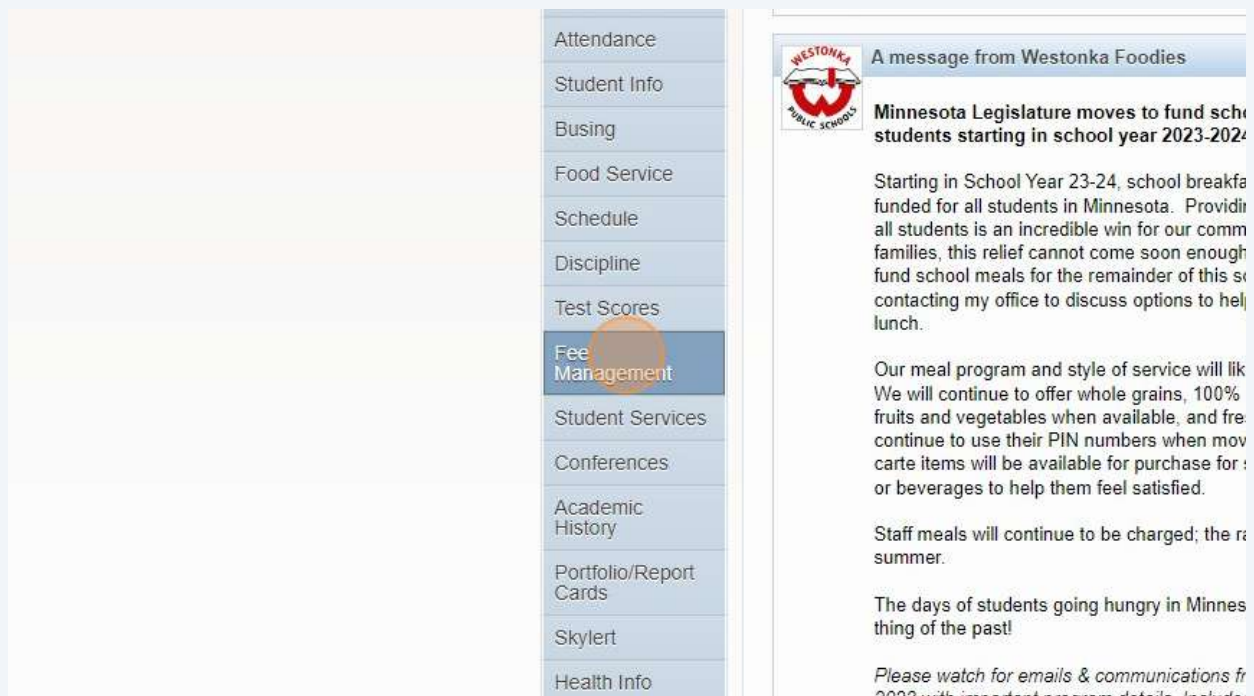


How To Make Fee Payments in Family Access

1 Navigate to skyward.iscorp.com/scripts/wsisa.dll/WService=w...

2 Click "Fee Management"



The screenshot displays the Skyward Family Access web application. On the left, a vertical navigation menu lists various services: Attendance, Student Info, Busing, Food Service, Schedule, Discipline, Test Scores, Fee Management (highlighted with an orange circle), Student Services, Conferences, Academic History, Portfolio/Report Cards, Skylert, and Health Info. To the right of the menu, a message from Westonka Foodies is visible, titled "Minnesota Legislature moves to fund school meals starting in school year 2023-2024". The message text reads: "Starting in School Year 23-24, school breakfast and lunch will be funded for all students in Minnesota. Providing all students is an incredible win for our communities, this relief cannot come soon enough. I am excited to fund school meals for the remainder of this school year. I am contacting my office to discuss options to help with lunch." Below this, it states: "Our meal program and style of service will likely change. We will continue to offer whole grains, 100% fruits and vegetables when available, and free meals. We will continue to use their PIN numbers when moving forward. Free items will be available for purchase for students or beverages to help them feel satisfied." It also mentions: "Staff meals will continue to be charged; the remainder will be waived for the summer." and "The days of students going hungry in Minnesota are a thing of the past!" At the bottom, it says: "Please watch for emails & communications from the district starting in 2023 with important program details. Includes..."

