Directions for Purchasing Tickets via Jeffco Connect:

From the Jeffco Public Schools homepage: jeffcopublicschools.org

- In the Quick Links section on the left side of the screen, click on Parent Portal/Jeffco Connect
- On the right side of the screen, locate the blue bar labeled Jeffco Connect
- Look for the link **Access Jeffco Connect** – Click on the link
- In the upper right corner, click on the box JeffcoConnect Student Information Login

- The login screen appears – **DO NOT** log in to Jeffco Connect
    - Look **below** the login box to find the yellow box labeled **"Pay Jeffco Student Fees Without a Login?"** – Click on that button
    - On the screen that appears, enter your **Student ID#, Last Name**, and **Customer Email Address**
        - Note: Student ID# is available on Infinite Campus
    - Look to the right of the "Last Name" box – Click on the "Search" icon
    - Your student's name will now appear
    - Go to the bottom of the page and click on the green circle to proceed to the next screen
- This screen will provide a list of fees that **may** have green check marks indicating fees that may still need to be paid
    - To de-select fees, click on the check mark to remove it.
    - Be sure that the fee you want to pay (Dance tickets, etc.) is selected
- Continue to the next screen which will begin the Checkout Process (click on the shopping cart in the bottom right corner)
    - Verify that the information is correct
    - Enter the email address again in the box provided
    - Click on the Submit Payment button
- On the next screen:
    - You will be asked to provide a credit card number
    - Finish the transaction
    - **Print the receipt – this is proof that fees have been paid, tickets purchased, etc.**