

# InTouch Online Payments Portal Instructions

Website address: <https://intouch.dentonisd.org>

**Step 1**—Set up an account if a first time user to this portal. Click the button that is appropriate for you and then follow the instructions on the screen. (Returning users skip to step 2.)

**Welcome to the Online Payments Portal!**  
The portal allows shopping, donations, and payment of your student's fines and fees.

**1st Time Users of this Website with a DISD student (Parent / Guardian):**  
Your email address you have on file with the campus will be your user name. (This email address is used by the campus for registration notifications.)  
-- If your student's name is not displayed on the [Your Family](#) screen, you can use the student's School ID number as a user name to set the password.  
This new Online Payments Portal password will not alter your HAC password.  
[Click here to set your NEW Online Payments Portal password](#) ← First time users with a student at Denton ISD

Please allow up to 24 hours after giving the campus your email address before you attempt to log in.  
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**1st Time Guest/Community Users:**  
You will need to set up a user name and password.  
[Click here to create a guest user name and password](#) ← First time users without a student at Denton ISD

Please note: You will need to keep your user name and password if you intend to visit this site in the future to make additional purchases.  
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**Step 2**—Log into the portal with your user name and password. If you need to reset your password, follow the instructions as noted on the screen.

## Returning Users:

Your user name below will be one of the following:

- Your email address you have on file with the district
- Student ID number
- Guest user name

User Name	<input type="text" value="User Name"/>
Password	<input type="password" value="Password"/>
	<input type="button" value="Sign in"/>

If you need to reset your password, please [CLICK HERE](#) to have a password reset email sent to your email address on file.

Please click "Help" below, if you have trouble logging in or questions regarding your transaction.

**Step 3**—If you signed in with a Parent/Guardian email address, select the person you would like to shop for from the list on the screen. If not a Parent/Guardian user, skip to step 4.

[Your Account](#) | [Sign Out](#)

**DENTON**  
INDEPENDENT SCHOOL DISTRICT

[Your Family](#) [Contact Us](#) [Checkout](#)

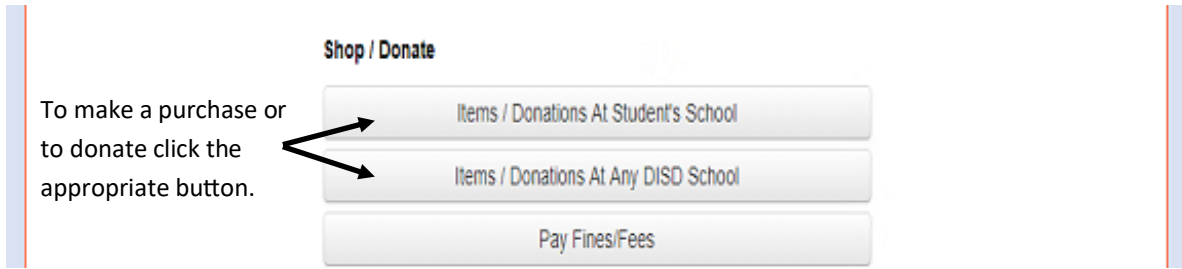
Who are you shopping for?

Select the person's name →

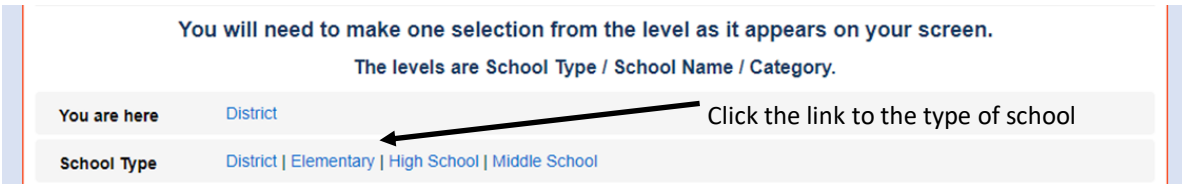
- Denton Independent School District Grade 12
- [Redacted]

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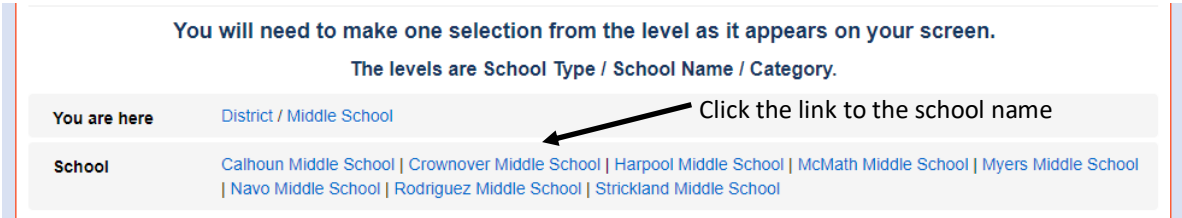
**Step 4**—Select the option you would like to use from the list below. If you are shopping at a student’s school, skip steps 5 and 6, and proceed to step 7.



**Step 5**—Select the school type.



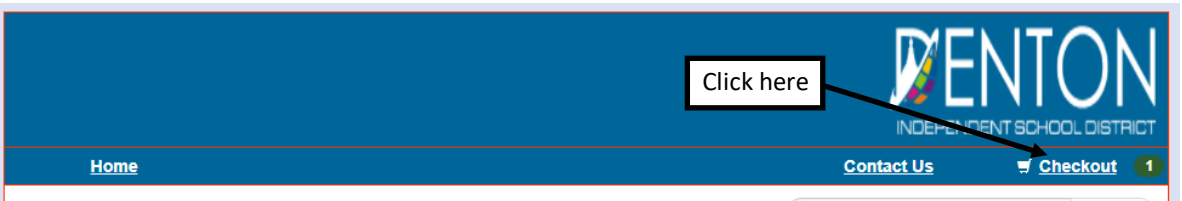
**Step 6**—Select the school name.



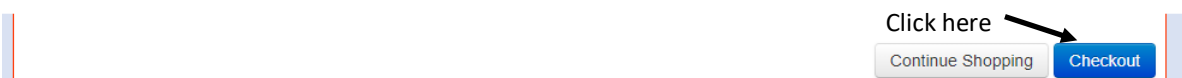
**Step 7**—Select the Category you would like to use.

**Step 8**—Make purchase of items and / or donations by changing the quantity, if needed, and then click the Buy button.

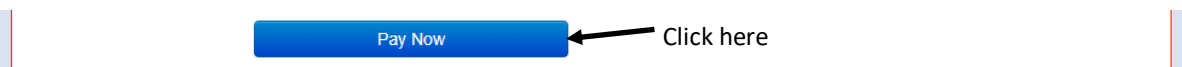
**Step 9**—After all selections have been made for your purchases or donation, click the Checkout link to access your cart.



**Step 10**—If everything appears correct in your cart, click the Checkout button.



**Step 11**—Enter payment information and click the Pay Now button.



**Step 12**—If you would like to view your receipt, click the home or my family link in the upper left hand corner of your screen. If you used your Parent/Guardian email when logging into the portal, select the name used when making the purchase or donation. Click on the purchase history or the reprint receipts button to view your transaction.