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Clicking on the Skyward Family Access button from the web page will bring you to the main login screen.



Enter your login and password.

🖉 Login - Powered by Skyward - Windows Internet Explorer			
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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.

6 05 12 06 00 08 Windows Internet Explorer			
https://d41skyward.org/scripts/wsisa.dl/WService=wsEAplus/skyportexpired.w			
Expired Password Your password has expired. Please enter a new password.			
Name: Login:			
Confirm New Password: Submit			
Minimum Password Length: 1 Number of Passwords Before Reuse: 0			
Name Used As: EMERGENCY CONTACT GUARDIAN			
Done		Internet	🖓 🔹 🔍 100% 🔹 🚲

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.

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rd ra		Attendance				Wednesday
	Home	Today's Attendance	: Wed Jul 29, 2015			29
	Online Enrollment	No Absences or Tar	dies were recorded for any of your studen	ts.		July 2015
	Calendar	Robert (Abraham Lin	coln School)			
	Attendance	Date	Attendance	Period	Class	
	Student Info	No Absences or Tard	ies were found.			
	Food Service	Thomas (Abraham L	ncoln School)			in the second se
	Test Scores	Date	Attendance	Period	Class	ALL PROPERTY AND ALL PR
	Fee	No Absences or Tard	ies were found.			
	Management	Thomas (Hadley Jun	ior High School)			100 - 100 - 20 - 20 - 20 - 20 - 20 - 20
	Teacher	Date	Attendance	Period	Class	THE OWNER DESCRIPTION
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	Report Cards (+ other reports)					
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	Login History					and the second second
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This page appears when you select the Test Scores link. This will be where all standardized tests will be stored for your child.

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	2014-2015 Returning Student Registration			2014
NE	Calendar No test scores found.			
	Attendance			
7-Day 5t Forecast f	Student Info			
	Food Service			
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2	Fee Management			
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Clipboard 🕞		Food Service		Wednesday
	Home	Current Assaunt Balance Tadavia Lunch Many Lunch Calandar	Weekly Purchases For: Wed Jul 29, 2015	29
	New Student	Pohort: \$10 Pohort	Previous Week Next Week	
	Enroliment	Lunch Type: Paid	Student Total Key Pad Number	July 2013
	Calendar	Thomas: \$0.00 Lunch Xype: Paid	Robert \$0.00	
	Attendance		Thomas \$0.00	
	Student Info	There are no payment records for this student.	Total SU.UU	
	Food Service		Sun Jul 26, 2015	and the second s
	Test Scores	Thomas (Hadley Junior High School)   Make a Payment	No pyrchases for this date.	A DESCRIPTION OF A DESC
	Fee		Non Jul 27, 2015	- Tal Mar
	Management	/	No purchases for this date.	and the street
	Teacher		Tue Jul 28, 2015	R. Constanting
	Roport Cards (+		No purchases for this date.	Fritzen 191 - 5
	other reports)		Wed Jul 29, 2015	
	Skylert		No purchases for this date.	
	Login History		Thu Jul 30, 2015	State Company
			No purchases for this date.	
			Fri Jul 31, 2015	WART THE PARTY
			No purchases for this date.	C. State Contraction
			Sat Aug 1, 2015	
			No purchases for this date.	2 3
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Page: 7 of 19			€ 125% <b>-</b>	
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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.	
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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.

Online Payment Entry - Single Point of	Entry Interface	- Entity 100 - 05.12.0	6.00.18-10.2	- Windows Inte	net Explorer	
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Online Payment Entry - Single F	oint of Entry	Interface				👘 ? 🖣 Bac
Online Payment Entry for User:						
	Online Payment	: Vendor: RevTrak	~	Pay with Vendor	Empty Cart	
						-
I would like to make an online payment for:						
0		Total Payment .		0.00		
Food Service Payment:	0.00	Update Payment Amount	Clear Items			
Fee Management Payment:	0.00	Update Payment Amount	Clear Items			
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			_			
Т	otal Payment for a	I Students:	0.00			
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This allows you to make multiple  $p_{\mu}$  yments 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.