3 Click "Make a Payment"

ACCESS

STUDENT D ▼

Test Family | My Account | Contact Us | Email History | Report History | Exit

District Links

Management

aid Balance

T (Grandview Middle School): **45.00**

T (Grandview Middle School) | View Fees | **View Payments** | View Totals | **Make a Payment** | Add a Fee

ee Management Payments are available for this student.

4 Click "Update Payment Amount".

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

STUDENT A, TEST Total Payment STUDETES001: 0.00

Food Service Payment: 0.00 (Insufficient Access)

Fee Management Payment: 0.00 **Update Payment Amount** Clear Items Balance: 0.00

STUDENT D, TEST Total Payment STUDETES013: 0.00

Food Service Payment: 0.00 (Insufficient Access)

Fee Management Payment: 0.00 **Update Payment Amount** **Change fee management payment amount**

STUDENT I, TEST Total Payment STUDETES009: 0.00

Food Service Payment: 0.00 (Insufficient Access)

Fee Management Payment: 0.00 (Insufficient Access)

STUDENT J, TEST Total Payment STUDETES010: 0.00

Food Service Payment: 0.00 (Insufficient Access)

Fee Management Payment: 0.00 (Insufficient Access)

Pending Cart
No items in cart

5 Select all the student fees you want to pay.

Payment Amount Back

Payment For TEST STUDENT D

TEST STUDENT D Delete

on	Amount Charged	Amount Paid	Amount Due	Pay Fee	Payment Amount	Remaining Due
fee 23 24	45.00	0.00	45.00	<input type="checkbox"/>	0.00	45.00

Total Payment Amount for Selected Charges: 0.00 Update Cart

to this student's account: [Display Fees](#)

Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
--------	--------	---------	---------------------------	----------	----------

6 Click "Update Cart"

fee 23 24	45.00	0.00	45.00	<input checked="" type="checkbox"/>	45.00	0.00
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Total Payment Amount for Selected Charges: 45.00 Update Cart

to this student's account: [Display Fees](#)

Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?	Enrolled
--------	--------	---------	---------------------------	----------	----------

7

Once all of the student fees you want to pay are selected and the cart is updated, click "Pay with Vendor". This will direct you to RevTrak, which is where you will make the payment.

try - Single Point of Entry Interface

[Back](#)

or User: Family, Test

Submit this payment using the selected vendor.

Pay with Vendor

Empty Cart

ne payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment STUDETES001:		0.00	
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	0.00	(Insufficient Access)	
		Update Payment Amount	Clear Items
		Balance: 0.00	

Total Payment STUDETES013:		45.00	
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	45.00	(Insufficient Access)	
		Update Payment Amount	Clear Items
		Balance: 45.00	

Total Payment STUDETES009:		0.00	
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	0.00	(Insufficient Access)	

Pending Cart	
TEST	
7 school fee	45.00
Total:	45.00

8

Click "Yes"

Food Service Payment:	0.00	(Insufficient Access)
Fee Management Payment:	0.00	(Insufficient Access)
		Update Payment Amount
		Clear Items
		Balance: 0.00

STUDENT D, TEST		Total Payment STUDETES013:	45.00
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	45.00	(Insufficient Access)	

STUDENT I, TEST		Total Payment STUDETES010:	0.00
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	0.00	(Insufficient Access)	

STUDENT J, TEST		Total Payment STUDETES010:	0.00
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	0.00	(Insufficient Access)	

Student K, Test K		Total Payment STUDETES012:	0.00
Food Service Payment:	0.00	(Insufficient Access)	
Fee Management Payment:	0.00	(Insufficient Access)	

