



OAK LAWN-HOMETOWN

School District 123

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 options like Home, Calendar, Grades, Attendance, Student Info, Food Service, Schedule, Discipline, Fee Management, and Academic History. The main content area includes:

- Current Account Balance:** Shows a balance of \$1.00 for 'Full Pay' and \$9.45 for another 'Full Pay' entry.
- Today's Lunch Menu:** States 'No lunch menu details are available for the current date.'
- Lunch Calendar:** Shows a payment of \$1.00 on 'Thu Jul 24, 2014' via 'VIA WEB'.
- Make a Payment:** A button circled in red next to the 'View Totals' link.
- Purchases for:** A section for 'Sun Jul 27, 2014' showing '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, it prompts the user to 'make an online payment for'. A table lists two payment items:

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: 10.00

 The 'Update Payment Amount' buttons are circled in red. A second section shows the updated state where the 'Food Service Payment' is now 9.45 and the 'Balance Due' is 0.00. A 'Total Payment for all Students: 0.00' is shown at the bottom.

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 contains a table with the following values:

Prior Year Balance:	0.00
+ YTD Payments:	0.00
+ Pending Payments:	1.00
- YTD Purchases:	0.00
Current Balance:	1.00
* Payment Amount:	20.00

 The 'Payment Amount' field is highlighted in purple. Below the table is an 'Update Cart' button. Red arrows point to the 'Update Cart' button and the 'Payment Amount' field. At the bottom, it states 'Asterisk (*) denotes a required field'.