Your Skyward Family Access account can now connect to your account in the Staples-Motley rSchoolToday Web Store. To make the connection, you will start from your Skyward Family Access account and follow the steps below.

**Step 1:** Login to your Skyward Family Access account.

**Step 2:** Select Food Service.
Step 3: The first time you select Make a Payment, you will be prompted to continue as a Returning rSchoolToday Web Store User or to Create a New rschooltoday Web Store Account.

For Returning Users: Enter your login credentials for your rschoolToday Web Store account and select continue. To go to your Payment History Tab. Your Skyward Family Access account will be connected to this payer’s rschoolToday account. Payments initiated from Skyward Family Access will be associated to this payer in rschoolToday. Other payers in your rschoolToday account will be able to view and manage food service and school fee payments from their login.

To Create a New Account: Fill in the new account form and click Continue. A new rschoolToday Web Store account will be created for you and the students in your Skyward Family Access account will be added as students/participants in your new Web Store account.

Please note: If the names of students/participants don’t match between your rschoolToday Web Store account and your Skyward Family Access account, then new student records will be added to your rschoolToday Web Store account. Please contact the district office if you have duplicate students, e.g. Samuel and Sam are really the same student.
#1. Your meal account balance will update when you first login. You can also refresh the balance anytime.

#2. You can set a filter to view only meal and fee transactions.

#3. You can see your detail for meal deposits and Skyward Fee history.

#4. Select “Make a Payment” to pay fees, add to your meal balance or pay open invoices.

**Step 4.** After clicking the Payment link in your Skyward Family Account Access the first time, you may login into your rSchoolToday Staples-Motley Web Store account to add money to your meal balance or view and pay school fees, as well as register for classes or make other purchases.
**Step 5.** To add funds to your food service account or to pay school fees, click on the *Make a Payment* button on the Payment History Tab or select the Make a Payment Tab.

At the Make a Payment Tab, select the invoices you’d like to pay and/or enter the amount you’d like to add to your food service account, then select *Proceed to Payment*. 
Enter your payment information, then select **Submit Payment**. Note: This is a secure payment portal.

You’ll have an option to view your receipt after selecting Submit Payment. You may also view your invoices and receipts from your Payment History Tab under the Receipt Column.