



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' (showing \$1.00 and \$9.45), 'Today's Lunch Menu' (with a note that no details are available), and a 'Lunch Calendar'. A table lists a payment for 'Thu Jul 24, 2014' for \$1.00 via WEB. A 'Make a Payment' button is circled in red. On the right, there are sections for 'Purchases for: Sun Jul 27, 2014' and two empty transaction tables.

- 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'. A message states: 'I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)'. Below this are two student payment entry forms. The first form shows a 'Food Service Payment' of 0.00 and a 'Fee Management Payment' of 0.00, with 'Update Payment Amount' buttons circled in red. The second form shows a 'Food Service Payment' of 0.00 and a 'Fee Management Payment' of 0.00, also with 'Update Payment Amount' buttons circled in red. A 'Total Payment for all Students' field at the bottom shows 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 'Back' button and a printer icon. The form displays a calculation: '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. A note at the bottom states: 'Asterisk (*) denotes a required field'.