



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 Family Access 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 'Lunch Calendar'. A table lists transactions for 'Thu Jul 24, 2014' with a payment of \$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 'Key Pad Number'.

- 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, there are two student payment entries. The first entry shows a 'Food Service Payment' of 0.00 and a 'Fee Management Payment' of 0.00, with a 'Total Payment' of 0.00. The 'Update Payment Amount' button for the Food Service payment is circled in red. The second entry shows a 'Food Service Payment' of 0.00 and a 'Fee Management Payment' of 0.00, with a 'Total Payment' of 0.00. The 'Update Payment Amount' button for the Food Service payment is also circled in red. At the bottom, it shows '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 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:' is set to 20.00. A red arrow points to the '20.00' value, and another red arrow points to the 'Update Cart' button. At the bottom, it says 'Asterisk (*) denotes a required field'.