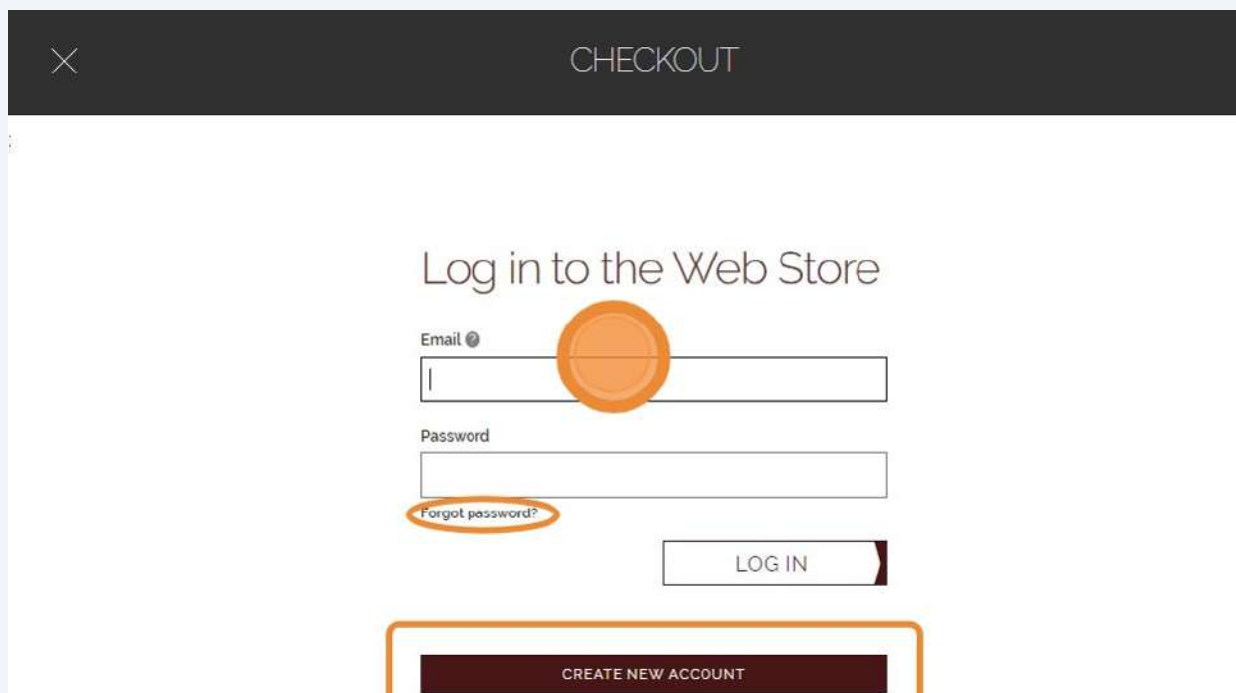
Submit Payment

Are you sure you are ready to submit the payment?

Yes No

9

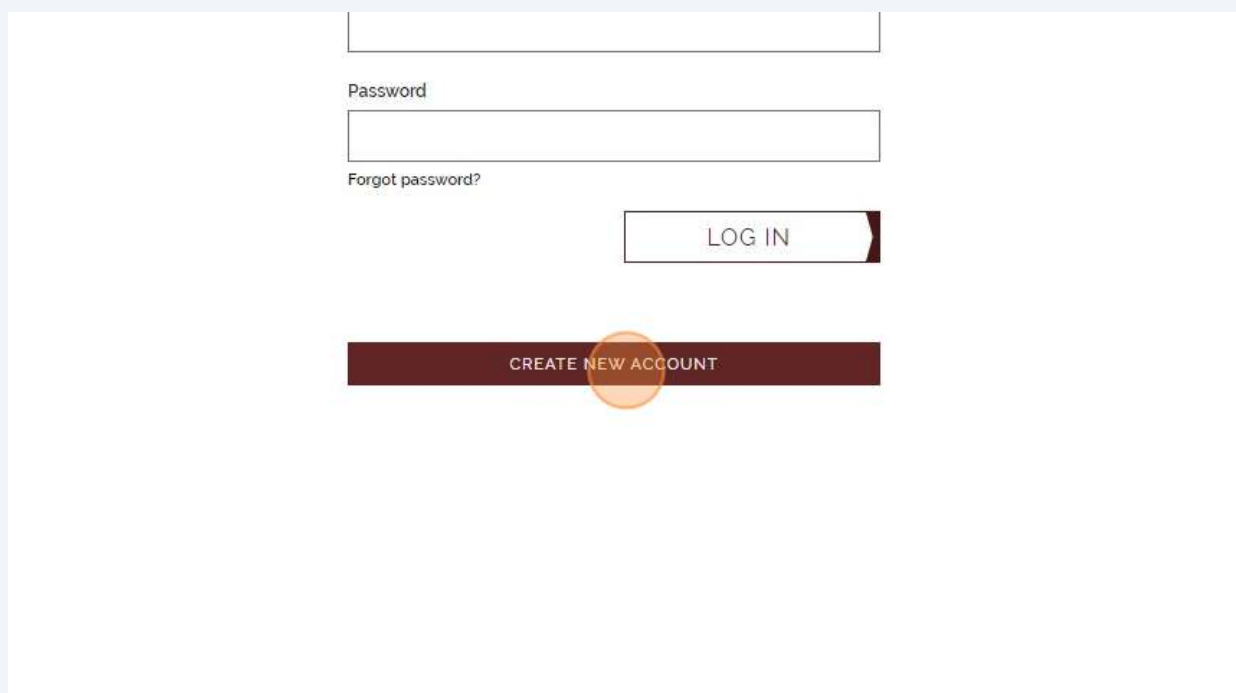
Sign into your RevTrak account. This account is different from Skyward and Family Access. If you have never logged in before, select "Create New Account". There is a forgot password option as well.



