

# e-Funds for Schools Registration Guide

## 1) Find Your Family ID in Skyward

- Log into Skyward Family Access. Click on **Student Info**.

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Student Info' circled in yellow. A red arrow points from this menu item to the 'View Families' link in the student information section. The student information section displays details for Carl Sandburg School and Jefferson School, including phone numbers, principals, and student status. The 'View Families' link is also circled in yellow. A red callout box with a white arrow pointing to the link contains the text: 'Click View name's Families. There could be more than one student family to click on.'

- Write down the **Family ID** because you will need this number to set up your e-Funds account.

The screenshot shows the 'Families' page in Skyward. It displays a family profile with fields for 'Family with', 'Address', 'Mailing Address', 'Primary Phone', 'Home Language', and 'Family ID'. The 'Family ID' field is circled in yellow. A red arrow points from the 'Family ID' field in this screenshot back to the 'View Families' link in the previous screenshot. Below the main profile is a table with columns: Guardian, Second Phone, Third Phone, Home Email, Employer, and Custodial?. At the bottom, there is a section for 'Other Families'.

## 2) Click on Food Service in Skyward.

- Then click **Make a Payment** to go to the e-Funds for Schools website.

Family Access Food Service - Windows Internet Explorer

Home  
Calendar  
Gradebook  
Attendance  
Student Info  
**Food Service**  
Discipline  
Test Scores  
Report Cards  
SkyAlert  
Login History

**Current Account Balance**  
Lunch Type: Paid  
Lunch Type: Paid

**Today's Lunch Menu**  
No lunch menu details are available for the current date.

**Lunch Calendar**

Purchases for: **Mon Oct 20, 2014**  
Previous Day Next Day

Key Pad Number: [Redacted]

Item	Price
No transactions for this date.	

Key Pad Number: [Redacted]

Item	Price
No transactions for this date.	

(Carl Sandburg School) View Totals | **Make a Payment**

There are no payment records for this student.

(Jefferson School) | Make a Payment

Payment Date	Payment	Check #
Mon Sep 29, 2014	\$10.00	VIA WEB

**Once a payment has been made to e-Funds, it will show up here.**

## 3) Setup Your e-Funds for Schools Account

- Click to **Create an Account**.

e~Funds for Schools  
Powered by Magic Ledger

Charleston Community Unit  
School Dist #1

Home  
Make a Payment  
Fund Lunch  
Student Fees  
Optional Fees  
Cart

Manage Students  
Login  
**Create an Account**  
FAQ

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**Login**

Username\*  
Password\*  
\* indicates required field  
Don't have an account? Create one.  
FORGOT USERNAME FORGOT PASSWORD  
LOGIN

