



D123.org/skyward

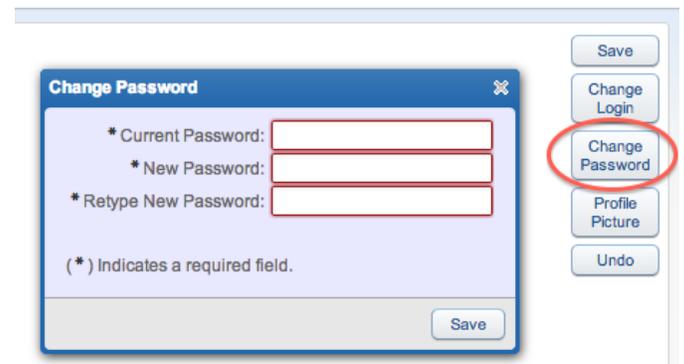
First Time Users

After logging in for the first time, you should be prompted immediately to change your password. If you are not prompted, please follow these steps to change your password:

- Click MY ACCOUNT in the top right corner



- Click CHANGE PASSWORD
- Enter CURRENT PASSWORD
- Enter NEW PASSWORD
- Retype NEW PASSWORD
- SAVE
- EXIT



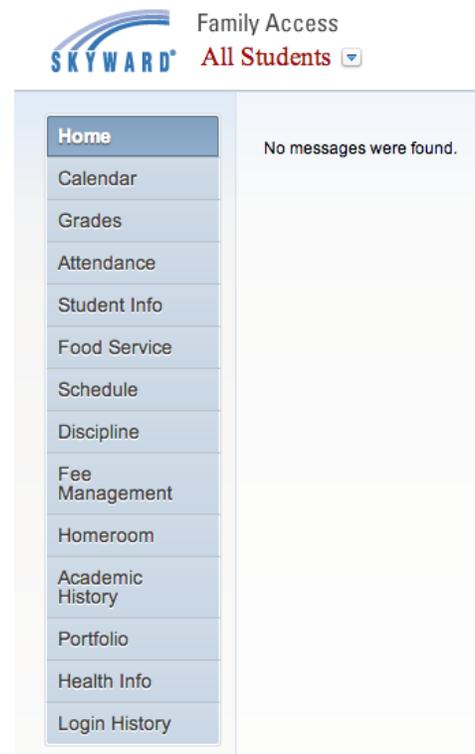
From this point on you will LOGIN and use your NEW PASSWORD.

Records Available in Skyward

Skyward Family and Student Access is a web-based product allowing you access from any computer and/or mobile device. Skyward allows you to view student information online such as class calendars, grades, attendance, general demographic information, food service balances, schedules, discipline, health information, and fees.

The information contained in Skyward Family Access is used for emergency communications as well. Please be sure to keep your information updated at all times.

This includes all phone numbers and email information.

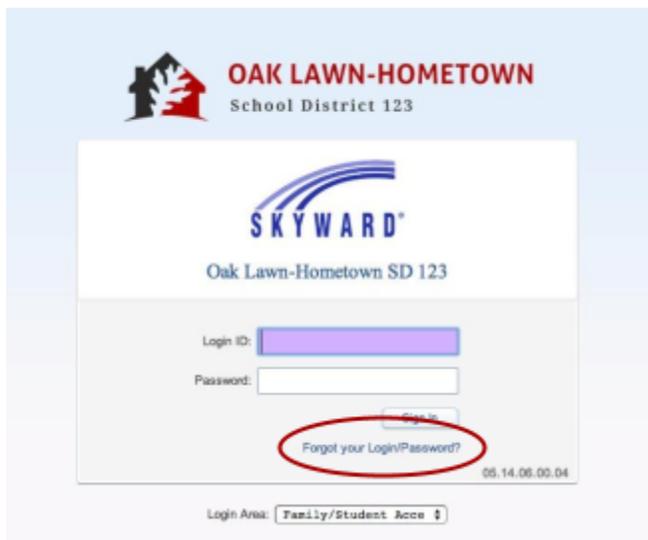




Forgotten Username or Password

After logging in for the first time you will use the password you just set above. Should you forget your password at any given point, you can request a password change.

