



# 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 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), 'Today's Lunch Menu' (with a note that no details are available), and a 'Lunch Calendar' table with columns for Payment Date, Payment, and Check #. A 'Make a Payment' button is circled in red. On the right, there are sections for 'Purchases for: Sun Jul 27, 2014' and two 'Key Pad Number' input fields.

- 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 summary boxes. The first box shows 'Food Service Payment: 0.00' with an 'Update Payment Amount' button circled in red, and a 'Current Balance: 1.00'. The second box shows 'Food Service Payment: 0.00' with an 'Update Payment Amount' button circled in red, and a 'Current Balance: 9.45'. 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 has a title bar with a printer icon, a help icon, and a 'Back' button. The form title is 'Update Food Service Payment For [redacted]'. It contains several input fields: 'Prior Year Balance: 0.00', '+ YTD Payments: 0.00', '+ Pending Payments: 1.00', '- YTD Purchases: 0.00', and 'Current Balance: 1.00'. A red line separates these from the '\* Payment Amount: 20.00' field, which is highlighted in purple. Below this is an 'Update Cart' button. Two red arrows point from the 'Update Cart' button to the 'Payment Amount' field. At the bottom, it says 'Asterisk (\*) denotes a required field'.