

Skyward Food & Fees

Online Payment Guide



Sign into Skyward

- ▶ Visit the **RevTrak®** Web Store and click **Skyward Family Access**.
- ▶ Sign in with your **Login ID** and **Password**.

If you do not have your login information, click *Forgot Your Login Password* to regain access to your Skyward account.

This guide begins with Food Service. Turn to *Page 2* to begin your payments with Fee Management.

Food Service or Fee Management

Payment Date	Payment	Check #
Fri Feb 20, 2015	\$0.01	VIA WEB
Fri Feb 20, 2015	\$0.10	VIA WEB
Tue Jan 27, 2015	\$1.00	VIA WEB
Mon Jan 26, 2015	\$1.00	VIA WEB
Mon Jan 26, 2015	\$1.00	VIA WEB
Wed Jan 7, 2015	\$10.00	VIA WEB
Mon Jan 5, 2015	\$5.00	VIA WEB

Payments for Food Service are applied to your Family Account; you do not need to make separate payments to each student's account.

- ▶ Select **Food Service**.
- ▶ Click the **Make a Payment** tab.

Make a Food Service Payment

Food Service Payment:	Update Payment Amount	Clear Items	Current Balance:
0.00			287.00
Fee Management Payment:	Update Payment Amount	Clear Items	Balance Due:
0.00			0.00

- ▶ Click **Update Payment Amount** to add funds.

The *Update Food Service Payment Amount* window will load, showing a detailed balance breakdown.

- ▶ Type your **payment amount** in the last field.
- ▶ Click **Update Cart**.

Prior Year Balance:	0.00
+ YTD Payments:	291.00
+ Pending Payments:	60.00
- YTD Purchases:	64.00
Current Balance:	287.00
* Payment Amount:	0.00

Your payment will display in the field next to *Food Service Payment* (see section's top image).

Skyward Food & Fees

Online Payment Guide (cont'd)



Make a Fee Management Payment

Update Fee Management Payment Amount
Update Fee Management Payment for Carl D Pavlichscr

Fees for student Carl D Pavlichscr

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Balance
09/28/2015	ACTIVITY FEE	49.99	<input checked="" type="checkbox"/>	49.99	0.00

1 record(s) displayed

Total Payment Amount for Selected Charges: 49.99

Description	Amount	Add Fee?	Why would I add this fee?
LOCK FEE	10.00	<input type="checkbox"/>	
PARKING PASS	50.00	<input type="checkbox"/>	
PLANNER	8.00	<input type="checkbox"/>	

Online Payment Entry - Single Point of Entry Interface
Online Payment Entry for User: Pavlichscr, Julene O

Online Payment Vendor: RevTrak

I would like to make an online payment for:

Pavlichscr, Carl D		Total Payment DOELIS000:	5.00
Food Service Payment:	5.00	<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"/>

Pavlichscr, Carl D		Total Payment DOELAN000:	49.99
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>
Fee Management Payment:	49.99	<input type="button" value="Update Payment Amount"/>	<input type="button" value="Clear Items"/>

- ▶ Locate your student's name and click **Update Payment Amount**.
- ▶ Select the check box for **Pay Charge**.

You may pay for *Optional Fees*. Available options are listed on the same screen as the required student fees.

- ▶ Next to the optional fee, click the **Add** button.
- ▶ Click **Update Cart**.
- ▶ Select **RevTrak** from the Online Payment Vendor menu.

Pay with Online Vendor (RevTrak)

Your Shopping Cart

Items:	Price	* Qty	Total	Remove
Skyward Food Service Payment For: Carl Pavlichscr (601441)	\$5.00	1	\$5.00	<input type="button" value="X"/>
ACTIVITY FEE For: Carl Pavlichscr (601441)	\$49.99	1	\$49.99	
Sub-Total:			\$54.99	

You will be redirected to the Web Store's Shopping Cart. You may shop additional products from the Web Store, or finalize your payment.

- ▶ Click **Go to Checkout**.
- ▶ If you are a *Returning Customer*, enter your login credentials.

Sign in or create your account.

New Customer

Enter your email address and select *New Customer*. Click *Continue* to create your account and proceed to checkout.

Returning Customer

Welcome back! Enter the email used during your last visit. Select *Returning Customer* and enter your password.

Enter your email address:

I am a new customer

I am a returning customer and my password is

If you are a *New Customer*, enter your email address and select **I am a new customer**. Provide the required information to create your account for order management and future payments.

- ▶ Enter your **payment and billing information**.
- ▶ Click **Complete Payment** to submit your payment.