

Glen Ellyn District 41 – Skyward Family Access Procedures

Table of Contents

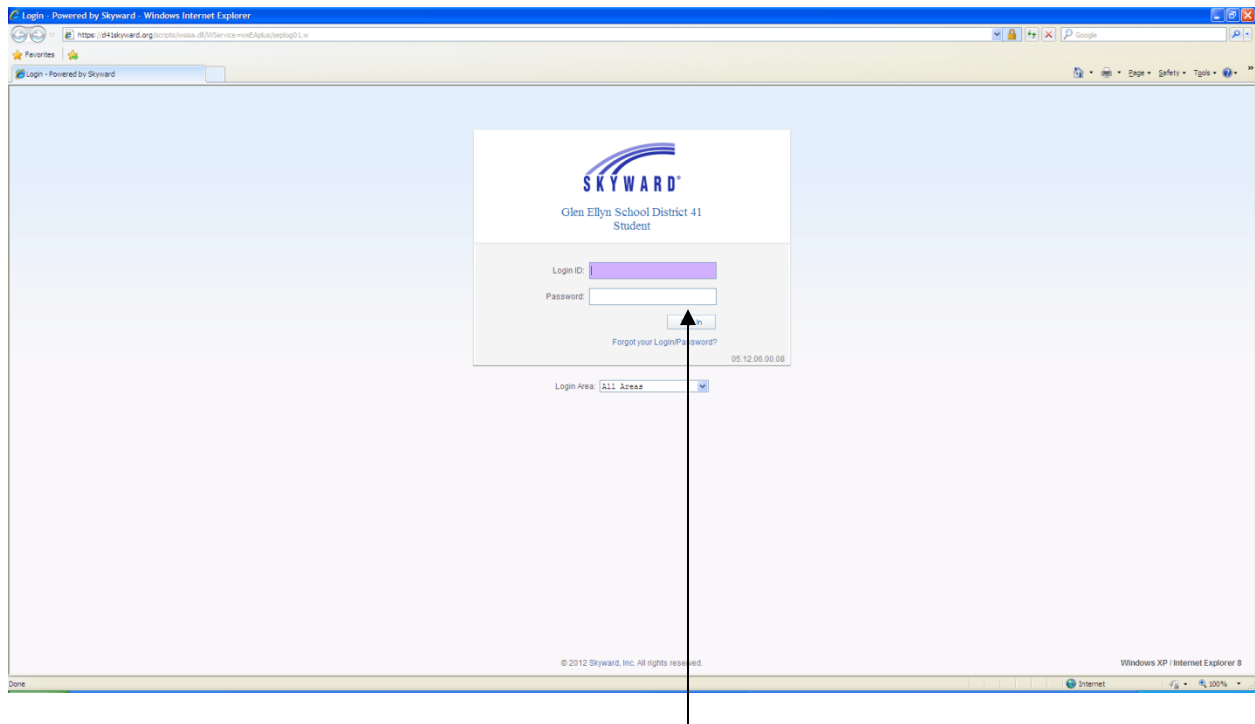
Page #	Content
2	Login Screen
3	First time user – Mandatory to change password
4	Home Page
5	Attendance Link
6	Test Scores Link
7	Food Service Link
8	Fee Management Link
9-15	Online Payment Process for Food Service and Fee Management
16	My Account
17	Schedule Link
18	Calendar Link, Teacher Conference Link, Student Info Link
19	Skylert

Glen Ellyn District 41 – Skyward Family Access Procedures

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



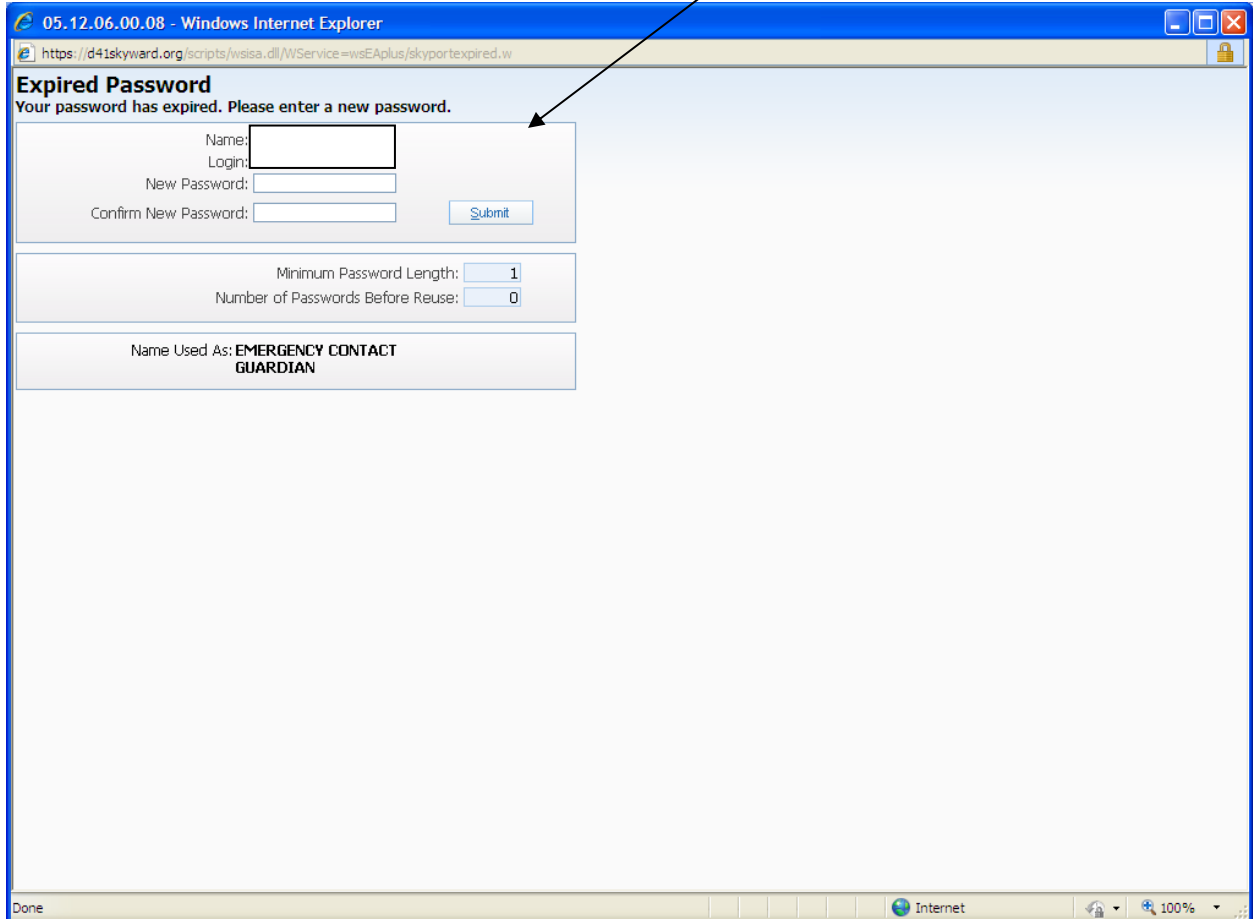
Enter your login and password.



