# BALDWIN-WOODVILLE AREA SCHOOL DISTRICT MEAL PAYMENT PROCEDURE

## **STEP 1: LOGIN TO SKYWARD (FAMILY ACCESS)**



### STEP 2: SELECT "FOOD SERVICE"



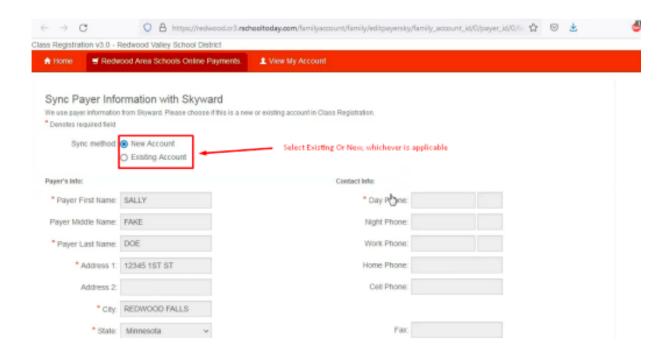
#### STEP 3: SELECT "MAKE A PAYMENT"

\*\*This will bring you to the rSchool portal.



#### STEP 4: REGISTER FOR ACCOUNT OR USE EXISTING ACCOUNT

\*\*This account would be what you used for rSchool previously. rSchool is utilized to register for Community Ed courses, recreational sports and/or academic and athletic fees.

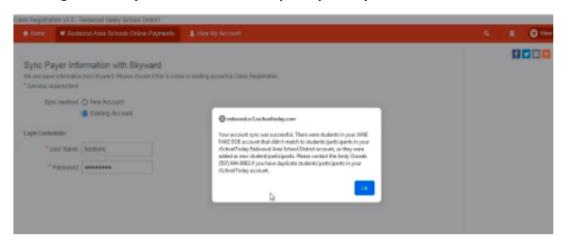


**NEW ACCOUNT:** Fill in the information requested. NOTE: When creating username and password, don't use your Skyward login information, please create a new.

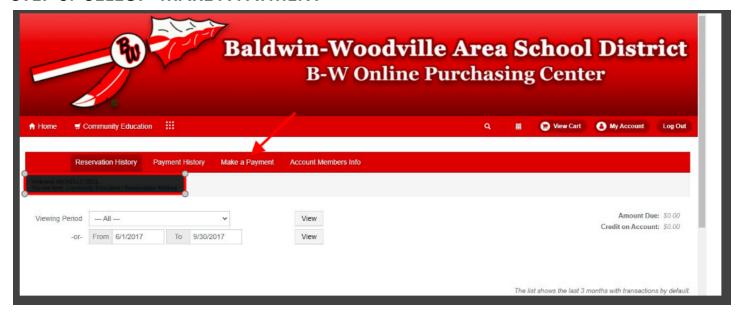
**EXISTING ACCOUNT:** Input your username and password in Class Registration and hit check and login.

#### STEP 5: SELECT "OK"

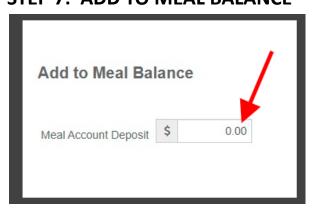
\*If you have an existing account you will receive this prompt to sync accounts.



#### STEP 6: SELECT "MAKE A PAYMENT"



#### **STEP 7: ADD TO MEAL BALANCE**



Any questions or concerns may be directed to Kari Campbell @ kcampbell@bwsd.k12.wi.us