🖉 Update Food Service Payment Amount - Entity 100 🔲 🗖 🔀							
🕖 https://d41skyward.org/scripts/wsisa.dll/WService=wsEAplus/sfamae 🔒 🔀							
Update Food Service Pay	ment Amount 📮 ? 🖣 Back						
Update Food Service Paymen	t For						
Prior Year Balance:	0.00						
+ YTD Payments:	35.00						
- YTD Purchases:	17.65						
Current Balance:	17.35						
* Payment Amount:	0.00						
Update	Cart						
Asterisk (*) denotes a required field							
Internet	🖓 🕶 🍕 100% 🔹 🛒						

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.

<ul> <li>➡ €</li> <li>Remaining Balance</li> <li>8.00</li> <li>115.00</li> <li>8.00</li> <li>13.00</li> </ul>
Remaining Balance 115.00 8.00 13.00
8.00 A 115.00 8.00 13.00
115.00 8.00 13.00
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Update Cart
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1

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.

Conline Payment Entry - Single Point of	Entry Interface - Entity 100 - 05.12.06.00.18-10.2	- Windows Internet Explorer	
https://d41skyward.org/scripts/wsisa.dll/WServi	ce=wsEAplus/sfamaedit021.w?pFrom=FEE&noheader=yes&vSele	ctMode=N&isPopup=true	
Online Payment Entry - Single F	oint of Entry Interface		🖶 ? 🖣 Back
Online Payment Entry for User:			
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	I otal Payment	0.00	
Fee Management Payment:	0.00 Update Payment Amount Clear Items		
	Total Payment	0.00	
Food Service Payment:	0.00 Update Payment Amount Clear Items	0.00	
Fee Management Payment:	0.00 Update Payment Amount Clear Items		
Total	Payment for all Students: 0.00		
Done		😝 Internet	🖓 🔻 🔍 100% 🔻 🛒

To continue the on-line payment process, select Pay with Vendor

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Food Service Payment:	0.00 (Insufficie	nt Access)		
Fee Management Payment:	122.00 Updat	e Payment Amount Clear 1	items	
	Submit Payment		10	
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Food Service Payment:				
Fee Management Payment:				
	Yes	No		
Davidson, Phineas Clay 🥥	I otal Payment NA	VIDPHIUUU: 69	1.00	
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ree Management Payment.	09.00	Clear ;	items	
Tatal David	ant fan all Otradautar			
Total Payn	ient for all Students:	349.00		
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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.

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This is the 1<sup>st</sup> 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.

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Home	Account Settings						_	save	○ ②
2014-2015 Returning	Email: Phone: (630) 234-5	678 Ext					Ch	ange ssword	
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Food Service	Address (Mailing Address)								
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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.

	SKYWARD'	Family Access All Students 💌	/			Sue Student My Account Exi	Glen Ellyn, 1L
		Schedule					
	Home	Sandy (Abraham Li	coln School)				
	2014-2015 Returning Student	2013 - 2014	Term 1 (08/26/13 - 11/22/13)	Term 2 (11/25/13	- 03/13/14)	Term 3 (03/14/14 - 06/05/14)	2014
	Registration	No Schedule was fou	nd.				
	Calendar	Stu (Abraham Linco	In School)				
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	Student Info	2019-2014	(08/26/13 - 11/22/13)	(11/25/13	- 03/13/14)	(03/14/14 - 06/05/14)	
	Food Service	No Schedule was fou	nd.				
	Schedule	Stu (Hadley Junior H	High School)				
	Test Scores	2013 - 2014	Term 1 (08/26/13 - 10/25/13)	<b>Term 2</b> (10/28/13 - 01/17/14)	Term 3 (01/22/14 - 03/21/14	Term 4 (03/24/14 - 06/05/14)	- 23
	Fee	No Schedule was fou	nd.				
	Management						1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
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From the home screen you may also access the District calendar, sign up for conferences (when open) and

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Compt	SKYWARD' All	V Access Students 💌	District Links	
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3-105 Generati	Student Info		Today, Thu Mar 6, 2014	19 19 19 19 19 19 19 19 19 19 19 19 19 1
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verify your child's information we have for them.

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Control       Call Students       Call Control         Submit       Su	Family Access Student Information - Windows	s Internet Explorer				Cure Chu			299
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## Glen Ellyn District 41 – Skyward Family Access Procedures



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.