Skyward Online Food Service Payments

The following is a rough outline for Parents/Guardians on how to make online Food Service account payments for their children under their household account:

Open a web browser such as Internet Explorer or Firefox and navigate to the following web page:

https://skyward.clsd.net



!!!! BE SURE TO TURN OFF YOUR BROWSER'S POP-UP BLOCKER !!!

#1 Log into Skyward Family Access and click on the "Food Service" link on the left side.

#2 Click on "Make a Payment" in the middle of the screen:

Home	Food Service		Applications		
Calendar	Current Account Balance	Today's Lunch Mer	nu Lunch Calendar	Purchases for: Tue Se	p 23, 2014 💽
Gradebook	Aiden: \$26.45 Lunch Type: Denied	No lunch menu details are available for the current date.		Previous Day	Next Day 📫
Attendance	Elementary Sc	chool) View Totals Make a Payment		Elementary School	<u>n</u>
Student Info	Payment Date	Payment	cneck #	Key Pad Number:	
and Service	Fri Sep 5, 2014	\$50.00	VIA WEB	Item	Price
OUD SETVICE				LUNCH	\$2.45
Schedule				EX ENTR.	\$1.75
est Scores	in the second			Total	\$4.20
Student Services					
Skylert					
lealth Info					

#3 Click "Update Payment Amount" for each student listed and enter the amount you would like to place on the account for that student – you will have to do this one student at a time:

Online	Payment Entry - Single Point of Entry Interface - Entity 200 - 05.13.06.00.09-10.2 - Mozilla Firefox	×
https://skyward.clsd.net/scripts/w	rsisa.dll/WService=wsSky/sfamaedit021.w?pFrom=FOOD&noheader=yes&vSelectMode=N&isPopup=true	슈
Online Payment Entry - S	Single Point of Entry Interface	- Back
Online Payment Entry for User	r.	
	Online Payment Vendor: RevTrak	
I would like to make an online payr	ment for: (Please click the Update Payment Amount button to select an item to pay)	
Food Service Payment:	0.0 Update Payment Amount lear Items Current Balance: 20.45	
Student Name Here	Total Payment 00: 0.00	
Food Service Payment:	0.00 Update Payment Amount Ocar Items Current Balance: 18.40	

#3a One student at a time after clicking "Update Payment Amount" above, then enter the Payment Amount and then click "Update Cart " below:

https://skyward.clsd.net/scripts/wsisa.c	III/WService=wsSky	/sfamae 🏠
Update Food Service Payme	nt Amount	A Back
Update Food Service Payment For	Student Nam	e Here
Prior Year Balance:	3.40	
+ YTD Payments:	40.00	
- YTD Purchases:	22.95	
Current Balance:	20.45	
* Payment Amount	0.00	
Lindate Cart		

#4 When you are done entering each student's amounts, click "Pay With Vendor" at the top of the main screen:

https://skyward.c	clsd.net/scripts/wsisa.dll/WService	e=wsSky/sfamaedit021.w?pFrom=F00D&noheader=ves&vSelectMode=N&isPopup=true	<u>6</u>
Online Payme	ent Entry - Single Point	t of Entry Interface	< Back
Online Payment	t Entry for User:		
	Onl	line Payment Vendor: RevTrak v Day with Vendor Empty Cart	
I would like to mak	ke an online payment for: (Please	e click the Update Payment Amount button to select an item to pay)	
Student Name	Here 🧿	Total Payment 00: 0.00	
Food F	onden Raements	00 Undate Revenue Amount Clour from: Ouront Palancer 20.45	

#5 Confirm that you are ready to make the payment:



#6 A new window opens to our third-party provider for payment processing – login using your current RevTrak account your email address and the PW you chose for this system (it is possible that this PW is different from your Skyward PW.) If this is your first time making a payment, click the "Create New Account" at the bottom.

< compared with the second sec	Q	CHECKOUT		
	Login			
	<u> </u>			
	Email			
	Password			
			11	
	Forgot password?	1		
			GIN	

#7 You may now setup an "e-check" if you like, or click "Use Credit Card" at the bottom on the left:

ECHE(CK
Add an oChoi	k for a quicher
checkout exp	erience
Routing number'	
There is a superior of the superior	
Account number*	Re-enter account number*
Account number'	Re-enter account number"

#8 If you have a credit card on file, you will see it on this screen – then click continue. (If you do not see a card, click "Add Card" and follow those instructions.)

VERIFY
ADD CARD

#9 Review and Submit – check your information to make sure it's correct. If so, click the "Place Order" at the bottom of the screen. That's it!

VERIFY	
Daviany & Submit	
Review & Subitilit	
BILLING	EDIT
BILL TO: David	
No. Malanti Trick National, No. (Nat)	
PAYMENT METHOD	EDIT
VISA Visa	
ITEMS	
SKYWARD FOOD SERVICE PAYMENT	\$7.77
Juentity 1 For David	
SUB TOTAL	\$7.77
SERVICE FEE	\$1.75