

# School shop on the Arbor Parent Portal

To purchase calculator, school tie, lanyard replacement and lunch card replacement on the Parent Portal dashboard, look under the **School Shop** section and click on the **School Shop Products**.

The screenshot shows the Arbor Parent Portal dashboard for a student named Chloe Adams. The dashboard is divided into several sections. On the left, there is a 'Quick Actions' dropdown, a student profile for Chloe Adams (Form 9GU), and a list of guardians (Harley Adams and Charlotte Adams). Below that are notices regarding transportation, religion, and lunch requirements. The main area is titled 'Statistics' and includes 'Attendance (2021/2022)' at 98.9%, 'Behaviour Points - this term' at 0, 'Guardian Consultations' (none), 'Overdue Assignments' (early test4 due 24 Oct 2018), and 'Accounts' (Chloe Adams: Meals, Snacks for students, Breakfast Club). A yellow arrow points to the 'School Shop' link in the Accounts section.

This will take you to the School Shop page. Click on the desired School Shop item to purchase.

The screenshot shows the 'School Shop' page with four items for sale, each with a price tag icon and a price:

- CALCULATORS - PLEASE COLLECT AT RECEPTION: Price: £8.50
- SCHOOL LANYARD REPLACEMENT: Price: £1.50
- SCHOOL TIES: Price: £6.00
- Student Card Replacement: Price: £0.60

At the bottom, there is a pagination control showing 'Page 1 of 1'.

A slide over will load, where you can select the quantity and click on **Buy product**.

The screenshot shows the 'Order Information' slide over. It features a 'Quantity' selector with a dropdown arrow and the number '1' entered. Below the selector is a green button labeled 'Buy product'.

In the following slide over you may enter any notes if you wish and click on **Pay now** to proceed with payment or **add to basket** if you need to purchase more items and pay later.

« Back **Buy Product**

**Product Details**

Product name	SCHOOL TIES
Description	
Total price	£6.00

**Order Information**

Quantity 1

Add a note to your order

Cancel **Add to basket** **Pay now**

If you choose to pay now, click on **Pay now** button. In the pop-up, add in your card details then click **Pay**.

**Make Payment**

Card number

Expiration date

Name on card

Security code (CVV/CVC)

Cancel **Pay £10.00**

If authentication is needed for the payment, you will be prompted to authenticate the payment using the method of authentication your bank supports. This could be:

- an SMS code,
- your mobile banking app
- another method you have registered with your bank or credit card provider.

For example, here's what it may look like. (Please note, this is purely an example)

**QPAY** 

Enter your One-Time Passcode

A one-time passcode was sent via text message to your mobile number  
mobile: 447\*\*\*\*\*8395

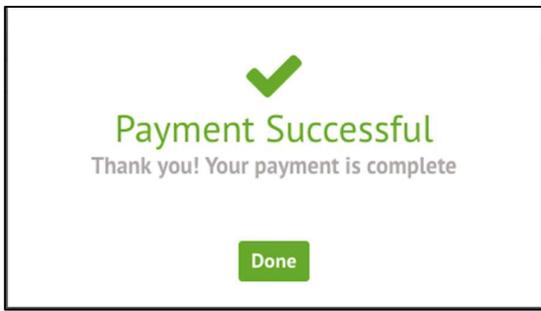
Please enter the passcode below.

Merchant: NEXTDIRECTORY  
Amount: 5.00 GBP  
Date: 09/11/2020  
Card Number: XXXX-XXXX-XXXX-1890

Passcode:

Submit Cancel

Once we've been able to confirm your identity, the payment will be completed and your card will be charged. You'll see confirmation that the transaction has been successful.



You may then collect the purchased items from the school reception.