Skyward Food & Fees Online Payment Guide



Sign into Skyward

S K Y W A R D	
School District Name Skyward Combined	
Login ID: Password: Sign In Forgot your Login/Password?	05 15 02 00 08
Login Area: All Areas 🔻	00.10.02.00.00

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

Home	Food Service		Applications
nome	Current Account Balance	Today's Lunch Menu	Lunch Calendar
Ethnicity/Race	Family: \$287.00	No lunch menu details are av	ailable for the current date.
Calendar	Lunch Type: FREE		
Gradebook	Food Service Messages/Lin	ks	
Attendance	(Entity (320) Grades 7 to 12)	
Student Info	PAYMENTS FOR FOOD SEP DO NOT NEED TO MAKE SE ACCOUNT	RVICE WILL BE APPLIED TO YO EPARATE PAYMENTS TO EACH	UR FAMILY ACCOUNT. YOU I STUDENT'S FOOD SERVICE
Food Service			
Schedule	Carl (Entity (320) Grades 7 to	12) View Totals Make a Pay	ment
	Payment Date	Payment	Check #
Discipline	Fri Feb 20, 2015	\$0.01	VIA WEB
Fee	Fri Feb 20, 2015	\$0.10	VIA WEB
Management		£1.00	
	Tue Jan 27, 2015	\$1.00	VIA WEB
Teacher	Tue Jan 27, 2015 Mon Jan 26, 2015	\$1.00	VIA WEB
Teacher Conferences	Tue Jan 27, 2015 Mon Jan 26, 2015 Mon Jan 26, 2015	\$1.00 \$1.00 \$1.00	VIA WEB VIA WEB VIA WEB
Teacher Conferences Rtl Info	Tue Jan 27, 2015 Mon Jan 26, 2015 Mon Jan 26, 2015 Wed Jan 7, 2015	\$1.00 \$1.00 \$1.00 \$10.00	VIA WEB VIA WEB 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

nline Payment Entry for User: P	avlichscr, Jule	ene O					
Online	Payment Ven	dor:	RevTrak		Pay wit	h Vendor	Empty Ca
							Bac
vould like to make an online pay	ment for:						
Pavlichscr, Carl D			Tot	al Payme	nt PAVLILA	V000:	0.00
Food Service Payment:	0.00	Update	Payment A	Amount	Clear Items	5 Current B	alance: 287.00
Fee Management Payment:	0.00	Update	Dayment (mount	Cloar Itom		
pdate Food Service Payme	™ To	tal Pay	nent for all	Students	:	5 Bal	ance Due: 0.00
pdate Food Service Payme	To ent Amount or Carl D Pavli	tal Pay chscr	nent for all	Students		5 Bai	ance Due: 0.00
pdate Food Service Payme Jpdate Food Service Payment fo Prior Year Balance:	To ent Amount or Carl D Pavli 0.00	tal Pay chscr	nent for all	Students		s ван	ance Due: 0.00
pdate Food Service Payme Jpdate Food Service Payment fo Prior Year Balance: + YTD Payments:	To ent Amount or Carl D Pavli 0.00 291.00	tal Pay	nent for all	Students	:	s ван	ance Due: 0.00
pdate Food Service Payme Jpdate Food Service Payment fo Prior Year Balance: + YTD Payments: + Pending Payments:	To ent Amount or Carl D Pavli 0.00 291.00 60.00	tal Payı chscr	nent for all	Students		s ван	ance Due: 0.00
pdate Food Service Payme Jpdate Food Service Payment fo Prior Year Balance: + YTD Payments: + Pending Payments: - YTD Purchases:	To ent Amount or Carl D Pavli 0.00 291.00 60.00 64.00	tal Pay	nent for all	Students		5.00	ance Due: 0.00
pdate Food Service Payme Jpdate Food Service Payment fo Prior Year Balance: + YTO Payments: + Pending Payments: - YTO Purchases: Current Balance:	To ent Amount 0.00 291.00 60.00 64.00 287.00	tal Pay	nent for all	Students		s Bai	ance bue: 0.00
pdate Food Service Paymer Jpdate Food Service Payment for Prior Year Balance: + YTD Payments: - YTD Purchases: Current Balance: * Payment Amount:	To ent Amount or Carl D Pavli 0.00 291.00 60.00 64.00 287.00 0.00	tal Payı chscr	nent for all	Students		5.00	ance Due: 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**.

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 for Carl D Pavlichscr Fees for student Carl D Pavlichscr Due Date Description Amount Due Pay Charge Pay Amount Bi 09/20/2015 ACTMITYFEE 49.99 2 49.99	alance
Amount Carl D Pavilchscr Amount Due Pay Charge Pay Amount Bit 08/28/2015 ACTWITY FEE 48:99 21 49:99 49:99	alance
Due Date Description Amount Due Pay Charge Pay Amount Bi 09/28/2015 ACTIVITY FEE 49.99 2 49.99	alance
09/28/2015 ACTIMITY FEE 49.99 Z 49.99	0.00
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• III	
	,
1 record(s) displayed	
Total Payment Amount for Selected Charges: 49.99 Upda	ite Cart
Description Amount Add Fee? Why would I add this fee?	
LOCK FEE 10.00 Add	
PARKING PASS 50.00 Add	
PLANNER 6.00 Add	

Online Payment Vendor: Rev	Trak	Pay with Vendor Empty Cart	
would like to make an online paymen	t for:		
Pavlichscr, Carl D		Total Payment DOELIS000:	5.00
Food Service Payment:	5.00	Update Payment Amount Clear Items	
Fee Management Payment:	0.00	Update Payment Amount Clear Items	
Pavlichscr, Carl D 🔞		Total Payment DOELAN000:	49.99
Food Service Payment:	0.00	Update Payment Amount Clear Items	

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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)

tome			Prico	* 054	Total	Pomovo
Skyward Food Service Paym	ent		\$5.00	1	\$5.00	Remove
ACTIVITY FEE For: Carl Pavlichsrc (601441)			\$49.99	1	\$49.99	
			Sub	-Total:	\$54.99	
EMP	TY	CONTI	NUE SHOPPING	GOT	O CHECK	OUT 🔿 🗎
ign in or create your a	ccount.					
New Customer			Returning Custo	mer		
			ý			
Enter your email address an	nd select Ne	₽W	Welcome back! E	Inter the	email used	d
Customer. Click Continue to	create you	ir	during your last	visit. Seleo	ct <i>Returnır</i> Dassword	ng
account and proceed to the	ckout.		customer and en	iter your j	assword.	
				n		
Enter your email addres	5: jdoe@	email.con	n]		
Enter your email address	5: jdoe@	email.con	n]		
Enter your email address	s: jdoe@	email.com manew	n / customer]		
Enter your email address	s: jdoe@ O I ai @ I ai	email.con m a new m a retu	n / customer irning custome) r		
Enter your email addres:	5: jdoe@ O I ar O I ar and	email.com m a new m a retu I my pas	n v customer irning custome ssword is) r		
Enter your email addres:	s: jdoe@ I ar I ar and	email.com m a new m a retu l my pas	n / customer Irning custome ssword is) r		
Enter your email addres:	5: jdoe@ I ar I ar and Forgot	email.com m a new m a retu I my pas	n v customer Irning custome ssword is ssword?) r		

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.

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.