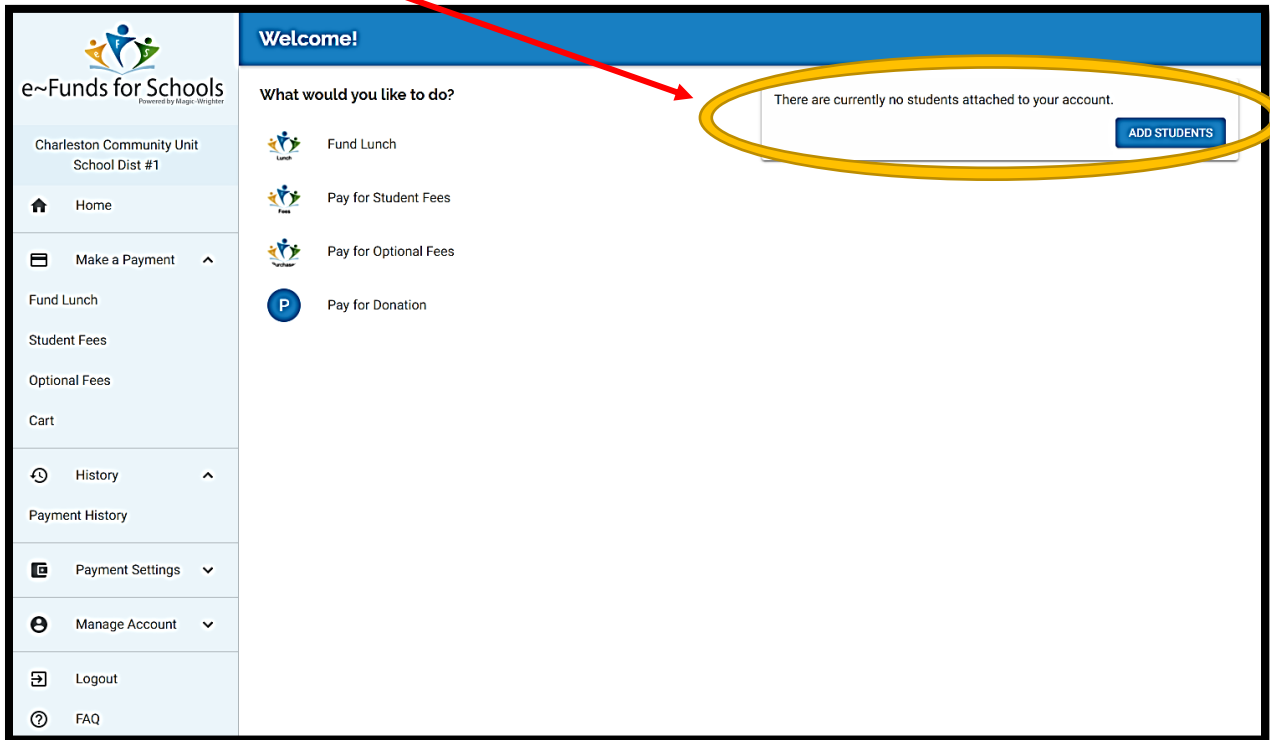
**Create an Account**

Username\* First Name\*  
Password\* Last Name\*  
Re-enter Password\* Email\*  
Phone  
Address

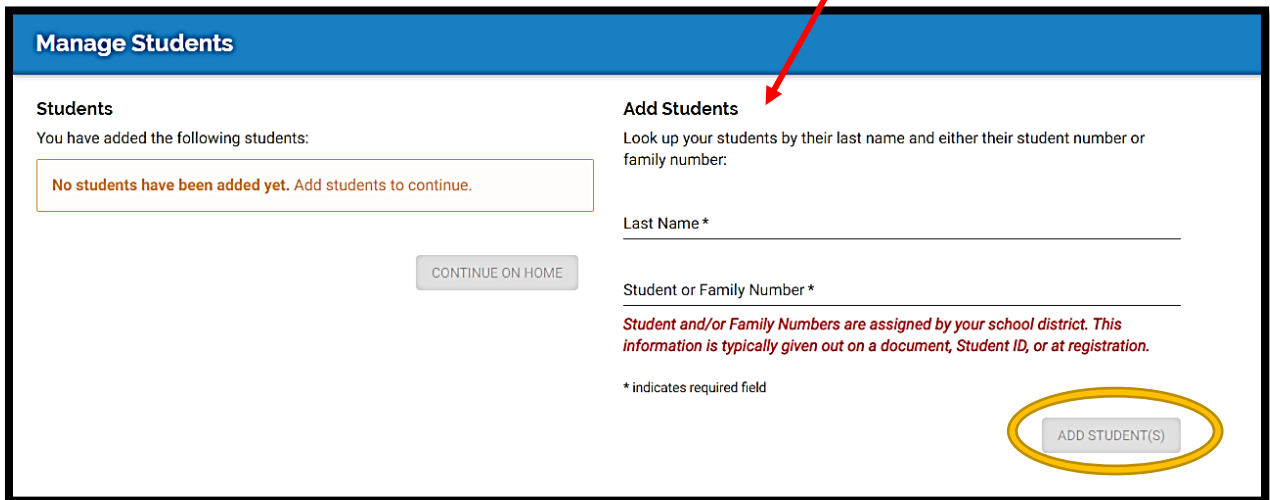
Passwords must contain  
1 capital letter, 1 lowercase letter,  
and 1 number.

\* indicates required field  
CREATE ACCOUNT

- Click **Add Students**.

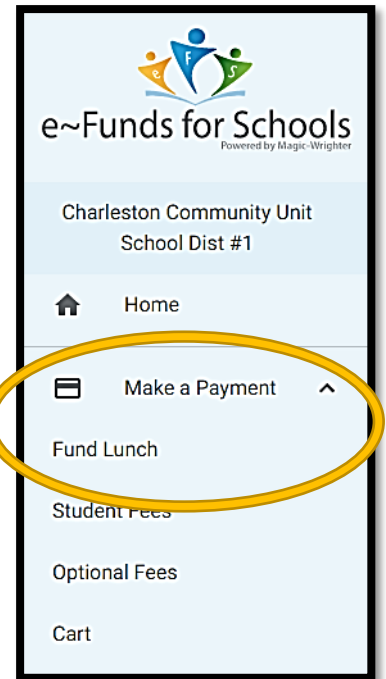
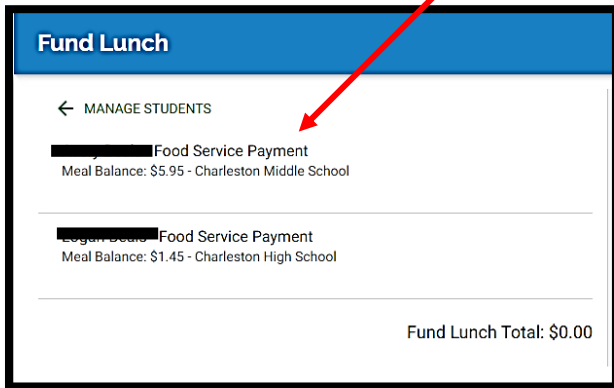


- Enter the student's **Last Name and Family ID Number** that you wrote down from Skyward, and then click the **Add Students** button.

