

# Online Credit Log

## Introduction

Students can access their firing fees, credit purchases, and clay & tools fees records online by inputting their email in our records. For the online credit log system, students do not input any credits or debits online and cannot change their logs. CAC will input each student's credits and debits.

Each credit log is associated with a student email. Students *do not need a password* to access their record online. If the email address you try does not work, email CAC to see which email we have on file.

It can take one to two weeks for a student's record to be updated online since we need to collect firing slips after your piece is in the kiln and material purchases from all the class rosters and input them into the system. When you look up your credit, it will show when it was last updated.

## Credit log website for students:

LINK: <https://clayartcenterorg.force.com/s/>



Credit Log Details

Contact Email:

Name: Credit Total : \$0.00 Debit Total : \$0.00 Total : \$0.00 Last Updated Date : 04-08-2022

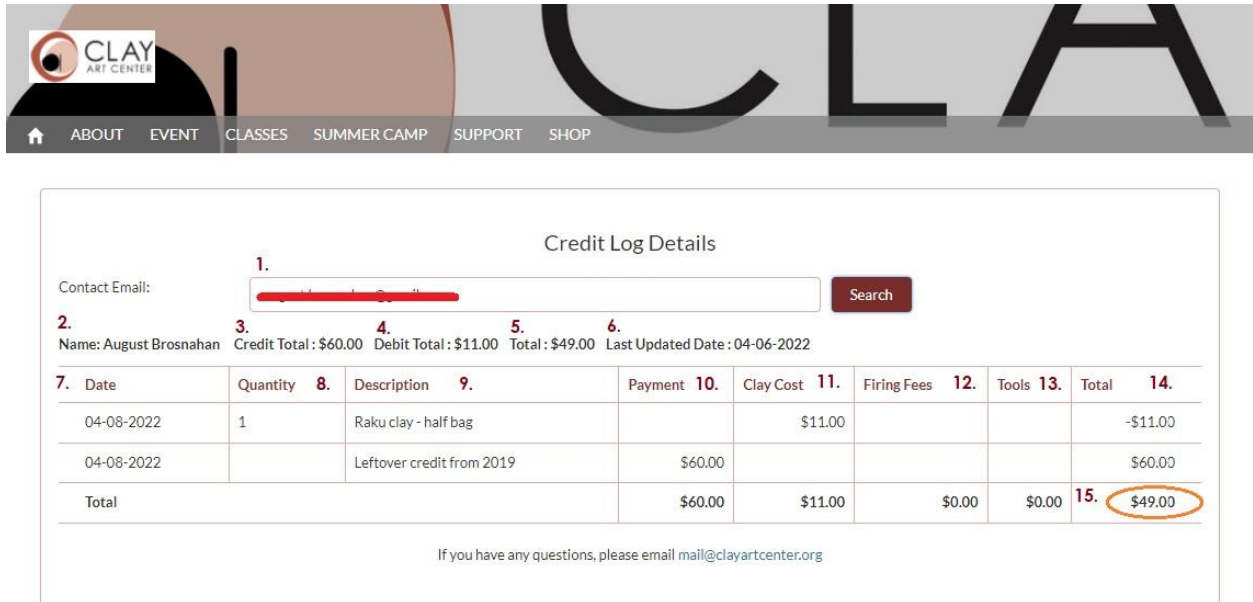
Date	Quantity	Description	Payment	Clay Cost	Firing Fees	Tools	Total
Total			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

If you have any questions, please email [mail@clayartcenter.org](mailto:mail@clayartcenter.org)

[Image: Screenshot of the credit log webpage]

This credit log page is public and for everyone to access. Students just need their Clay Art Center associated email address to see their credit log.

## How to read a student credit log:



Credit Log Details

Contact Email:

2. Name: August Brosnahan    3. Credit Total : \$60.00    4. Debit Total : \$11.00    5. Total : \$49.00    6. Last Updated Date : 04-06-2022

7. Date	Quantity 8.	Description 9.	Payment 10.	Clay Cost 11.	Firing Fees 12.	Tools 13.	Total 14.
04-08-2022	1	Raku clay - half bag		\$11.00			-\$11.00
04-08-2022		Leftover credit from 2019	\$60.00				\$60.00
<b>Total</b>			\$60.00	\$11.00	\$0.00	\$0.00	<b>15. \$49.00</b>

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1. Field to input student email
2. Full name of the student, once the system loads the information
3. **Credit total** - the total credits or payments (not including debits)
4. **Debit total** - all of the firing fees, materials purchase, and other miscellaneous deductions
5. **Total** - current **balance** of the student's log
6. **Last Updated Date** - the last date admin or volunteers made a change on the credit log
7. **Date** - date the debit or credit took place or was recorded
8. **Quantity** - number of firing slips or bags of clay/tools bought
9. **Description** - what the transaction was for (credit purchase or firing fees)
10. **Payment** - credits that the student has or paid for
11. **Clay Cost** - cost of the clay purchase
12. **Firing fees** - total cost of the firing slip/batch of firing slips counted
13. **Tools** - cost of tools
14. **Total** - column that lists sum or difference per row
15. Total of all the transactions/rows. **This is your student balance**

## Email Notifications

If you have a negative balance, you will get an automatic email notification from [mail@clayartcenter](mailto:mail@clayartcenter). The email is a general email that says your credit is negative, and gives you options to pay. If your balance is negative **two weeks** after the initial notification, you will get another email notification reminder.

If you have any questions, email [mail@clayartcenter.org](mailto:mail@clayartcenter.org).