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.

Glen Ellyn District 41 – Skyward Family Access Procedures

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.



05.12.06.00.08 - Windows Internet Explorer
https://d41skyward.org/scripts/wsisa.dl/WService=wsEApplus/skyportexpired.w

Expired Password

Your password has expired. Please enter a new password.

Name:
Login:
New Password:
Confirm New Password:

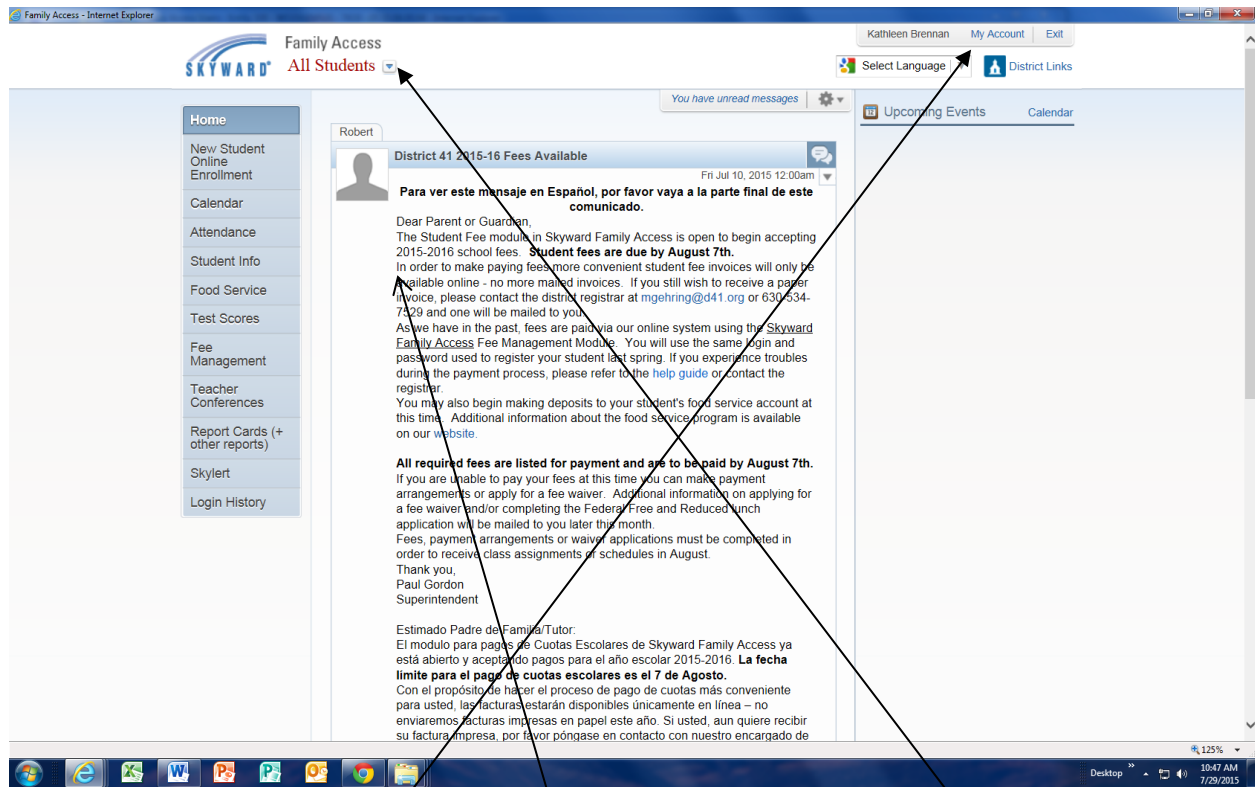
Minimum Password Length:
Number of Passwords Before Reuse:

Name Used As: **EMERGENCY CONTACT
GUARDIAN**

Done Internet 100%

Glen Ellyn District 41 – Skyward Family Access Procedures

This is the first screen you will see.



