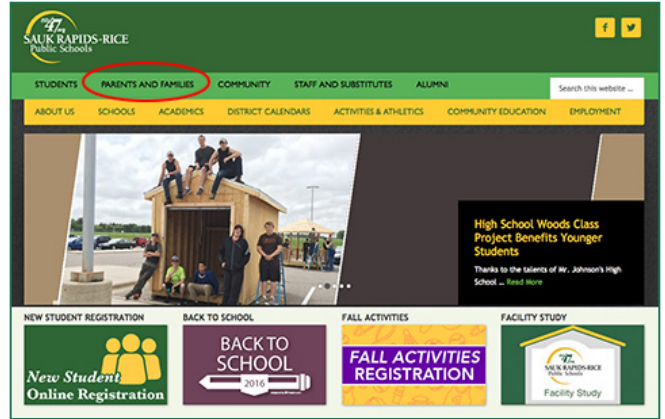
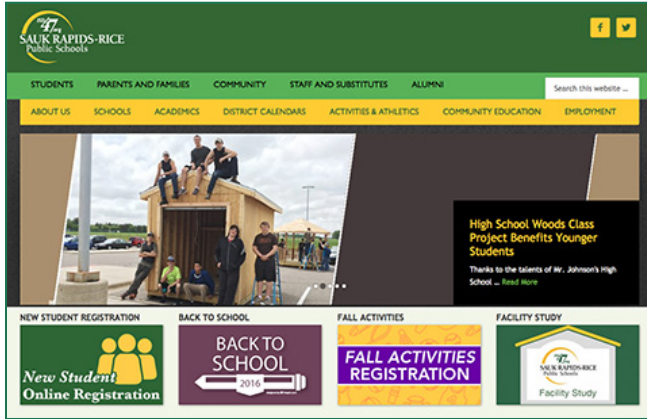


To Pay a Fee in Skyward Family Access/Fee Management

Paying a fee in Skyward Family Access is very similar to adding money to your food service (lunch) account. If you have previously paid for your lunch account online, you can use the same account. If this is your for time using the system, you will need to set-up an account to pay any of the fees that are listed under Fee Management.

1

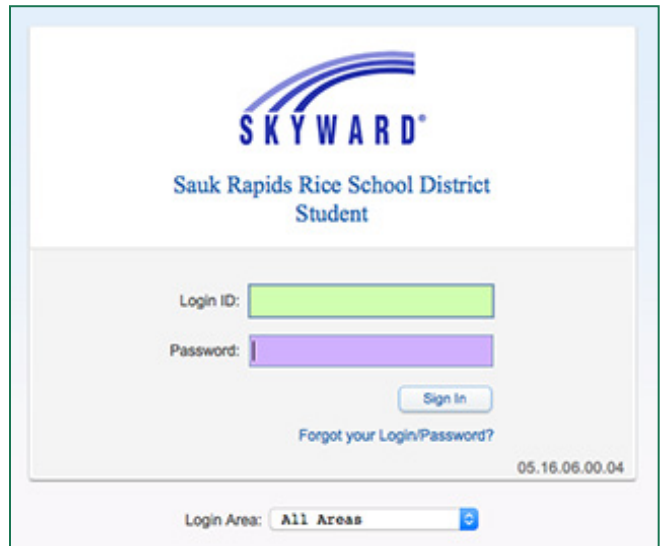
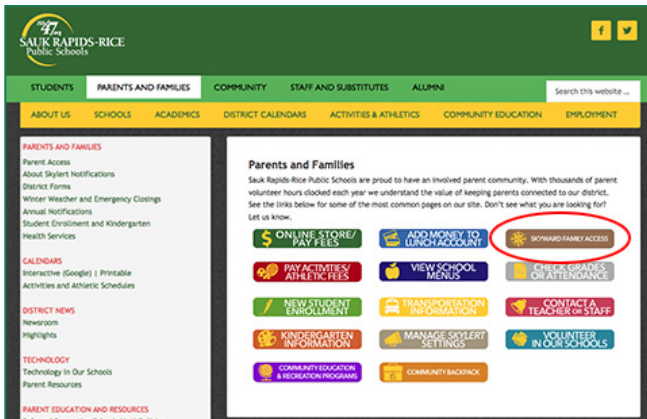
Visit www.isd47.org and click on “PARENTS AND FAMILIES.”



2

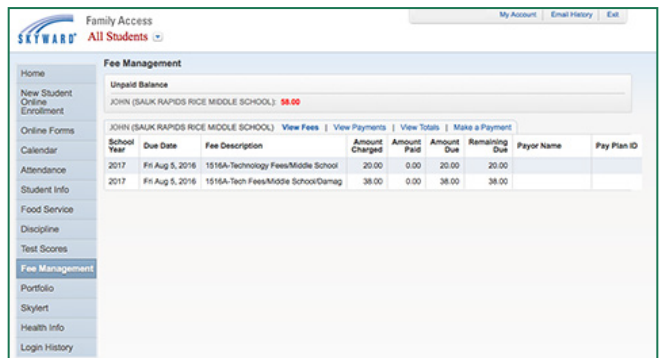
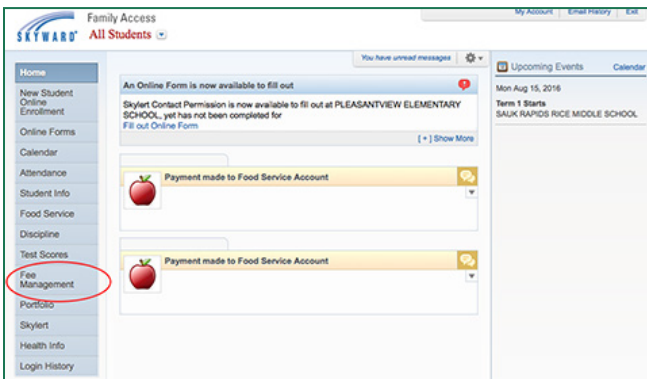
Click on **Skyward Family Access** and then to log in to the **Family Access Portal**.