- Click FORGOT YOUR LOGIN/PASSWORD
- FILL IN THE CAPTCHA (This helps us prevent automated logins)
- Enter your username or an email address associated with your account.
- YOU WILL RECEIVE AN EMAIL INDICATING HOW TO RESET YOUR PASSWORD (Please make sure to check your JUNK mail folders, if you are not receiving the RESET email)
- RESET your Password to something that you will remember upon your next LOGIN.



Forwarded message
From: <do_not_reply@d123.org>
Date: Thu, Aug 7, 2014 at 7:06 AM
Subject: Forgotten Login/Password Assistance
To:

We received a request to reset the account associated with this e-mail address. If you made this request, please follow the instructions below.
If you did not request to have your account reset you can ignore this email.

Login:
Click or paste the following link to reset your account:
<https://skyward.d123.org/scripts/wsiss.d11WService.ws/EAskus/skyport/reseted.w?>

IP Address Logged:

District: Oak Lawn-Hometown SD 123
District Web Site: www.d123.org
State: IL
District Code: 0161230

CLICK this LINK





Student Information and Bus Schedules

Clicking on the Student Information link will show you basic demographic information about your student, their bus schedule, and any medical alert information on file. This page also contains your family's contact information for emergency communications.

Please make sure all of this information is accurate and up-to-date at all times. You can update your home, cell, and work phone, as well as adding or deleting other emergency contacts.

The screenshot shows the 'Family Access' interface with a navigation menu on the left and a main content area. The main content area is titled 'Student Information' and displays two student profiles. Each profile includes a placeholder for a photo, contact information (Call: (708) [redacted]), address (OAK LAWN, IL 60453), and school information (Oak Lawn-Hometown Middle Schi). The first student is in Grade 07, and the second is in Grade 06. Both are listed as 'Active (Full-time)'. Below the contact information, there are links for 'View Bus Schedule' and 'View [redacted] Family'. Additional details for each student include Gender, Age (Birthdate), Language, Graduation Year, and Community Service hours.

Student Schedule

The Schedule link shows your student's classes or homeroom. When clicking on the teacher's name, an email option will be available for you to email that teacher.

The screenshot shows the 'Family Access' interface with a navigation menu on the left and a main content area titled 'Schedule'. The main content area displays the student's current class schedule. At the top, it says 'Currently Scheduled Class: Thu Jul 24, 2014 3:55pm'. Below this, it indicates that the student has no scheduled classes today. The schedule is for 'DANIEL (Oak Lawn-Hometown Middle Schi)' and is for the 'Current Year'. The schedule is organized by term, with 'Term 1' selected. The current term is highlighted. The schedule lists six periods with their respective times, teachers, and room numbers:

Period	Time	Class	Teacher	Room
Period 1	8:30 AM - 9:15 AM	English Lang Arts 7th Grade	VOULA STAVROU	Room 2012
Period 2	9:15 AM - 9:55 AM	English Lang Arts 7th Grade	VOULA STAVROU	Room 2012
Period 3A	9:55 AM - 10:35 AM	Physical Education 7th Grade	JOYCE SKUBIC	Room 1205
Period 4A	10:35 AM - 11:15 AM	Science 7th Grade	ELAINE BARLOS	Room 2017
Period 5A	11:15 AM - 12:10 PM	Social Studies 7th Grade	KEITH OGEAN	Room 2025
Period 6A	12:10 PM - 12:35 PM	Lunch 7th Grade		



Paying School Fees Online in Skyward

- LOGIN to Skyward Family Access
www.d123.org/familyaccess

- Click on FEE MANAGEMENT

Regardless of which student's account you are viewing, you can select Fee Management from the left-hand menu.

- Click MAKE A PAYMENT

You will see all of your students' names and options to make Fee and/or Food Service account payments.

- Click UPDATE PAYMENT AMOUNT

You can now add funds to your student's account. You can select Food Service or Fee Management from this screen.

The REQUIRED FEES are listed on the top portion of your screen.

- CHECK the BOX of the FEE you want to PAY

The OPTIONAL FEES are listed on the bottom portion of your screen.

