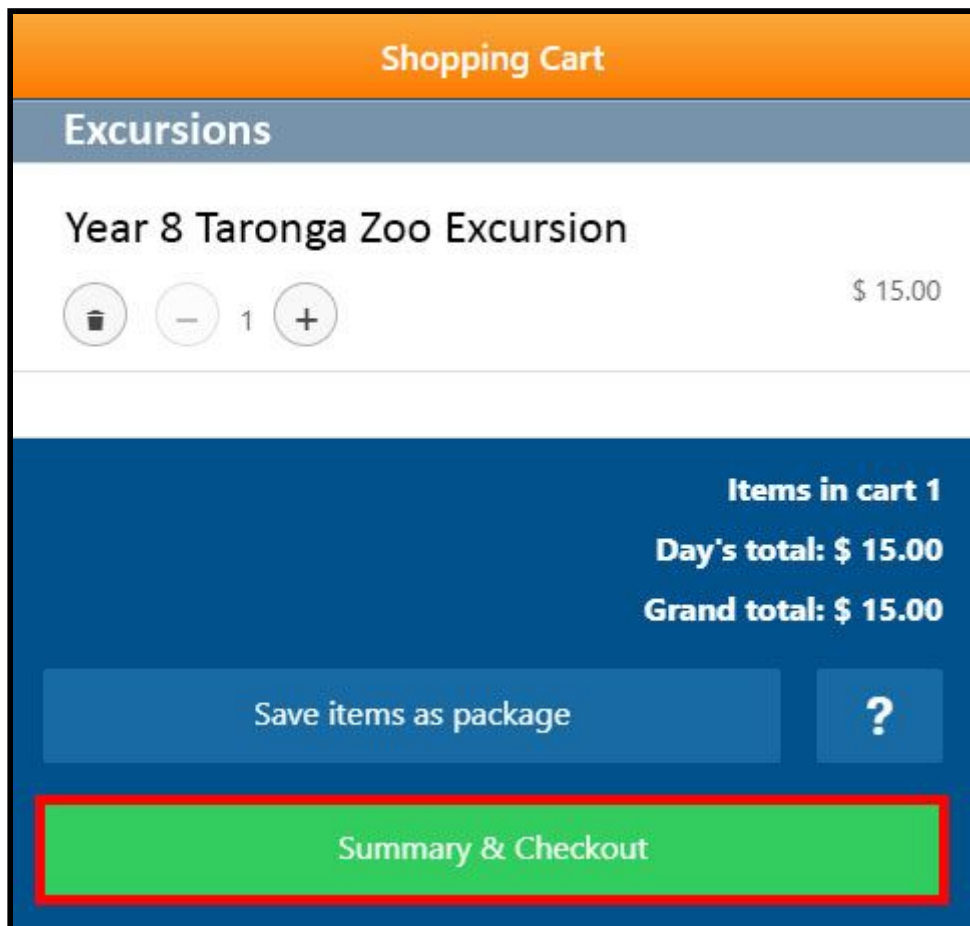
Student name

Student Home Room

OK

If no pop-up appears asking for further information, continue to the next step.

5. Select **Summary & Checkout**



6. Select **Pay**, and follow the prompts:

