

Skyward Food & Fees

Online Payment Guide



Sign into Skyward Family Access

Skyward Family Access Credentials

Login ID

Password

Continue >

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

Add Food Service Payments

Food Accounts

Lunch Balances

| Student | Current Balance | Pay Amount | Suggested |
|------------------|-----------------|------------|----------------|
| Pavlichscr, Carl | \$783.11 | \$ 50.00 | \$10 \$25 \$50 |
| Pavlichscr, Gail | \$440.50 | \$ 50.00 | \$10 \$25 \$50 |

Add to Cart

- ▶ Click **Food Accounts** in the left-hand column.
- ▶ Enter a **custom payment** amount under *Pay Amount* or select a **Suggested** quick-pay button.
- ▶ Click **Add to Cart**.

Add Student Fee Payments

Gail Pavlichscr

Required Fees

| Description | Due Date | Amount Due | Pay Amount |
|--------------|----------|------------|------------|
| PARKING PASS | 3/1/2016 | \$5.00 | \$ Amount |

Add to Cart

Optional Fees

| Description | Qty | Cost | Pay Amount |
|-------------|-----|---------|------------|
| LOCK FEE | 1 | \$10.00 | \$ Amount |
| PLANNER | 1 | \$6.00 | \$ Amount |

Add to Cart

- ▶ Select a **student's name** from the left-hand column to view *Required Fees* and *Optional Fees* for that student.
- ▶ Click the *Amount Due* quick-pay button to **pay in full** or enter a **custom payment** amount for partial payment.

To view additional payment information, click the icon.

- ▶ Click **Add to Cart** for the applicable fees (required or optional).

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Online Payment Guide (cont'd)



Make a Payment with RevTrak

| Carl Pavlichscr | |
|-----------------------------|---------|
| Skyward Food Service (FOOD) | \$50.00 |

| Gail Pavlichscr | |
|-----------------------------|---------|
| Skyward Food Service (FOOD) | \$50.00 |
| PARKING PASS (PARKPASS) | \$5.00 |

| | |
|----------------|-----------------|
| Subtotal | \$105.00 |
| Other Items | \$0.00 |
| Tax | \$0.00 |
| Balance | \$105.00 |

► Review all items in the Cart.

To remove an item, click “X” next to the item name. To remove all items, click *Remove All*.

► Click **Checkout**.

| Items: | Price | Qty | Total | Remove |
|---|---------|-----|---------|--------|
| Skyward Food Service For: Carl Pavlichscr (601441) | \$50.00 | 1 | \$50.00 | ✕ |
| Skyward Food Service For: Gail Pavlichscr (601443) | \$50.00 | 1 | \$50.00 | ✕ |
| PARKING PASS For: Gail Pavlichscr (601443) | \$5.00 | 1 | \$5.00 | ✕ |
| Total: \$105.00 | | | | |

[EMPTY](#) [← CONTINUE SHOPPING](#) [GO TO CHECKOUT →](#)

You are now viewing the **RevTrak**® Web Store Shopping Cart.

► Review all items in your Shopping Cart.

► Continue shopping the Web Store or click **Go to Checkout**.

► If a *Returning Customer*, enter your Web Store 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 an account for order management and future payments.

► Enter your **payment and billing information**.

► Click **Complete Payment** to submit your payment.

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

Forgot your password?

[CONTINUE](#)