The screenshot shows a checkout page with a dark header bar containing a close icon (X) and the word "CHECKOUT". Below the header, the main content area is white and features the heading "Log in to the Web Store". Under this heading, there are two input fields: "Email" and "Password". The "Email" field has a small eye icon to its right. Below the "Password" field is a link that says "Forgot password?". To the right of the "Forgot password?" link is a "LOG IN" button. Below the "LOG IN" button is a "CREATE NEW ACCOUNT" button, which is highlighted with an orange border. An orange circle is also drawn around the "Email" field.

10

If you have never signed into RevTrak before, click "Create New Account"



The screenshot shows a login page with a white background. It features two input fields: "Email" and "Password". Below the "Password" field is a link that says "Forgot password?". To the right of the "Forgot password?" link is a "LOG IN" button. Below the "LOG IN" button is a "CREATE NEW ACCOUNT" button, which is highlighted with an orange circle.

- 11 Enter in your information and create a password for your account.

Create a new account

First Name

Last Name

Address

Address (cont.)

- 12 Click "Create Account"

Email

Password

Confirm Password

☐

I'm not a robot



reCAPTCHA
Privacy - Terms

CANCEL

CREATE ACCOUNT



- 13 Sign into RevTrak with your email and password.





The screenshot shows a login form with the title "Log in to the Web Store". It includes an "Email" field with a help icon, a "Password" field, and a "Forgot password?" link. A "LOG IN" button is highlighted with an orange circle. Below the login fields is a "CREATE NEW ACCOUNT" button.

- 14 If you don't have a saved payment you will be prompted to add one. Select "USE CREDIT/DEBIT" or "USE ECHECK" and fill in the required information.

The screenshot shows a form titled "Add an eCheck for a *quicker* checkout experience". It contains several input fields: "Routing Number*", "Account Number*", "Verify Account Number*", "Name on Account*", and "Nickname". Below these is a "FOR" field containing a check number "1221052771" and a check amount "672430.00". Below the "FOR" field are three labels: "Routing Number", "Account Number", and "Check Number". At the bottom, there are two buttons: "USE CREDIT/DEBIT" and "USE ECHECK", with the "USE ECHECK" button highlighted by an orange circle.

15 Click "CONTINUE"

ADD CARD



Card Number*

Expiration*

Name on Card*

Nickname

☒ Save this payment method

 I'm not a robot  reCAPTCHA
Privacy • Terms


16

Each item that you selected in Family Access will be listed along with the total. Once you have confirmed the payment method and items listed, you can click "Place Order".

The screenshot shows a payment confirmation page. At the top, there is a blurred header. Below it is the 'PAYMENT METHOD' section with a blurred image of a credit card and a 'CHANGE' button. The 'ITEMS' section is highlighted with an orange border and contains a table with one item. Below the items is a 'TOTAL' row. At the bottom, there is a reCAPTCHA 'I'm not a robot' checkbox and a green 'PLACE ORDER' button, which is circled with an orange dot.

PAYMENT METHOD	
CHANGE	

ITEMS	
7 SCHOOL FEE 23 24 Quantity: 1 For: Test Student D (801928)	\$45.00
TOTAL	\$45.00

☐ I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

PLACE ORDER