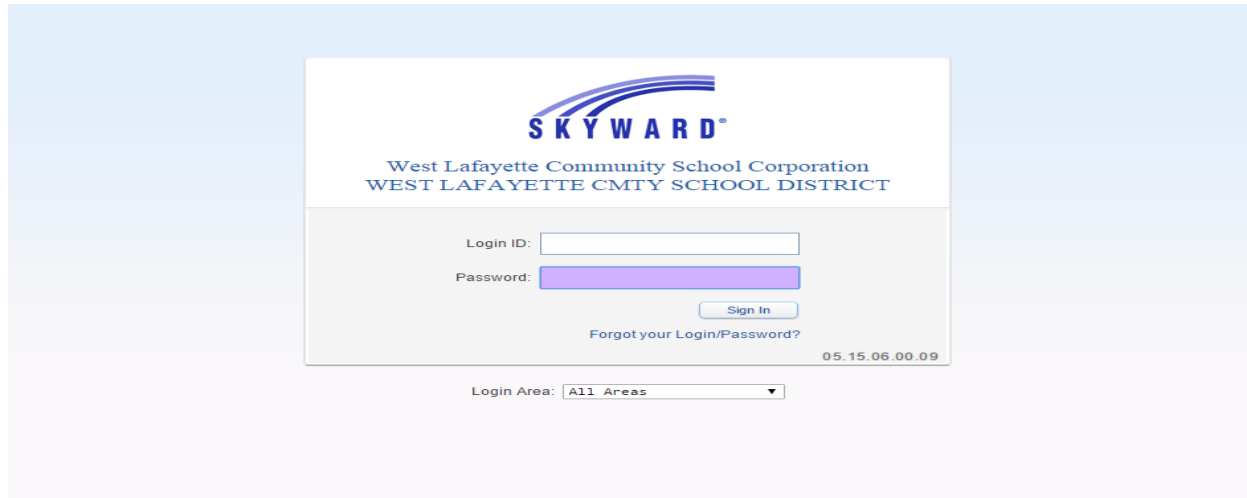


How to Make Skyward Payments to your Students' Lunch Account

1) Parent/Guardian must log in to his/her Skyward account. Student skyward accounts do not have access to make payments. Skyward mobile app does not allow access to make payments. skyward.wl.k12.in.us



2) On the left side of the screen, click the "Food Service" tab.

3) Next to the students name, click on "Make a Payment".

The screenshot displays the Skyward Family Access dashboard. At the top left is the Skyward logo and "Family Access" text. On the top right, there are links for "My Account", "Email History", and "Exit". Below these are "Select Language" and "District Links". A left-hand navigation menu includes: Home, Calendar, Attendance, Student Info, **Food Service** (highlighted), Test Scores, Fee Management, Teacher Conferences, Academic History, Student Documents, Skylert, Health Info, and Login History. The main content area is titled "Food Service" and includes "Applications" and "Lunch Calendar" links. It shows a "Current Account Balance" of \$24.15 and "Lunch Type: Paid". A "Today's Lunch Menu" section states "No lunch menu details are available for the current date." Below this is a table with columns "Payment Date", "Payment", and "Check #". A "View Totals" link and a highlighted "Make a Payment" button are also present. On the right side, there is a "Weekly Purchases For: Wed Oct 21, 2015" section with "Previous Week" and "Next Week" navigation. It shows a "Week Total: \$2.35" and a table of purchases for the week of Oct 18-24, 2015. The table shows "Lunch Option A" for \$2.35 on Wed Oct 21, 2015, with a total of \$2.35.

Payment Date	Payment	Check #
Fri Aug 21, 2015	\$	
Wed Aug 12, 2015	\$	VIA WEB

Item	Price
Sun Oct 18, 2015	
No purchases for this date.	
Mon Oct 19, 2015	
No purchases for this date.	
Tue Oct 20, 2015	
Lunch Option A	\$2.35
Total	\$2.35
Wed Oct 21, 2015	
No purchases for this date.	
Thu Oct 22, 2015	
No purchases for this date.	
Fri Oct 23, 2015	
No purchases for this date.	
Sat Oct 24, 2015	
No purchases for this date.	

4) Next to the Food Service Payment textbox, click the "Update Payment Amount" button.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Redacted]

Online Payment Vendor: RevTrak

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment: 0.00	
Food Service Payment: 0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: 21.80
Fee Management Payment: 0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance: 0.00

Total Payment Amount for all Students: 0.00

5) Type in the amount you wish to deposit, and click "Update Cart".

Update Food Service Payment Amount

Update Food Service Payment For [Redacted]

Prior Year Balance:	<input type="text" value="0.00"/>
+ YTD Payments:	<input type="text" value=""/>
- YTD Purchases:	<input type="text" value=""/>
- Pending Purchases:	<input type="text" value=""/>
Current Balance:	<input type="text" value="21.80"/>
* Payment Amount:	<input type="text" value="0.00"/>

Asterisk (*) denotes a required field

6) At the top right of the screen, click on the "Pay with Vendor" button. This will redirect you to the RevTrak website where you can fill out your payment details and submit a secure payment online.

Online Payment Entry - Single Point of Entry Interface Print ? Back

Online Payment Entry for User: ██████████

Online Payment Vendor:

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

<input type="text" value="██████████"/>	Total Payment	<input type="text" value="5.00"/>
Food Service Payment: <input type="text" value="5.00"/>	<input type="button" value="Update Payment Amount"/>	Clear Items Balance: 21.80
Fee Management Payment: <input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/>	Clear Items Balance: 0.00

Total Payment Amount for all Students:

7) If the amount is correct, click the "Go to Checkout button".

West Lafayette Community School Corporation
Welcome to the Web Store!

Login

Browse
Parent Council
All Products
Shopping Cart

Services
Web Store Home
My Account
Contact Us
FAQ
Password Reset
Policies
Privacy Policy

PCI Data Security Certified

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RevTrak

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [\[Continue Shopping\]](#)

Items:	Price	Qty	Total	Remove
Skyward Family Access Skyward Food Service Payment For: _____	\$5.00	1	\$5.00	X
			Total: \$5.00	

[EMPTY](#) [CONTINUE SHOPPING](#) [GO TO CHECKOUT](#)

Note: A service fee may be applied at checkout.

*Remember to click the "Update Totals" button if you modify quantities.
When you are ready for Step 2, click the "Go to Checkout" button.

8) Enter your email address and password if you are a returning customer. If this is your first time, Enter your email address and click continue to fill in the rest of your information.

West Lafayette Community School Corporation
Welcome to the Web Store!

Login

Browse
Parent Council
All Products
Shopping Cart

Services
Web Store Home
My Account
Contact Us
FAQ
Password Reset
Policies
Privacy Policy

PCI Data Security Certified

POWERED BY
RevTrak

Your Shopping Cart

Web Store Customer

1. Enter your email address.
2. Select if you are a New or Returning Customer. (Returning customers must enter password)
3. Click **Sign in using our secure server**.
4. Follow prompts to complete billing and payment information.
5. New customers will be prompted to create a password. This password is NOT issued by West Lafayette CSC.

Credit/Debit Cards
Please use any credit or debit card that has a Discover, Visa or MasterCard logo.
For your protection, the Web Store does not retain credit card information.

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer and my password is

[CONTINUE](#)

Forgot your password? [Click here.](#)