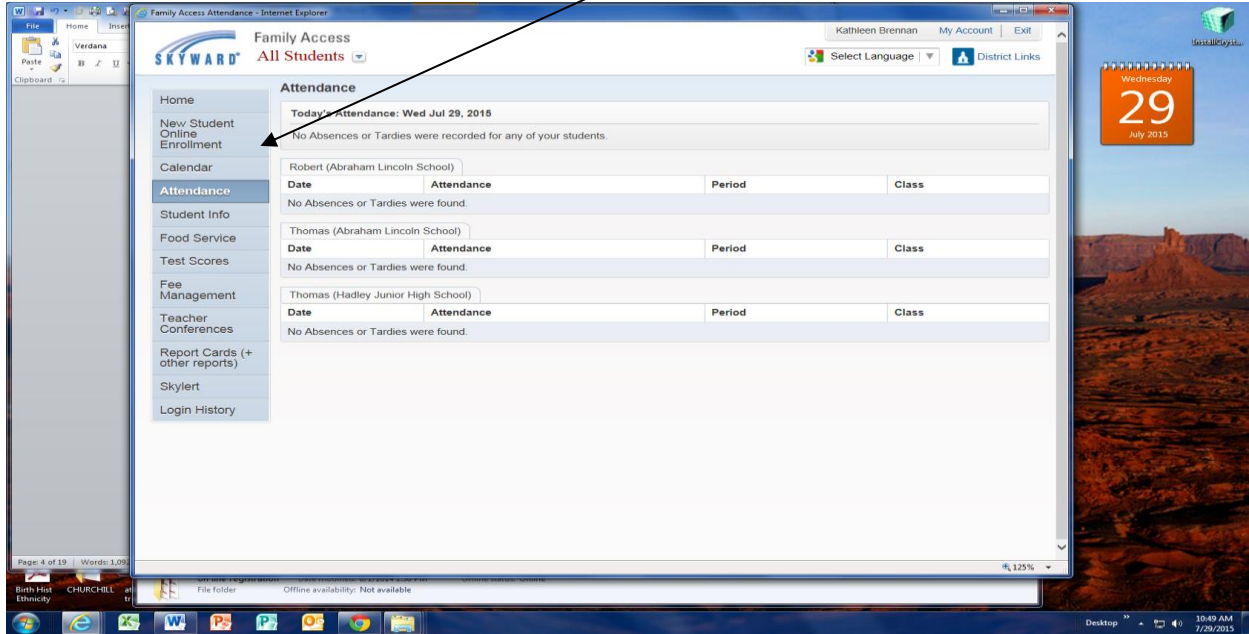
If you have more than one child actively enrolled in D41, you will use the down arrow next to All Students at the top to toggle between your children to see their specific information.

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.

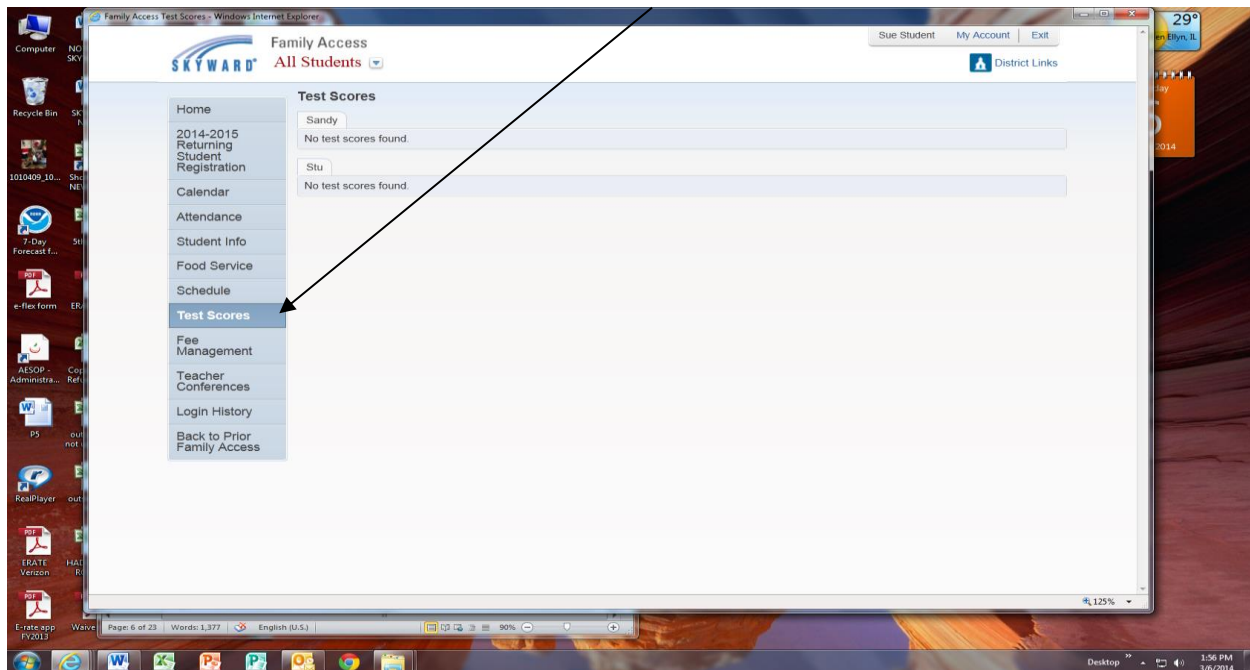
Glen Ellyn District 41 – Skyward Family Access Procedures

This screen appears when you select the Attendance link.



Glen Ellyn District 41 – Skyward Family Access Procedures

This page appears when you select the Test Scores link. This will be where all standardized tests will be stored for your child.



Glen Ellyn District 41 – Skyward Family Access Procedures

This screen appears when you select the Food Service Link.

