

Making a Family Access Payment (Multiple Students)



SKYWARD[®]

Login ID:

Password:

[Forgot your Login/Password?](#)

1 To make an online payment
(Discover/Visa/MasterCard credit/debit)
Log in to Skyward Family Access



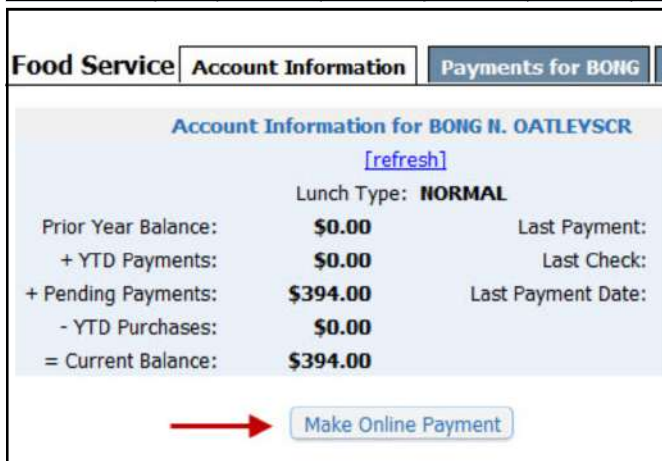
Student: BONG N. OATLEYSR School: Entity (400) Grades 10 to 12

Previous Month **May 2012**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

General Information
Calendar
Student Information
Gradebook
Message Center
Attendance
Schedule
Discipline
Food Service
Fee Management
Teacher Conferences
Login History

2 Select **Food Service** or **Fee Management**
(This guide proceeds through Food Service)



Food Service Account Information **Payments for BONG**

Account Information for BONG N. OATLEYSR

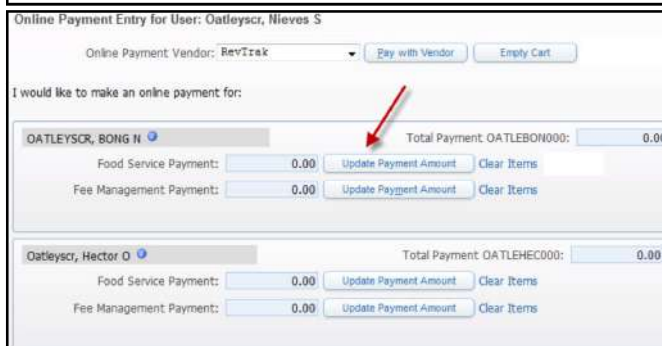
[\[refresh\]](#)

Lunch Type: **NORMAL**

Prior Year Balance:	\$0.00	Last Payment:	
+ YTD Payments:	\$0.00	Last Check:	
+ Pending Payments:	\$394.00	Last Payment Date:	
- YTD Purchases:	\$0.00		
= Current Balance:	\$394.00		

3 View fee activity and select **Make Online Payment** (new window will open)

PLEASE NOTE: If you have **Family Food Service Accounts** you do not need to make separate Food Service payments for each student, as Food Service payments are credited to the entire family's account



Online Payment Vendor: RevTrak

I would like to make an online payment for:

OATLEYSR, BONG N	Total Payment: OATLEBON000:	0.00
Food Service Payment: 0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Fee Management Payment: 0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

Oatleyscr, Hector O	Total Payment: OATLEHEC000:	0.00
Food Service Payment: 0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Fee Management Payment: 0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

4 In the Food Service Payment line, select **Update Payment Amount** (a pop-up will appear)



Update Food Service Payment Amount

Update Food Service Payment For BONG N OATLEYSR

Prior Year Balance:	0.00
+ YTD Payments:	0.00
+ Pending Payments:	394.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	5.00

Asterisk (*) denotes a required field

5 Enter the desired **Payment Amount**, and click **Update Cart**

PLEASE NOTE: Amount will be added to the Online Payment Entry screen referenced in Step 4

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak

I would like to make an online payment for:

OATLEYSR, BONG N Total Payment OATLEBON000: 5.00

Food Service Payment: 5.00

Fee Management Payment: 0.00

Oatleyscr, Hector O Total Payment OATLEHEC000: 0.00

Food Service Payment: 0.00

Fee Management Payment: 0.00

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To make a fee payment, locate the appropriate child and select **Update Payment Amount** in the Fee Management Payment line

Update Fee Management Payment Amount

Update Fee Management Payment For Hector O Oatleyscr

Fees for student Hector O Oatleyscr

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
09/28/2011	ACTIVITY FEE	49.99	<input checked="" type="checkbox"/>	49.99	0.00

1 records displayed

Total Payment Amount for Selected Charges: 49.99

Fees that can be added to this student's account

Description	Amount	Add Fee?	Why would I add this fee?
LOOK FEE	10.00	<input type="button" value="Add"/>	
PARKING PASS	50.00	<input type="button" value="Add"/>	
DINNER	6.00	<input type="button" value="Add"/>	

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To pay for optional fees, select **Add** next to the desired optional fee(s). The fee(s) will display on the top portion of the screen shown in Steps 7-9.

