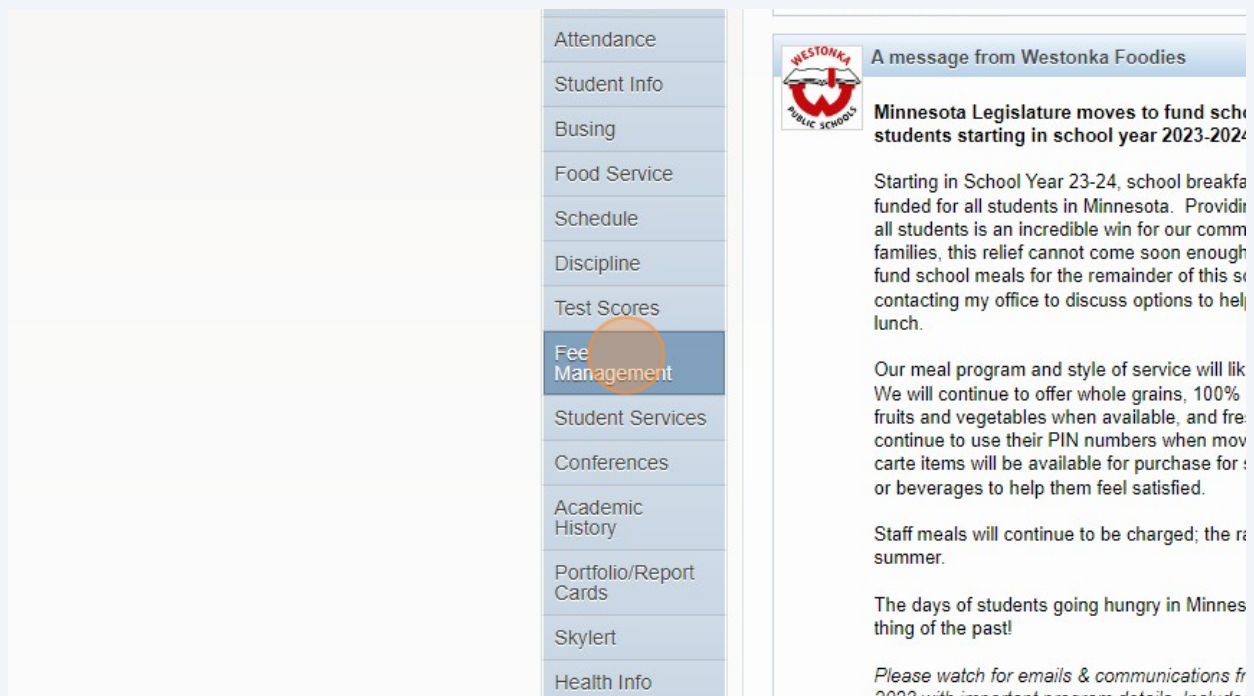


How To Make Fee Payments in Family Access

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. On the right, a news section titled 'A message from Westonka Foodies' features a logo for Westonka Public Schools and text regarding the Minnesota Legislature's decision to fund school breakfasts for all students starting in the 2023-2024 school year. The text mentions that school breakfasts will be funded for all students, providing an incredible win for communities, and that relief cannot come soon enough. It also states that school meals for the remainder of the school year will be funded, and that staff meals will continue to be charged during the summer. The news section concludes with a note to watch for emails and communications for 2023 with important program details.

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 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
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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 dark grey header bar with a close icon (X) on the left and the word "CHECKOUT" in the center. Below the header, the page has a white background. The heading "Log in to the Web Store" is centered. Underneath, there are two input fields: "Email" with a help icon and "Password". An orange circle highlights the "Email" field. Below the "Password" field, there is a link "Forgot password?" which is circled in orange. To the right of the "Forgot password?" link is a "LOG IN" button. At the bottom, there is a dark red button labeled "CREATE NEW ACCOUNT" which is enclosed in an orange rectangular frame.

10

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

The screenshot shows the login section of the RevTrak interface. It includes an "Email" input field, a "Password" input field, and a "Forgot password?" link. A "LOG IN" button is positioned to the right of the "Forgot password?" link. At the bottom, there is a dark red button labeled "CREATE NEW ACCOUNT". An orange circle highlights the "CREATE NEW ACCOUNT" button.

- 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 page titled "Log in to the Web Store". It features two input fields: "Email" and "Password". Below the password field is a link that says "Forgot password?". To the right of these fields is a "LOG IN" button, which is highlighted with an orange circle. Below the login fields is a dark red button labeled "CREATE NEW ACCOUNT".

- 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". The form contains several input fields: "Routing Number*", "Account Number*", "Verify Account Number*", "Name on Account*", and "Nickname". Below these fields is a section for check details, labeled "FOR" and containing a line of numbers: "1221052771 6724301068 2400". Below this line are three labels: "Routing Number", "Account Number", and "Check Number". At the bottom of the form are two buttons: "USE CREDIT/DEBIT" and "USE ECHECK". The "USE ECHECK" button is highlighted with an orange circle.

15 Click "CONTINUE"


ADD CARD

VISA  DISCOVER AMERICAN EXPRESS

Card Number* Expiration*

Name on Card* Nickname*

☒ Save this payment method

☒ I'm not a robot  reCAPTCHA
Privacy - Terms

CANCEL CONTINUE

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".

PAYMENT METHOD

[CHANGE](#)

ITEMS

7 SCHOOL FEE 23 24

\$45.00

Quantity: 1

For: Test Student D (801928)

TOTAL

\$45.00



I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

PLACE ORDER