## **Online Payment Directions:**

## Log into Skyward Family Access Click on Fee Management

My Account Contact Us Exit Family Access S K Y W A R D District Links -Fee Management Home Unpaid Balance New Student Online Enrollment 0.00 View Fees | View Payments | View Totals | Make a Payment | Add a Fee Annual Student Information Update Remaining Due School Year Amount Charged Amount Paid Amount Due Due Date Payor Name Pay Plan ID Fee Description Thu Jul 15, 2021 55.00 0.00 0.00 2022 YEARBOOK 55.00 **Online Forms** 2022 Thu Aug 5, 2021 PAY TO PLAY 60.00 60.00 0.00 0.00 Gradebook 40.00 40.00 0.00 0.00 2022 Fri Aug 6, 2021 ASB CARDS Attendance 2022 Tue Oct 19, 2021 PAY TO PLAY 60.00 60.00 0.00 0.00 Student Info 20.00 0.00 Wed Oct 20, 2021 HOMECOMING DANCE W/ASB 0.00 2022 20.00 2022 Tue Feb 15, 2022 BOTC SHIRTS 12.00 12.00 0.00 0.00 Food Service Schedule Discipline Test Scores Fee Management Graduation Requirements Report Cards Login History

## Click on "add a fee" and this screen will come up

	0						
Fees due for student					3		Delete
There are no records to display	; check your fi	lter sett	ings.			-	
						-	
4						•	
0 records displayed							
					Total Amount Due:		0.0
Fees that can be added to th	nis student's	accoun	nt [ <u>Dis</u> p	lay Fees ]			
	Amount	Entity	Schl Yr	Why would I add this fee?		Add Fee	e?
Description 🔺	7 uno une					Ad	
Description 🔺 General: CLASS OF 2022	0.00	403	2022			10	a
Description General: CLASS OF 2022 General: CLASS OF 2023	0.00	403 403	2022 2022			Add	d d
Description General: CLASS OF 2022 General: CLASS OF 2023 General: CLASS OF 2024	0.00 0.00 0.00	403 403 403	2022 2022 2022			Adi Adi	

Towards the bottom of the screen you will see where you can add fees to your student's account. Click add for each item you wish to add. If you clicked on one and decided not to purchase it then you can highlight it and click the delete button on the upper right.

dd a Fee to	0					
Fees due for student						Delete
Due Date 🔺 Description			Amount Charged	Amount Paid Ent	Schl \	
05/12/2022 FBLA DUES	5		20.00	0.00 000	202 📤	
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∢ 1 records displayed				Total Amour	nt Due:	20.0
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It shows the total amount due which is \$20.00. Then click on the back button at the top of the screen. Then it brings you to this screen. Click on "make a payment" from the middle of the screen.

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S K Y W A R D°	,							Ĺ	District Links
Home	Fee Mar	nagement							
	Unpaid	Balance							
New Student Online Enrollment		20.00							
Annual Student		View Fees   View	Payments   View Totals   Ma	ke a Payme	nt   Add	a Fee			
Information Update	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
Online Forms	2022	Thu Jul 15, 2021	YEARBOOK	55.00	55.00	0.00	0.00		
Gradebook	2022	Thu Aug 5, 2021	PAY TO PLAY	60.00	60.00	0.00	0.00		
Attendence	2022	Fri Aug 6, 2021	ASB CARDS	40.00	40.00	0.00	0.00		
Attendance	2022	Tue Oct 19, 2021	PAY TO PLAY	60.00	60.00	0.00	0.00		
Student Info	2022	Wed Oct 20, 2021	HOMECOMING DANCE W/ASB	20.00	20.00	0.00	0.00		
Food Service	2022	Tue Feb 15, 2022	BOTC SHIRTS	12.00	12.00	0.00	0.00		
Schedule	2022	Thu May 12, 2022	CLASS OF 2025	0.00	0.00	0.00	0.00		
Discipline	2022	Thu May 12, 2022	FBLA DUES	20.00	0.00	20.00	20.00		
Test Scores									
Fee Management									
Graduation Requirements									
Report Cards									
Login History									

This screen comes up and this is very important, click on "update payment amount" next to where it says "fee management".

ne Payment Entry for User:						
		Online Pay	ment Vendor: [	RevTrak	►	ay with Vendor Empty C
d like to make an online payment fo	or: (Please clic	k the Update Payment Amo	unt button to s	elect an item to pay)		
Ø		Total Payment		0.00		Pending Cart
Food Service Payment:	0.00	Update Payment Amount	Clear Items	Balance: 29.30		No items in cart
Fee Management Payment:	0.00	Update Payment Amount	Clear Items	Balance: 0.00		
0		Total Payment		0.00		
Food Service Payment:	0.00	Update Payment Amount	Clear Items	Balance: 6.25		
Fee Management Payment:	0.00	Update Payment Amount	Clear Items	Balance: 20.00		

This takes you back to your cart. Click on "update cart" on the middle right of the screen.

date Fee Management Pa	yment For		0							
ees due for student										A
Due Date Description			Amount (	Charged A	mount Paid	Amount Due	Pay Fee	Payme Amou	nt	Remaini D
05/12/2022 FBLA DUES				20.00	0.00	20.00		20.0	0	0.0
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It takes you back here and you can click "pay with vendor" on the right hand side of the screen. It will ask you if you are sure you want to move forward and click on yes.