The screenshot displays the Skyward Family Access interface for Food Service. The left sidebar contains navigation links: Home, New Student Online Enrollment, Calendar, Attendance, Student Info, **Food Service**, Test Scores, Fee Management, Teacher Conferences, Report Cards (+ other reports), Skylert, and Login History. The main content area is titled 'Food Service' and includes sections for 'Current Account Balance', 'Today's Lunch Menu', and 'Lunch Calendar'. The 'Current Account Balance' section lists two students: Robert with a balance of \$10.25 and Thomas with a balance of \$0.00. The 'Today's Lunch Menu' section states that no lunch menu details are available for the current date. The 'Weekly Purchases For:' section shows a table for the week of July 29, 2015, with columns for Student, Total, and Key Pad Number. The table shows zero purchases for all days from Sunday to Saturday. A taskbar at the bottom shows the Windows 7 desktop environment with various application icons and a system clock showing 10:57 AM on 7/29/2015.

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.

Glen Ellyn District 41 – Skyward Family Access Procedures

This screen appears when you select Fee Management.

The screenshot shows the Skyward Family Access interface. The main heading is "Fee Management". Under "Unpaid Balance", it lists "Sandy \$0.00" and "Stu: \$8.00". Below this, there are buttons for "View Totals" and "Make a Payment". A message states: "There is no Fee Management information available for this student." Below this is a table with columns: School Year, Due Date, Fee Description, Amount Charged, Amount Paid, Amount Due, Payor Name, and Pay Plan ID. The table contains one row: 2014, Thu Mar 6, 2014, Assign Book Gra, \$8.00, \$0.00, \$8.00, Stu Student. A sidebar on the left contains navigation links like Home, Calendar, Attendance, Student Info, Food Service, Schedule, Test Scores, Fee Management (highlighted), Teacher Conferences, Login History, and Back to Prior Family Access. The top right shows "Sue Student", "My Account", and "Exit". The bottom right shows "District Links".

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2014	Thu Mar 6, 2014	Assign Book Gra	\$8.00	\$0.00	\$8.00	Stu Student	

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.

Glen Ellyn District 41 – Skyward Family Access Procedures

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 - 05.12.06.00.18-10.2 - Windows Internet Explorer

https://d41skyward.org/scripts/wsisa.dll/WService=wsEPlus/sfamaedit021.w?pFrom=FOOD&noheader=yes&vSelectMode=N&isPopup=true

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User:

Online Payment Vendor: RevTrak

I would like to make an online payment for:

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

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

Total Payment for all Students:

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.

Glen Ellyn District 41 – Skyward Family Access Procedures

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 Payment Amount

Update Food Service Payment For

Prior Year Balance:	<input type="text" value="0.00"/>
+ YTD Payments:	<input type="text" value="35.00"/>
- YTD Purchases:	<input type="text" value="17.65"/>
Current Balance:	<input type="text" value="17.35"/>
* Payment Amount:	<input type="text" value="0.00"/>

