



# 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



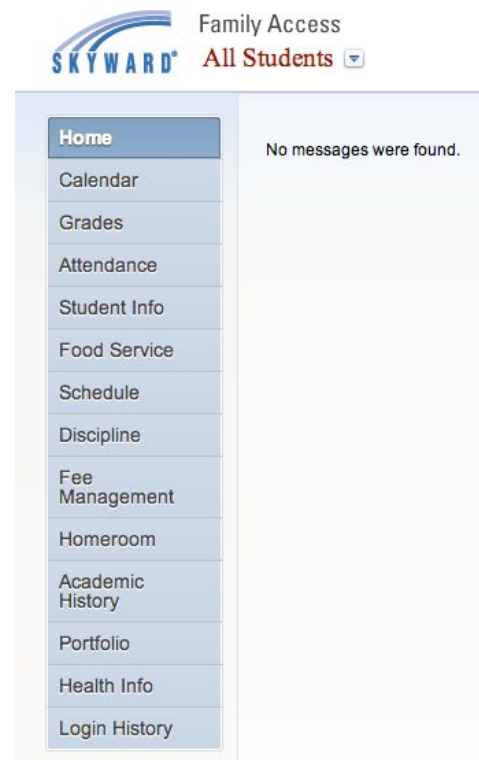
From this point on you will LOGIN and use your NEW PASSWORD.

## 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@sd123.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.dll?WSservice=wsEAskus/skyportal/reset.pl?>

IP Address Logged:

District: Oak Lawn-Hometown SD 123  
District Web Site: [www.d123.org](http://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 for 'All Students'. It features a navigation menu on the left with options like Home, Calendar, Grades, Attendance, Student Info, Food Service, Schedule, Discipline, Fee Management, Homeroom, Academic History, Portfolio, Health Info, and Login History. 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)'. Additional details for each student include Gender, Age (Birthday), Language, Graduation Year, and Community Service hours. There are also links for 'View Bus Schedule' and 'View [redacted] Family' for each student.

## 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 for 'All Students' on the 'Schedule' page. It displays the current date and time: 'Currently Scheduled Class: Thu Jul 24, 2014 3:55pm'. Below this, it indicates that the student has no scheduled classes today. The main section shows a list of classes for 'DANIEL (Oak Lawn-Hometown Middle Schi)'. The current term is highlighted. The classes are listed by period, including English Lang Arts 7th Grade, Physical Education 7th Grade, Science 7th Grade, and Social Studies 7th Grade, along with their respective teachers and room numbers. The schedule is for the 2014-2015 school year, Term 1.

Period	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](http://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 District Links

My Account Email History Exit

Home Calendar Grades Attendance Student Info Food Service Schedule Discipline Fee Management

Unpaid Balance

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

(Oak Lawn-Hometown Middle Sch) View Fees | View Payments | View Totals | **Make a Payment** | Add a Fee

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

(Oak Lawn-Hometown Middle Sch) Make a Payment | Add a Fee

There is no Fee Management information available for this student.

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 checked="" 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	Schl 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





# OAK LAWN-HOMETOWN

School District 123

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

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.

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](http://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 options like Home, Calendar, Grades, Attendance, Student Info, Food Service (highlighted), Schedule, Discipline, Fee Management, and Academic History. The main content area shows 'Current Account Balance' with a table of transactions, 'Today's Lunch Menu', and 'Lunch Calendar'. A 'Make a Payment' button is circled in red. On the right, there are sections for 'Purchases for: Sun Jul 27, 2014' and 'No transactions for this date'.

- 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, there are two sections for making payments. The first section shows a 'Food Service Payment' of 0.00 with an 'Update Payment Amount' button circled in red. The second section shows a 'Food Service Payment' of 0.00 with an 'Update Payment Amount' button circled in red. At the bottom, there is a 'Total Payment for all Students' field set to 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 includes a title bar with a printer icon, a help icon, and a 'Back' button. The main content area shows a summary of the student's account: 'Prior Year Balance: 0.00', '+ YTD Payments: 0.00', '+ Pending Payments: 1.00', '- YTD Purchases: 0.00', and 'Current Balance: 1.00'. Below this, the '\* Payment Amount:' field is highlighted in purple and contains the value '20.00'. A red arrow points to this field. Below the field is an 'Update Cart' button, also highlighted with a red arrow. At the bottom, a note states: 'Asterisk (\*) denotes a required field'.