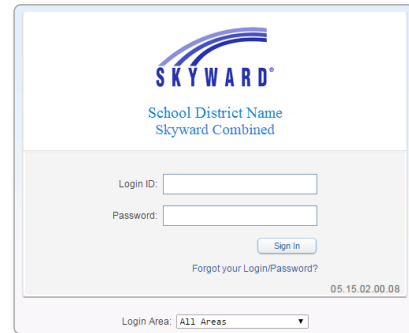


Online Payments

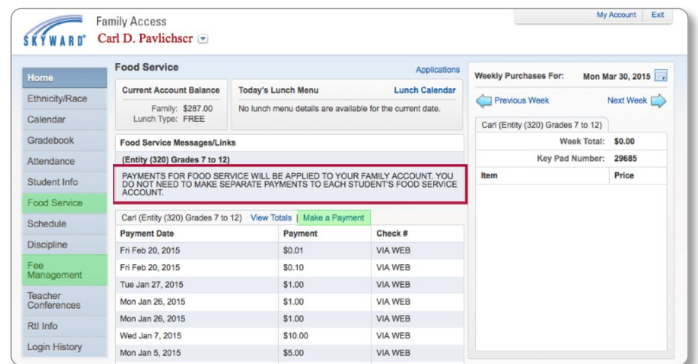
Skyward Food & Fees



- 1 To begin your payment, visit the District website at www.ms.k12.il.us. Under the *Parent* tab, click on **Skyward Family Access**.

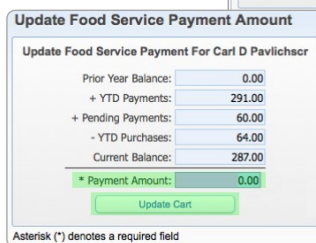
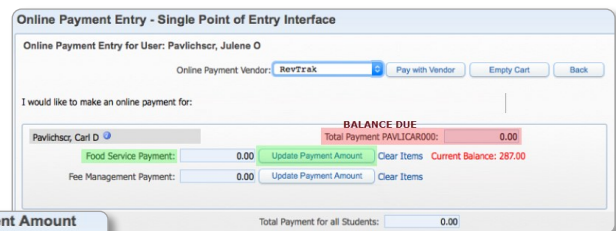


- 2 Select **Food Service** or **Fee Management** and open the **Make a Payment** tab. (This guide proceeds through Food Service first, followed by Fee Management.)



- 3 Click **Update Payment Amount** and enter the a payment amount. Click **Update Cart**.

Payment Amount will show in the Food Service Payment field (reference Step 2).

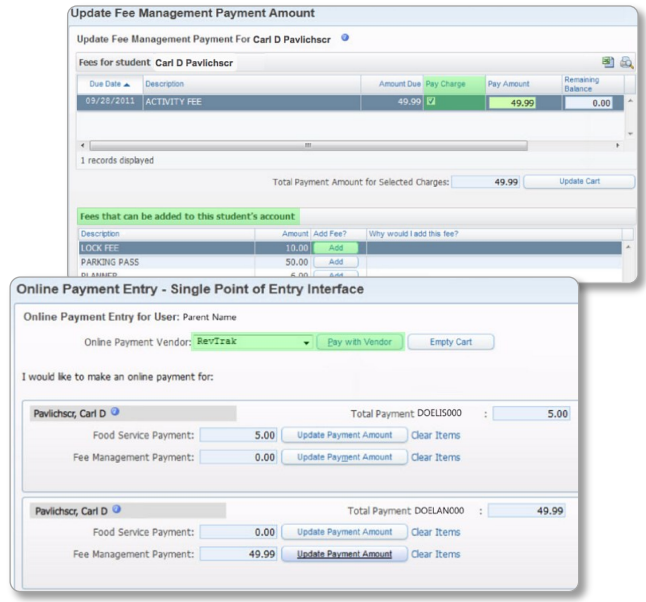


Online Payments

Skyward Food & Fees

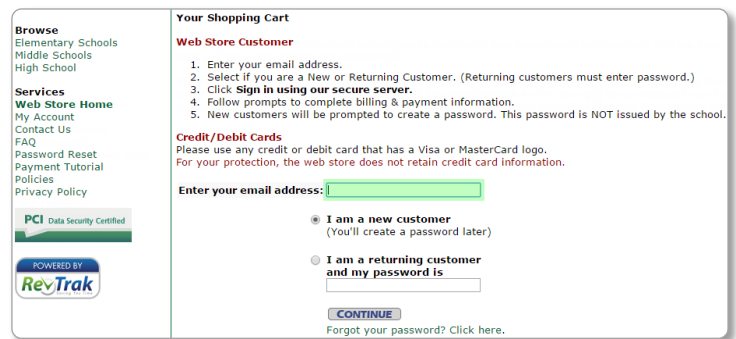


- 4 To make a **Fee Management Payment**, locate the appropriate child and click **Update Payment Amount**.
- 5 To pay *optional fees*, select **Add** (button) next to the desired optional fees under **Fees that can be added to this student's account**.
- 6 Click **Update Cart**.
- 7 When all payments are added, make sure **RevTrak** is selected under **Online Payment Vendor**.



Browse		Your Shopping Cart			
Elementary Schools		Items:	Price	* Qty	Total
Middle Schools		Skyward Food Service Payment	\$5.00	1	\$5.00
High School		For: Carl Pavlichsrc (601441)			
Services		ACTIVITY FEE	\$49.99	1	\$49.99
Web Store Home		For: Carl Pavlichsrc (601441)			
My Account		Sub-Total:		\$54.99	
Contact Us		<input type="button" value="EMPTY"/> <input type="button" value="CONTINUE SHOPPING"/> <input type="button" value="GO TO CHECKOUT"/>			

- 8 If you are a *returning customer*, log into the Web Store using the email address and password combination used in previous purchases.
- If you are a *new customer*, enter your email address and select **I am a new customer**.



Skyward Family Access is updated in real time to show payments.