Asterisk (*) denotes a required field

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

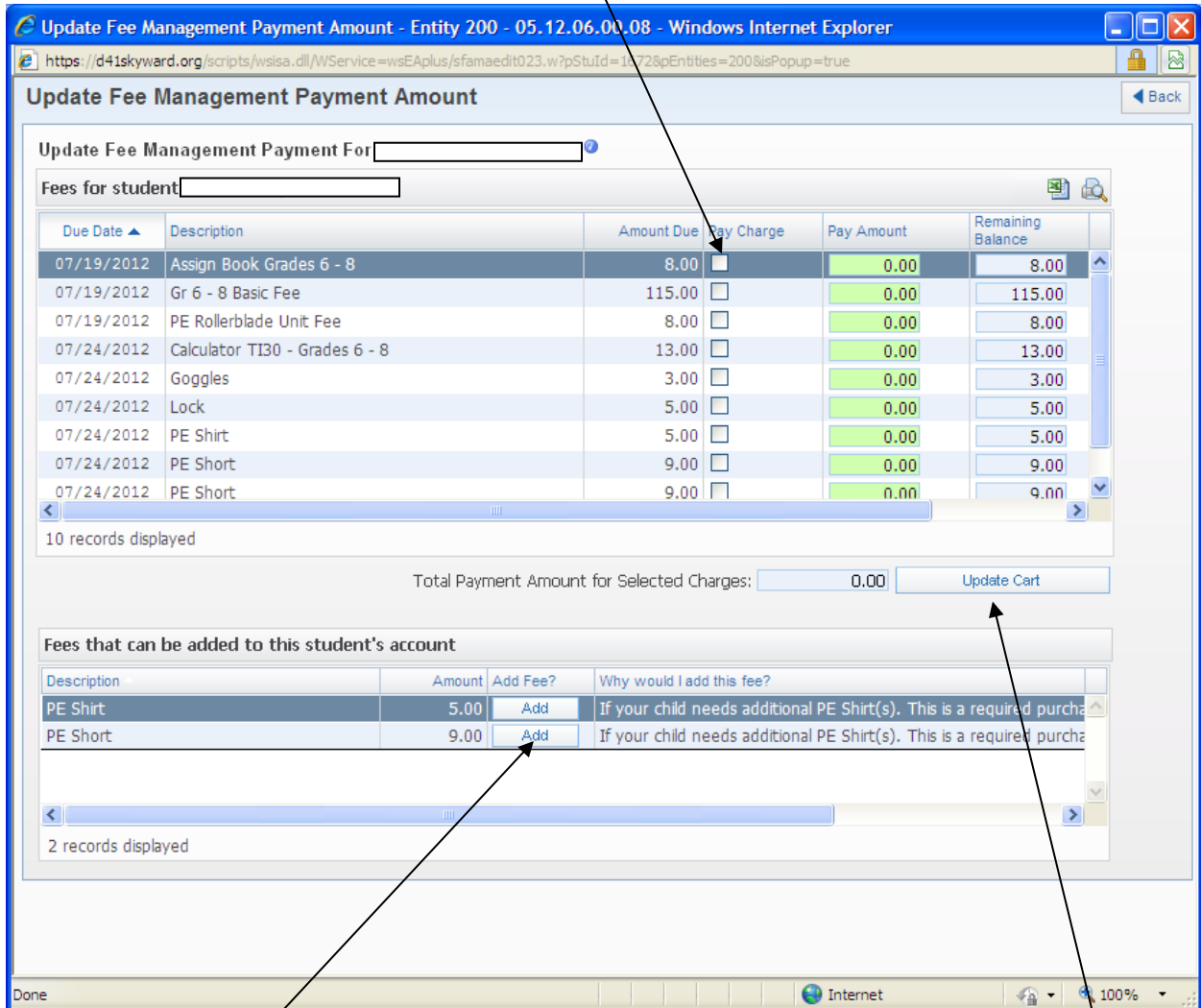
Select Update Cart

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.

Glen Ellyn District 41 – Skyward Family Access Procedures

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.



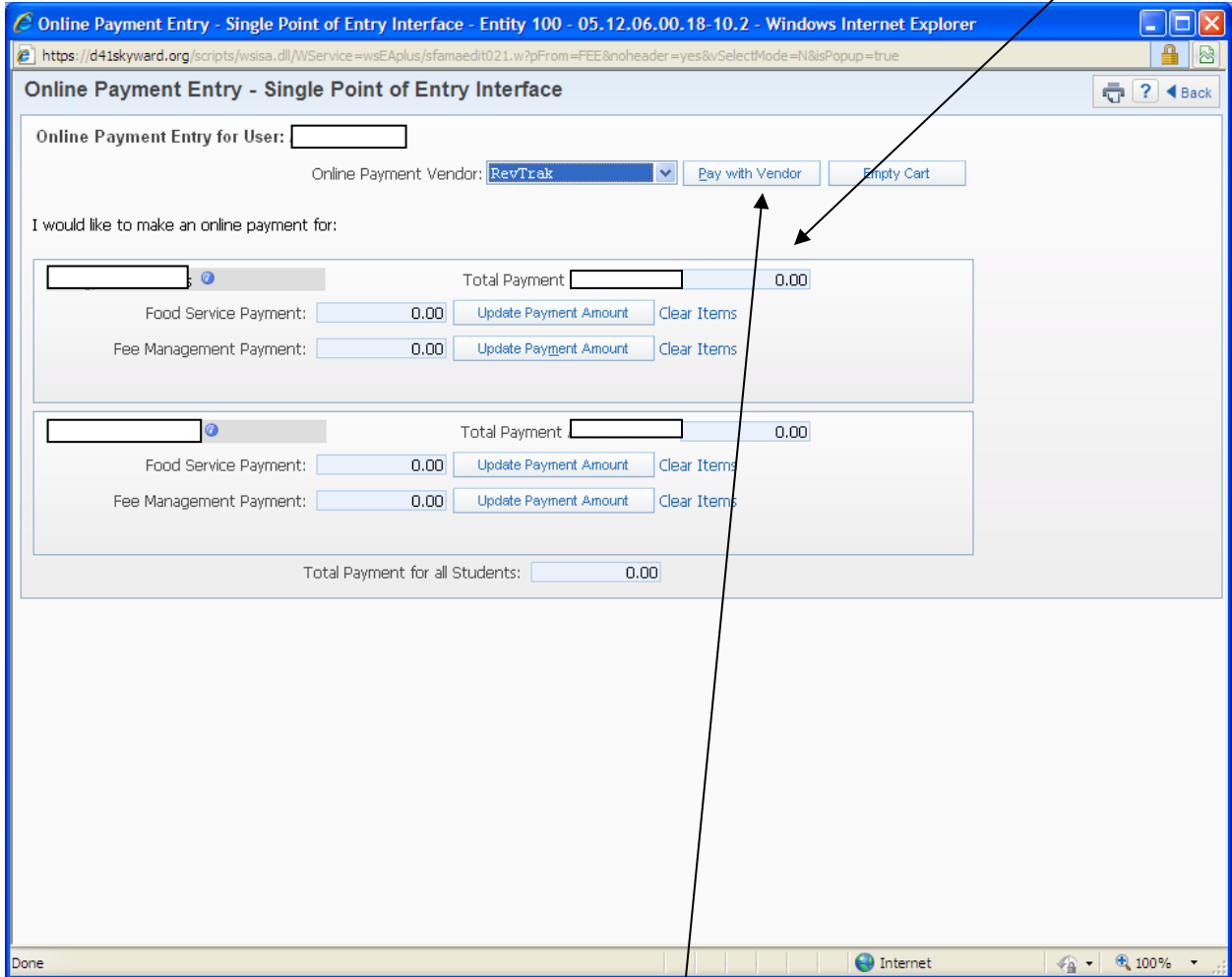
The optional items are in the area below the required fees. To add optional items to be paid, you select the Add button and then it moves the item to the upper window and then you will check the Pay Charge box by that item

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.