Note: Your Login ID and Password is the same from year to year and is mailed to families each August. If you need assistance, please contact the building your student attends. A typical login id is similar to DISTRSR000.



3

After you have logged in, click on **Fee Management** on the left hand side. If a fee is available for payment it will be listed on the screen, otherwise it will say there are no fees due.

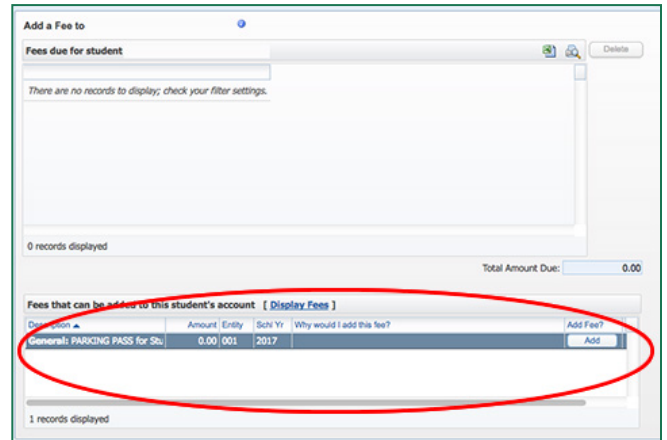
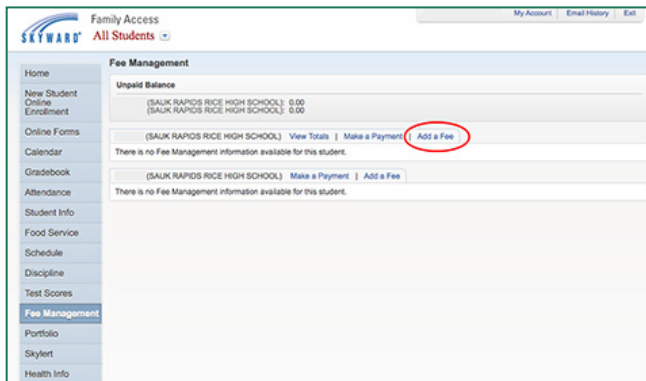


3

optional fees

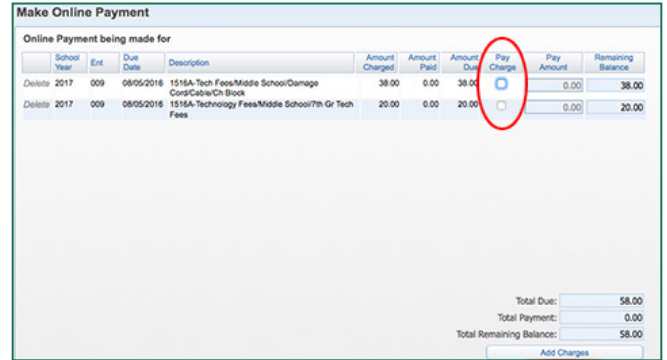
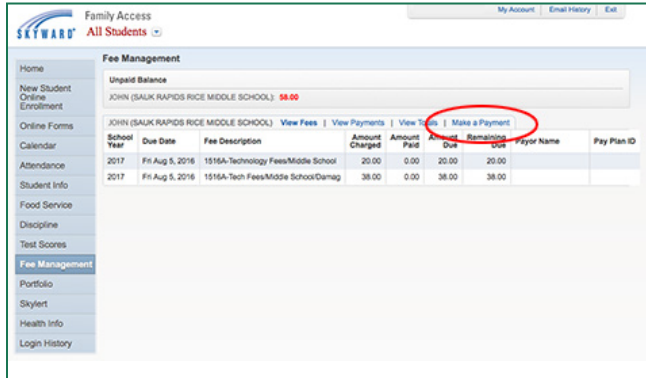
Throughout the school year, a variety of fees will appear for online payment. If your student indicates an “**optional fee**” is available for payment, it may be listed in Fee Management. Examples include: parking passes, seasonal passes, rental fees, and some classroom purchases. *NOTE: If a fee is not listed here, please also check the District Webstore for online payment.*

To view any optional fees, click on “**Add a Fee.**” In the window that opens up, any optional fees will appear in the bottom section. “**Select the optional fee**” you wish to include and then click “**Add.**” Proceed to step #4.



4

To pay for a fee, click on “**Make a Payment.**” In the next screen, please check the fee(s) you wish to pay for, and then click on “**Pay with Revtrak.**”



5

You will be directed to a **Shopping Cart** which will show a summary of the charges you are paying. Click on “**Go to Checkout.**” Login to (or setup a new account) your RevTrak payment account and proceed to make your payment. *Note: The Login ID and Password for your payment account (RevTrak) is generally different than your Skyward Family Access account. This system typically uses your EMAIL ADDRESS as the login.*

