



# OAK LAWN-HOMETOWN

School District 123

## 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 Family Access interface. On the left, there is a navigation menu with options like Home, Calendar, Grades, Attendance, Student Info, Food Service, Schedule, Discipline, Fee Management, and Academic History. The 'Food Service' option is selected. The main content area displays 'Current Account Balance' for a student, showing a balance of \$1.00. Below this, there is a table with columns for 'Payment Date', 'Payment', and 'Check #'. The first row shows a payment of \$1.00 on Thu Jul 24, 2014, made via WEB. A 'Make a Payment' button is circled in red. To the right, there is a 'Lunch Calendar' section and a 'Purchases for' section for Sun Jul 27, 2014, which shows no transactions.

- 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 displays two payment entries for a student. The first entry is for 'Food Service Payment' with a current balance of 1.00. The 'Update Payment Amount' button next to it is circled in red. The second entry is for 'Fee Management Payment' with a current balance of 0.00. At the bottom, there is a 'Total Payment for all Students' field showing 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 displays a calculation for the current balance: Prior Year Balance (0.00) + YTD Payments (0.00) + Pending Payments (1.00) - YTD Purchases (0.00) = 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, and another red arrow points to the 'Update Cart' button. At the bottom, a note states: 'Asterisk (\*) denotes a required field'.