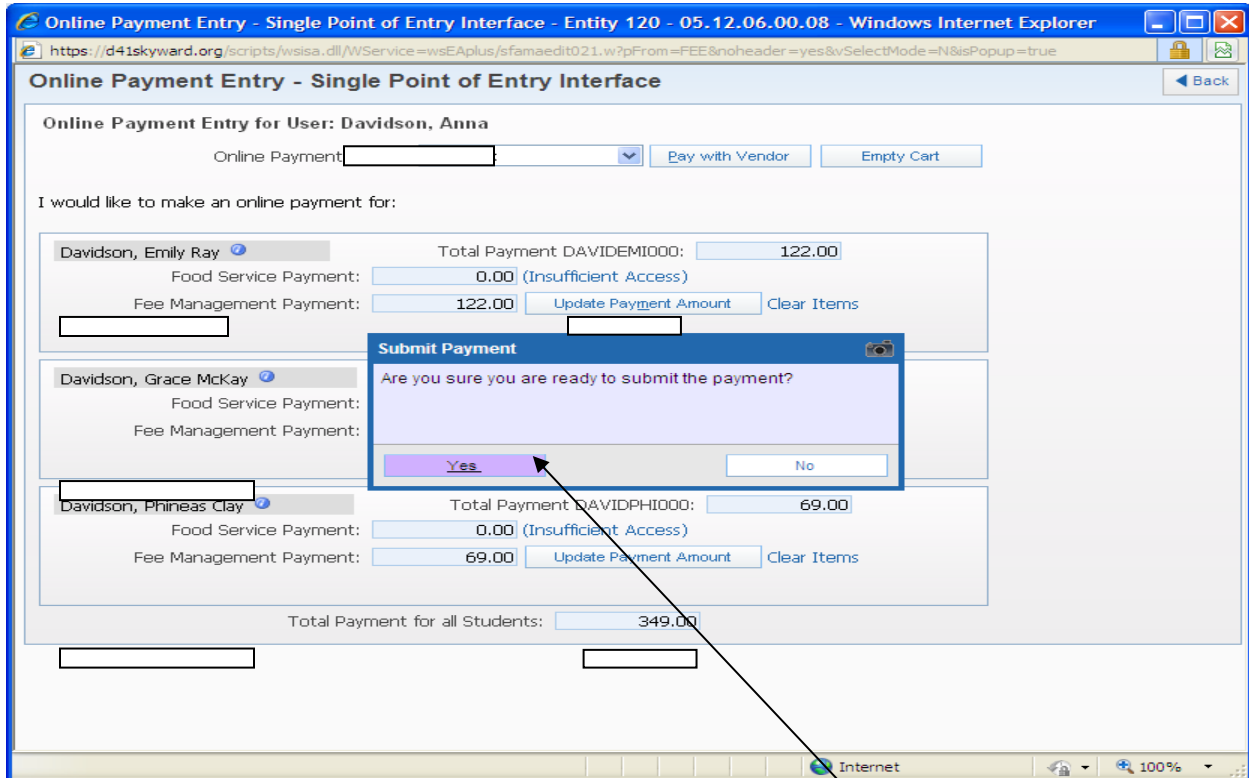
Glen Ellyn District 41 – Skyward Family Access Procedures

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

Glen Ellyn District 41 – Skyward Family Access Procedures



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.

Glen Ellyn District 41 – Skyward Family Access Procedures

The screenshot shows a web browser window titled "Glen Ellyn SD 41 - Windows Internet Explorer". The URL is "https://secure.revtrak.net/d41/tek9.asp?pg=cart&sess=419d9509d1b84305c9cada3d6e6524ab". The page header features the "41" logo and "Glen Ellyn School District 41" with the tagline "Ignite passion. Inspire excellence. Imagine possibilities." Below the header is a "Welcome to the Web Store!" banner.

The main content area is titled "Your Shopping Cart" and includes a thank-you message and a link to "Continue Shopping". A table lists the items in the cart:

Items:	Price	Qty	Total
Skyward Family Access Group Basic Fee	\$115.00	1	\$115.00
Skyward Family Access PE Shirt	\$5.00	1	\$5.00
Skyward Family Access PE Short	\$9.00	1	\$9.00
Skyward Family Access PE Fee	\$56.00	1	\$56.00
Skyward Family Access PE Fee 115 - Grades 4 - 5	\$13.00	1	\$13.00
Skyward Family Access PE Book Grades 3 - 5	\$4.00	1	\$4.00
Skyward Family Access PE Fee 5 Basic Fee	\$75.00	1	\$75.00
Skyward Family Access PE Chorus Fee	\$30.00	1	\$30.00
Skyward Family Access PE Fee 115 - Grades 4 - 5	\$13.00	1	\$13.00
Skyward Family Access PE Grades 6 - 8	\$8.00	1	\$8.00
Skyward Family Access PE Unit Fee	\$8.00	1	\$8.00
Skyward Family Access PE TI30 - Grades 6 - 8	\$13.00	1	\$13.00
Total:			\$349.00