If you accidentally add the same optional fee multiple times:

1. Check the boxes for **only** the desired quantity of items (e.g. only pay for two yearbooks if you want two yearbooks)
2. Call the school office to have the duplicates removed

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Select the **Pay Charge** checkbox next to each required and optional fee you would like to pay. **Remember: do NOT check all boxes if you accidentally added an optional fee multiple times.**

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Click **Update Cart**

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Oatleyscr, Nieves S

Online Payment Vendor: RevTrak

I would like to make an online payment for:

OATLEYSR, BONG N Total Payment OATLEBON000: 5.00

Food Service Payment: 5.00

Fee Management Payment: 0.00

Oatleyscr, Hector O Total Payment OATLEHEC000: 49.99

Food Service Payment: 0.00

Fee Management Payment: 49.99

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When all payments have been added, select **Pay with Vendor** (button will say Pay with RevTrak)

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase.

To continue shopping click here: [\[Continue Shopping\]](#)

Items:	Price	Qty	Total
Skyward Food Service Payment For: BONG OATLEYSR (600482)	\$5.00	1	\$5.00
ACTIVITY FEE For: Hector Oatleyscr (600484)	\$49.99	1	\$49.99
Total:			\$54.99

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Verify payment amount(s) and select **Go to Check-out**.

Review your shopping cart carefully to make sure you are not accidentally paying for a certain fee for one student multiple times. If you are, please close your browser and start over from the beginning.

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer and my password is

[Sign in using our secure server](#)

[Forgot your password? Click here.](#)

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Enter your Email Address

- Select: New/Returning Customer (If Returning, enter password NOTE: the RevTrak password is solely for use in the Web Store. It is not the same as the district-issued Skyward password)
- Click Sign in

BILLING INFO:

* First Name: * Last Name:

* Address 1: Address 2:

* City: * State: * Country:
 United States

* Zip Code: * Telephone:

ACCOUNT INFO:

* Email Address: parent@email.com * Password: See Hints

* Please re-enter password:

[Continue](#)

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Fill in Billing Information

- Create Password if new customer

Credit Card Payment Info

Credit Card Number: Cardholder Name: Expires: Month Year

Nickname (Optional):

[Cancel](#) [Verify My Info](#)

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Fill in Payment Information

- New Customer: Enter credit card information and desired credit card Nickname (optional)
- Returning customer: Pay with a previously used credit card by selecting desired card from drop-down, or Pay with a different credit card by entering credit card information

Credit Card Payment Info

* Pay with a previously used credit card

o Pay with a different credit card

Credit Card Number: Cardholder Name: Expires: Month Year

Nickname (Optional):

[Cancel](#) [Verify My Info](#)

Click Verify my Info and Complete Order

PLEASE NOTE: A credit card token will be created for single-click use of the card at the time of your next purchase; however, the Web Store will not store your credit card number.

Skyward Test

THANK YOU FOR YOUR ORDER! Please SAVE and/or [PRINT](#) this page for your records.

6/14/2012 12:51:05 PM ORDER ID: 11796002

BILL TO		SHIP TO	
Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216	Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216		

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SKY01	Skyward Food Service BONG OATLEYSR (600482)	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE Hector Oatleysr (600484)	Completed	Digital		\$49.99	1	\$49.99
						Sub-Total:	\$54.99
						Grand Total:	\$54.99

PAYMENT INFO

TYPE: Visa

NAME ON CARD: Parent

CARD NUMBER: XXXXXXXXXXXX1111

To continue shopping, please click here.

To logout, please click here.

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View & Print Receipt

Click **Log out** in the lower left corner
 Credit card statements will show payment made to the school district.

PLEASE NOTE: Credit card statements will show payment made to the school district.

Food Service | **Account Information** | **Payments for BONG** | **All Payments** | **Purch**

Account Information for BONG N. OATLEYSR

[\[refresh\]](#)

Lunch Type: **NORMAL**

Prior Year Balance:	\$0.00	Last Payment:	\$0.00
+ YTD Payments:	\$0.00	Last Check:	
+ Pending Payments:	\$399.00	Last Payment Date:	05/23/2012
- YTD Purchases:	\$0.00		
= Current Balance:	\$399.00		

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Balance(s) will update accordingly in student's account in Skyward

Please Note: If an optional fee was accidentally added multiple times to the student's record, call the school to have the duplicates removed.

Fee Management | **Fee Activity** | **All Payments**

Unpaid Balance: **\$0.00** [\[refresh\]](#) [Make Online Payment](#)

School Year	Ent	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2011	400	09/28/11	ACTIVITIES PASS - FAMILY	\$80.00	\$80.00	\$0.00	
2011	400	09/28/11	ACTIVITIES PASS - INDIVIDUAL	\$40.00	\$40.00	\$0.00	
2011	400	09/28/11	ACTIVITY FEE	\$49.99	\$49.99	\$0.00	
2011	400	09/28/11	ACTIVITIES PASS - STUDENT	\$15.00	\$15.00	\$0.00	
TOTAL				\$184.99	\$184.99	\$0.00	