

InTouch Online Payments Portal Instructions

Website address: <https://tx-denton.intouchrecepting.com>

Step 1—Set up an account if a first time user to this portal. Click the “Click here to set your NEW Online Payments Portal password” button and then follow the instructions on the screen. (Returning users skip to step 2.)

1st Time Users of this Website with a DISD student (Parent / Guardian):
Your complete 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.) (Examples of a complete email address: JohnDoe@gmail.com Jane.Doe@yahoo.com JohnDoe2@outlook.com)

-- If your student's name is not displayed on the Your Family screen, please verify you are using the correct email address that is on file with the campus.

-- If you are using the correct complete email address that is on file with the campus or you are unsure of the complete email address on file with the campus, please send an email to InTouchAdministrator@dentonisd.org with an explanation of the issue, the student's name, and the student's ID number. Emails sent to InTouchAdministrator@dentonisd.org are read and answered during regular district office hours.

-- 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. Your user name will be either the email address you have on file with the district or the Student ID number. 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

Password

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—Select the person you would like to shop for from the list on the screen. (If you do not see the student's name on the screen, please see the note at the bottom of page 2.)

Your Account | [Sign Out](#)

DENTON
INDEPENDENT SCHOOL DISTRICT

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

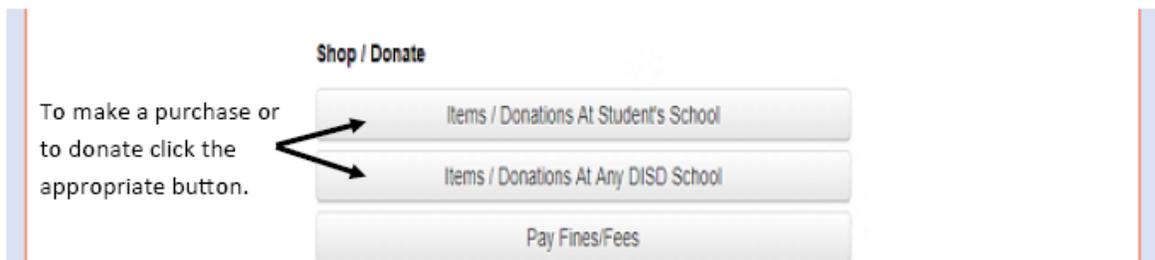
Who are you shopping for?

Select the person's name →

Denton Independent School District Grade 12

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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.