- Simply ADD the optional fee and it will appear above.
- Again, CHECK the BOX of the FEE you want to PAY
- UPDATE CART.

Family Access
All Students

My Account | Email History | Exit

District Links

Fee Management

Unpaid Balance

(Oak Lawn-Hometown Middle Schi): **\$162.50**
(Oak Lawn-Hometown Middle Schi): \$0.00

(Oak Lawn-Hometown Middle Schi) [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#) | [Add a Fee](#)

Student Info	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
Food Service	2015	Sun Jul 27, 2014	BOOK FEE	\$101.50	\$0.00	\$101.50	DANIEL R. LAGIOIA	
Schedule	2015	Sun Jul 27, 2014	TECHNOLOGY FEE	\$61.00	\$0.00	\$61.00	DANIEL R. LAGIOIA	

Discipline (Oak Lawn-Hometown Middle Schi) [Make a Payment](#) | [Add a Fee](#)

There is no Fee Management information available for this student.

Fee Management

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Redacted]

Online Payment Vendor: RevTrak | Pay with Vendor | Empty Cart | Back

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

Student 1 Total Payment: 0.00

Food Service Payment: 0.00 [Update Payment Amount](#) Clear Items Current Balance: 1.00

Fee Management Payment: 0.00 [Update Payment Amount](#) Clear Items Balance Due: 162.50

Student 2 Total Payment: 0.00

Food Service Payment: 0.00 [Update Payment Amount](#) Clear Items Current Balance: 9.45

Fee Management Payment: 0.00 [Update Payment Amount](#) Clear Items Balance Due: 0.00

Total Payment for all Students: 0.00

Update Fee Management Payment Amount

Update Fee Management Payment For [Redacted]

Fees due for student [Redacted]

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance	En
07/27/2014	BOOK FEE	101.50	<input type="checkbox"/>	0.00	101.50	00
07/27/2014	TECHNOLOGY FEE	61.00	<input type="checkbox"/>	0.00	61.00	00

Required Fees

2 records displayed

Total Payment Amount for Selected Charges: 0.00 [Update Cart](#)

Fees that can be added to this student's account [Display Fees] **Optional Fees**

Description	Amount	Entity	Sch Yr	Why would I add this fee?	Add Fee?
General: ED FOUNDATION	10.00	001	2015	ED FOUNDATION DONATION	Add
General: GYM LOCK	5.25	001	2015		Add
General: GYM SHIRT	6.00	001	2015		Add
General: GYM SHORTS	9.00	001	2015		Add

4 records displayed



You will now see that the FEE MANAGEMENT PAYMENT has been updated. Continue this process for your other students and/or Food Service payments.

- Click PAY WITH VENDOR when all fees have been selected
- Click SUBMIT PAYMENT
- VERIFY payment amount
- Select GO TO CHECKOUT

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Redacted]

Online Payment Vendor: RevTrak **Pay with Vendor** Empty Cart Back

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

Total Payment	162.50
Food Service Payment:	0.00 Update Payment Amount Clear Items Current Balance: 1.00
Fee Management Payment:	162.50 Update Payment Amount Clear Items Balance Due: 172.50

Total Payment for all Students: 162.50

You will now be redirected to RevTrek and asked to login. This login and account is not associated with D123 or Skyward. It is maintained solely by RevTrek.

We recommend you use the same email address and password that you are using for Skyward.

For NEW USERS

- Select I AM A NEW CUSTOMER
- Enter your EMAIL ADDRESS
- Enter your BILLING INFORMATION
- Enter your PAYMENT INFORMATION
- CREATE a PASSWORD

For RETURNING USERS

- Enter your EMAIL ADDRESS
- Enter your PASSWORD
- Select SIGN IN using our secure server

VERIFY information for accuracy and select COMPLETE ORDER. The payment will be processed and a receipt will be emailed to you. You can also view or print the receipt for your records.

OAK LAWN-HOMETOWN School District 123

Welcome to the Web Store!

