## Table of Contents

<table>
<thead>
<tr>
<th>Page #</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Login Screen</td>
</tr>
<tr>
<td>3</td>
<td>First time user – Mandatory to change password</td>
</tr>
<tr>
<td>4</td>
<td>Home Page</td>
</tr>
<tr>
<td>5</td>
<td>Attendance Link</td>
</tr>
<tr>
<td>6</td>
<td>Test Scores Link</td>
</tr>
<tr>
<td>7</td>
<td>Food Service Link</td>
</tr>
<tr>
<td>8</td>
<td>Fee Management Link</td>
</tr>
<tr>
<td>9-15</td>
<td>Online Payment Process for Food Service and Fee Management</td>
</tr>
<tr>
<td>16</td>
<td>My Account</td>
</tr>
<tr>
<td>17</td>
<td>Schedule Link</td>
</tr>
<tr>
<td>18</td>
<td>Calendar Link, Teacher Conference Link, Student Info Link</td>
</tr>
<tr>
<td>19</td>
<td>Skylert</td>
</tr>
</tbody>
</table>
Clicking on the Skyward Family Access button from the web page will bring you to the main login screen.

Enter your login and password.

If you forgot your login or password, click on the hyperlink below the Sign In button and it will take you to another screen with a link to select to reset your password.
Skyward requires you to change your password when you first login. This will be the screen you will see after you login. Enter your new password and confirm it and then submit. Make a note of your password for future reference.
This is the first screen you will see.

If you have more than one child actively enrolled in D41, you will use the down arrow next to All Students at the top to toggle between your children to see their specific information.

If you need the screens translated into a different language, please click on the Select Language button.

If there are any messages from a teacher or the district, those would appear on this screen.
This screen appears when you select the Attendance link.
This page appears when you select the Test Scores link. This will be where all standardized tests will be stored for your child.
This screen appears when you select the Food Service Link.

This page is a summary of your child’s account. You can check transactions made by your child by date.

This will display all items purchased by your child for the day and the cost of the item; if they participate in Free Lunch the total will be $0.00.

For elementary students, you would only see Milk or Lunch if they made a purchase. The Elementary Lunch Menu is a 3 week cycle which includes an entrée, milk and two sides. If it shows milk, then the student only purchased milk for the day.

For Hadley JH students, it will display the exact item (entrée or ala carte items) purchased.
This screen appears when you select Fee Management.

This is a summary of fees charged and paid for your child.

Select the Make Online Payment takes to another screen to start the on-line payment process using a credit/debit card.
This screen appears after you select Make On-line Payment from either the Food Service or Fee Management Screen.

This allows you to make multiple payments in one session.

To make a Food Service Payment for a child, select the Update Payment Amount button on the same line as Food Service Payment.

To make a Fee Management Payment for a child select the Update Payment Amount button on the same line as Fee Management Payment.
This is the screen that appears after you have selected the Updated Payment Amount – Food Service Payments option.

Enter the amount you wish to put on deposit for your child,

Select Update Cart

This will return you to the Online Payment Entry – Single Point of Entry screen so you can make more payments for the same child or other children in your family.
This screen appears when you select the Update Amount on the Fee Management line of a student.

To pay the fees, you select the box in the Pay Charge column.

The optional items are in the area below the required fees. To add optional items to be paid, you select the Add button and then it moves the item to the upper window and then you will check the Pay Charge box by that item.

When you are complete building your list of items to purchase for this student, you select Update Cart.

Be sure to review the list at the top before you select Update Cart.
Once you have selected the items to pay for in Fee Management Payment or entered an amount to deposit to your child’s lunch account in Food Service Payment this screen will show amounts in the various areas you selected.

To continue the on-line payment process, select Pay with Vendor
This message appears confirming you are ready to complete the payment process. Selecting Yes moves you to the RevTrak site to complete the credit card payment.
This is the 1\textsuperscript{st} screen of the RevTrak site and it shows the details of all of your items you are purchasing.

Please review this screen and if you see it is incorrect, select Empty to empty your cart and return to Family Access Skyward to edit your cart.

Select Go to Checkout to continue to make the payment using an existing RevTrak Account or to create a RevTrak Account if you are new to RevTrak.
This is the next RevTrak screen that allows you to login in using your RevTrak account or to establish a new account.

You will be paying for these items with a credit card, MasterCard, VISA or Discover.

When your transaction is completed you should see a confirmation screen from RevTrak. You can then close that window and be returned to Skyward Family Access and you will then see the payment you made on-line being applied to the fees as you selected.

If the payment was successful, you will also have an e-mail from Rev Trak with your receipt confirming the transaction was processed.
This screen appears when you select My Account. You will see the demographic information we have for you listed here. You may change your e-mail address here. If you have an address change, you must contact your school’s office.

You may also choose to received daily attendance notifications and/or receive emails when your child’s food service balance is under $6.00 by checking the appropriate box.
This screen will appear when you select the Schedule link. This will show the current year and current terms schedule only.
From the home screen you may also access the District calendar, sign up for conferences (when open) and verify your child’s information we have for them.
Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.