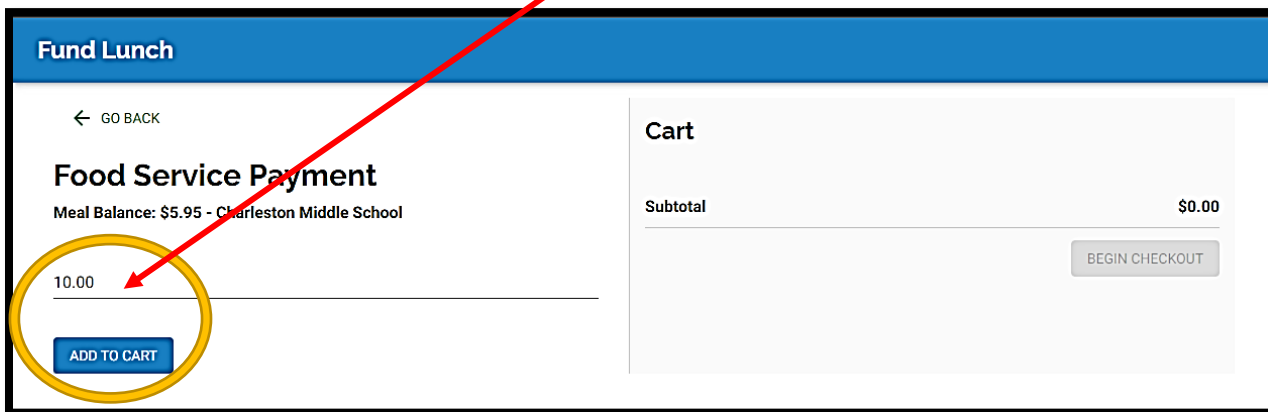


#### 4) Click Make a Payment

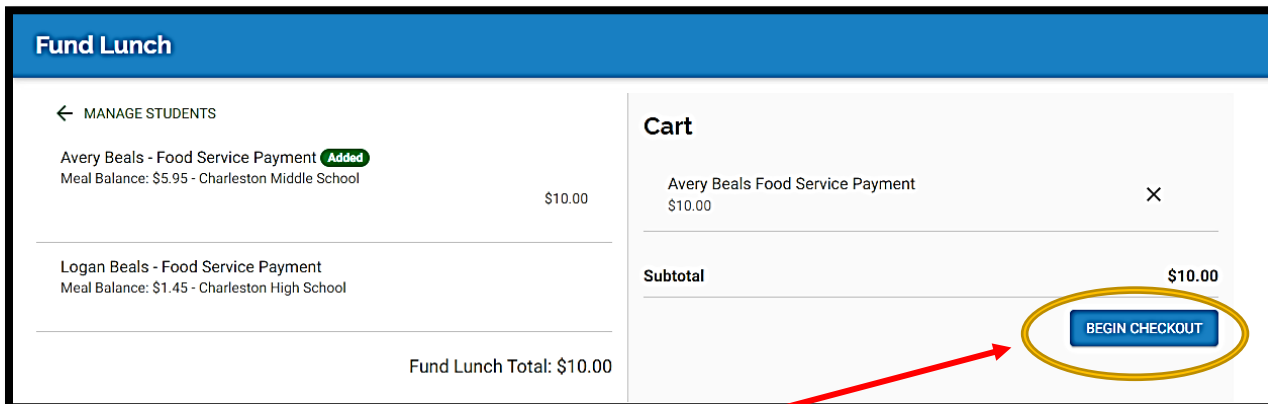
- To put money on a lunch account, click **Fund Lunch**
- Then click on a student's name.



- Type in an amount and click **Add to Cart**.



- If needed, click on another student to add money to their account.
- If you entered an incorrect amount, you can click the X to remove an item from your Cart.



- Click **Begin Checkout**

- Choose your payment method and complete the payment process.

### Select Payment Method

Choose a payment method.

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New Credit / Debit Card >

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New Direct Debit >

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\*\*Remember that there is a convenience fee on transactions.\*\*

\*\*We recommend that you print your receipt for future reference.\*\*

## 5) Check Your Balance in Skyward

- Once the payment is received it will show up in **Food Service** for the student.

The screenshot shows the Skyward Family Access Food Service interface. A red arrow points from the text above to a payment record in a table. The table has columns for Payment Date, Payment, and Check #. The record shows a payment of \$10.00 on Mon Sep 29, 2014, made via WEB. A yellow oval highlights this table.

Payment Date	Payment	Check #
Mon Sep 29, 2014	\$10.00	VIA WEB