Login

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [Continue Shopping]

Items:	Price	Qty	Total	Remove
Skyward Family Access BOOK FEE For: [Redacted]	\$101.50	1	\$101.50	X
Skyward Family Access TECHNOLOGY FEE For: [Redacted]	\$61.00	1	\$61.00	X
			Total: \$162.50	

EMPTY CONTINUE SHOPPING **GO TO CHECKOUT**

Remember to click the "Update Totals" button if you modify quantities. When you are ready for Step 2, click the "Go to Checkout" button.

Welcome to the Web Store!

Login

Your Shopping Cart

Web Store Customer

1. Enter your email address.
2. Select if you are a New or Returning Customer. (Returning customers must enter password)
3. Click **Sign in using our secure server.**
4. Follow prompts to complete billing and payment information.
5. New customers will be prompted to create a password. This password is NOT issued by Oak Lawn-Hometown SD 123.

Credit/Debit Cards
Please use any credit or debit card that has a Discover, Visa or MasterCard logo. For your protection, the Web Store does not retain credit card information.

Enter your email address: [Text Box]

I am a new customer
(You'll create a password later)

I am a returning customer and my password is
[Text Box]

CONTINUE

Forgot your password? Click here.

All payments, including Food Service payments, will be recorded immediately on your student's account in Skyward.



Making Food Service Payments Online in Skyward

- LOGIN to Skyward Family Access
www.d123.org/familyaccess
- Click on FOOD SERVICE

You will see all of your students' names and Food Service information. You can choose to MAKE A PAYMENT here or through the Fee Management module. Both options will redirect you to the same screen.

The screenshot shows the 'Food Service' section of the Skyward interface. On the left is a navigation menu with 'Food Service' highlighted. The main content area has three tabs: 'Current Account Balance', 'Today's Lunch Menu', and 'Lunch Calendar'. Under 'Current Account Balance', there are two entries for 'Lunch Type: Full Pay' with amounts of \$1.00 and \$9.45. The 'Today's Lunch Menu' tab is active, showing 'No lunch menu details are available for the current date.' The 'Lunch Calendar' tab shows a table with columns for 'Payment Date', 'Payment', and 'Check #'. The first row shows 'Thu Jul 24, 2014', '\$1.00', and 'VIA WEB'. A 'Make a Payment' link is circled in red. On the right, there are sections for 'Purchases for: Sun Jul 27, 2014' and two 'Key Pad Number' sections, each with a table for 'Item' and 'Price'.

- Click UPDATE PAYMENT AMOUNT next to the Food Services option.
- Enter the PAYMENT AMOUNT
- Click UPDATE CART

You will now see that the FOOD SERVICE PAYMENT has been updated.

The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface'. It includes a dropdown for 'Online Payment Vendor' set to 'RevTrak' and buttons for 'Pay with Vendor', 'Empty Cart', and 'Back'. Below, a message says 'I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)'. There are two student entries. The first entry shows 'Total Payment LAGIODAN000: 0.00' and a table with 'Food Service Payment: 0.00' and 'Fee Management Payment: 0.00'. The 'Update Payment Amount' button for the Food Service payment is circled in red. The second entry shows 'Total Payment LAGIOEL1000: 0.00' and a table with 'Food Service Payment: 0.00' and 'Fee Management Payment: 0.00'. At the bottom, it says 'Total Payment for all Students: 0.00'.

Following the Fee Management directions above:

- Click PAY WITH VENDOR
- Click SUBMIT PAYMENT

Continue following the Fee Management directions above to verify and checkout.

All Food Service payments will be recorded immediately on your student's account in Skyward.

The screenshot shows the 'Update Food Service Payment Amount' form. It has a title bar with a printer icon, a help icon, and a 'Back' button. The main content area is titled 'Update Food Service Payment For [redacted]'. It contains a list of items with input fields for amounts: 'Prior Year Balance: 0.00', '+ YTD Payments: 0.00', '+ Pending Payments: 1.00', '- YTD Purchases: 0.00', and 'Current Balance: 1.00'. Below this is a required field '* Payment Amount: 20.00' which is highlighted in purple. A red arrow points to this field. Below the field is an 'Update Cart' button, also highlighted with a red arrow. At the bottom, it says 'Asterisk (*) denotes a required field'.