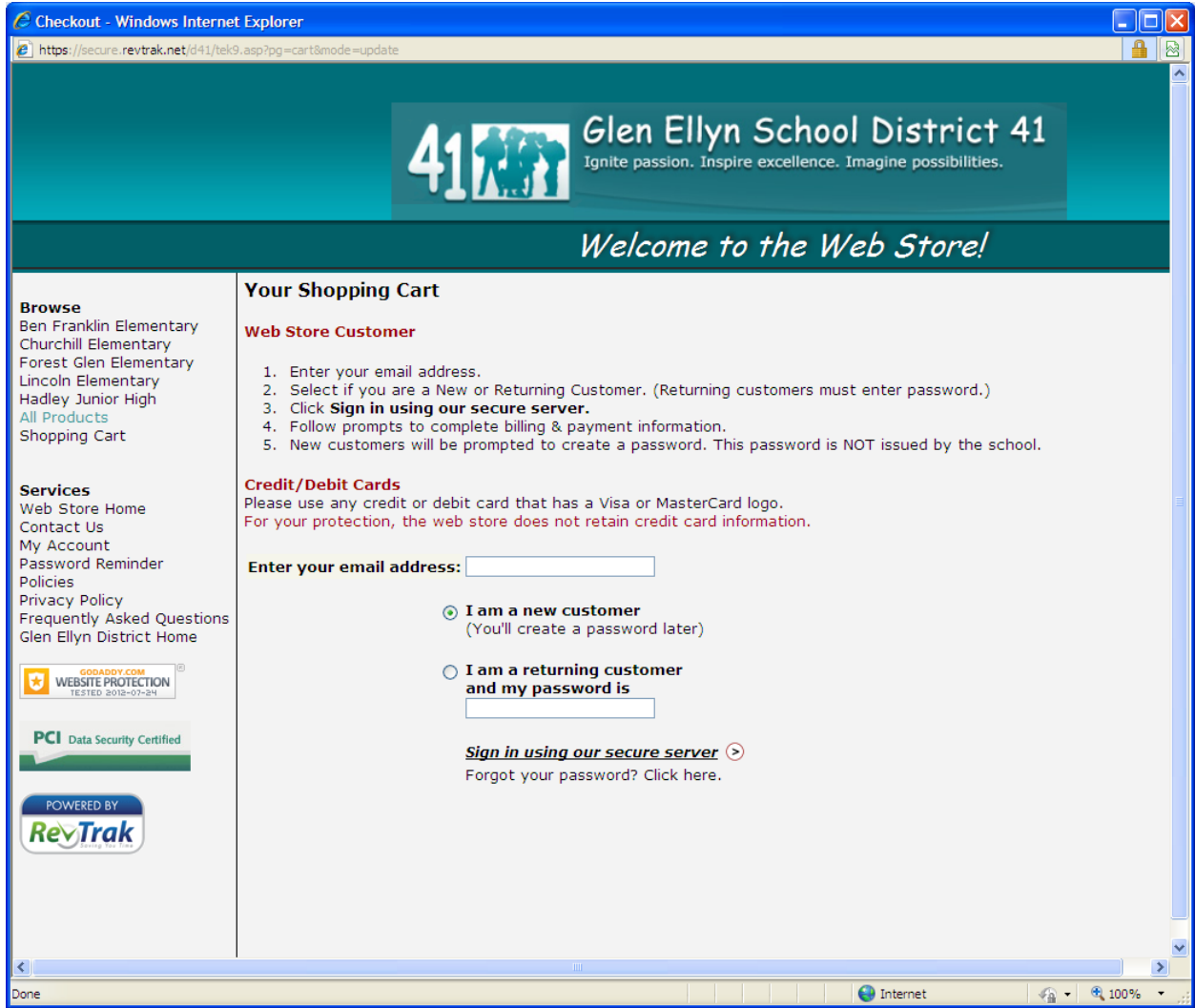
At the bottom of the cart, there are two buttons: "Empty (E)" and "Go to Checkout (>)". An arrow points from the "Go to Checkout (>)" button to the text below.

This is the 1st 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.

Glen Ellyn District 41 – Skyward Family Access Procedures



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.

Glen Ellyn District 41 – Skyward Family Access Procedures

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.

The screenshot displays the 'My Account' page in the Skyward Family Access system. The page is titled 'Family Access All Students' and shows the user's account information for 'Sue Student'. The 'Account Settings' section includes fields for Email, Phone (with area code, number, and extension), Family Access Login, and Password Last Changed. There are also checkboxes for 'Show Google™ Translator in Family Access', 'Optimize for Screen Readers', and 'Outline Links When Focused'. The 'Address (Mailing Address)' section includes fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An 'Address Preview' box shows the entered address: '234 Anywhere St, Glen Ellyn, IL 60137'. The 'Email Notifications' section has checkboxes for 'Receive Daily Attendance Notifications for my student(s) by Email' and 'Receive Email when Food Service Balance is under \$6.00'. The page also features a sidebar with navigation links and a top navigation bar with 'Sue Student', 'My Account', and 'Exit' buttons. The system clock in the bottom right corner indicates the time is 2:14 PM on 3/6/2014.

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.

Glen Ellyn District 41 – Skyward Family Access Procedures

This screen will appear when you select the Schedule link. This will show the current year and current terms schedule only.

The screenshot shows the Skyward Family Access interface. The navigation menu on the left includes: Home, 2014-2015 Returning Student Registration, Calendar, Attendance, Student Info, Food Service, **Schedule**, Test Scores, Fee Management, Teacher Conferences, Login History, and Back to Prior Family Access. The main content area is titled 'Schedule' and shows three student records:

- Sandy (Abraham Lincoln School)**:

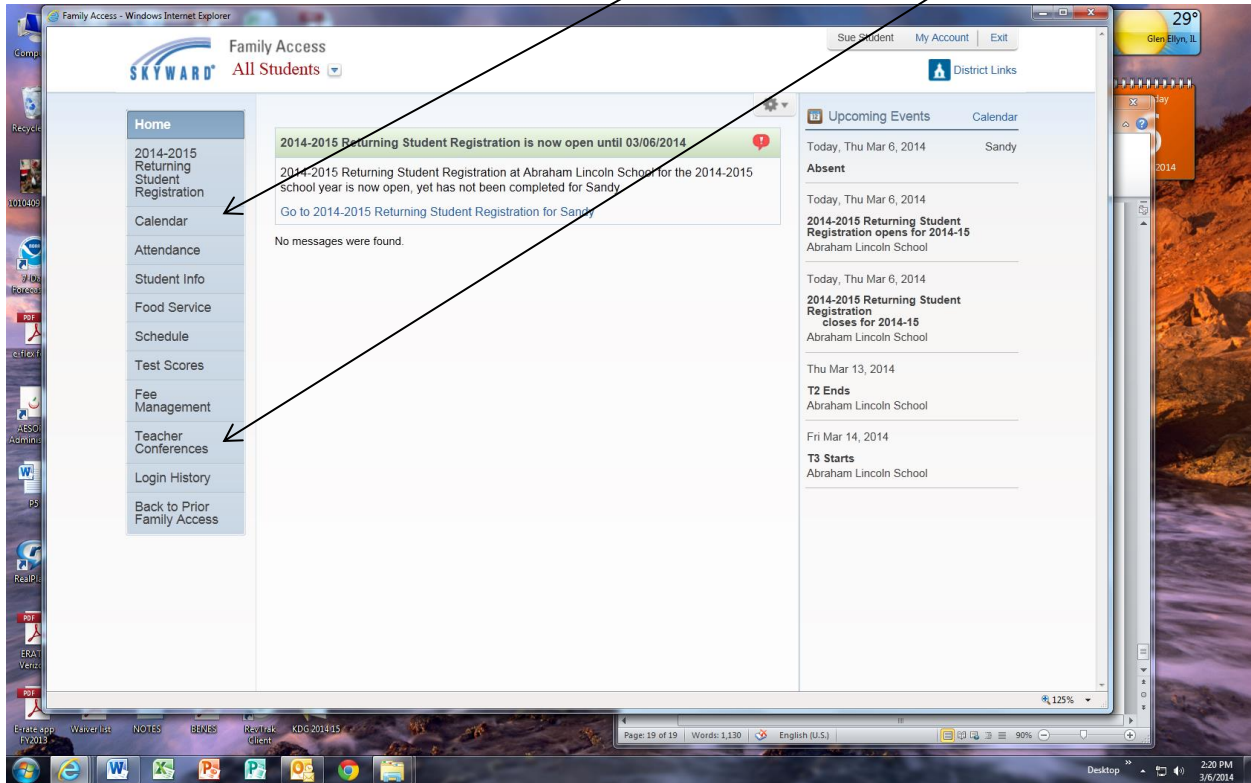
2013 - 2014	Term 1 (08/26/13 - 11/22/13)	Term 2 (11/25/13 - 03/13/14)	Term 3 (03/14/14 - 06/05/14)
No Schedule was found.			
- Stu (Abraham Lincoln School)**:

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)
No Schedule was found.			
- Stu (Hadley Junior High School)**:

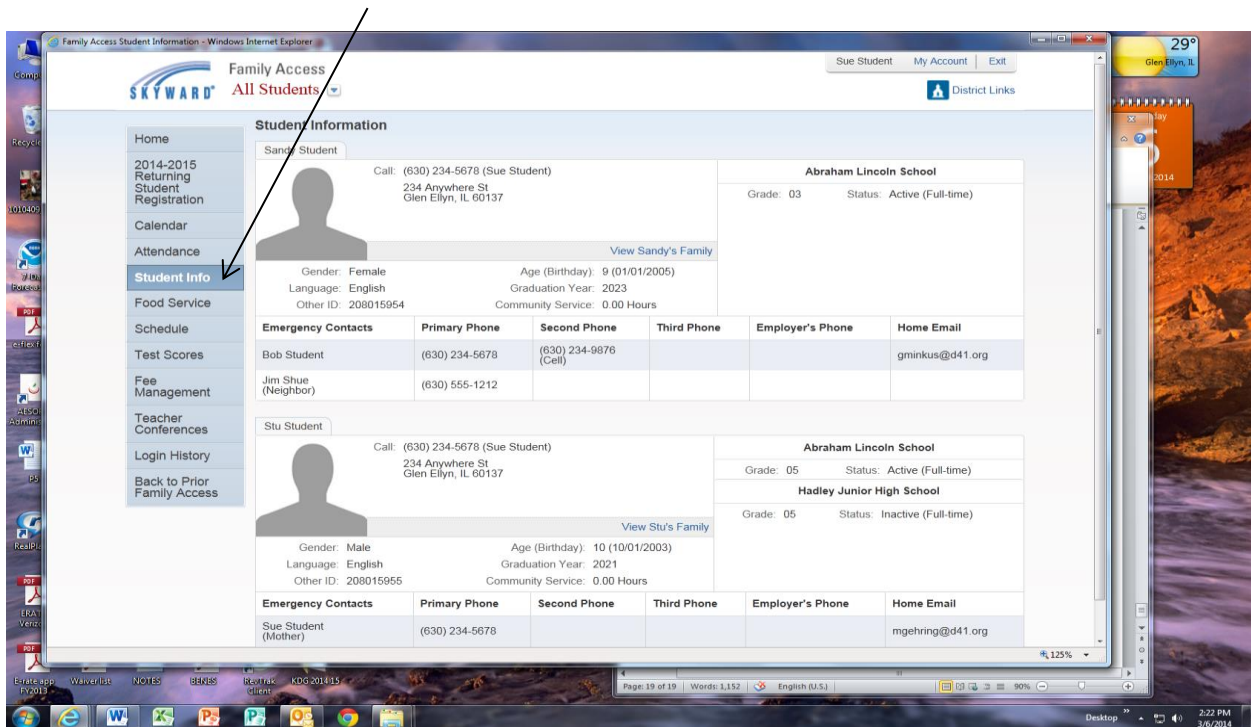
2013 - 2014	Term 1 (08/26/13 - 10/25/13)	Term 2 (10/28/13 - 01/17/14)	Term 3 (01/22/14 - 03/21/14)	Term 4 (03/24/14 - 06/05/14)
No Schedule was found.				

Glen Ellyn District 41 – Skyward Family Access Procedures

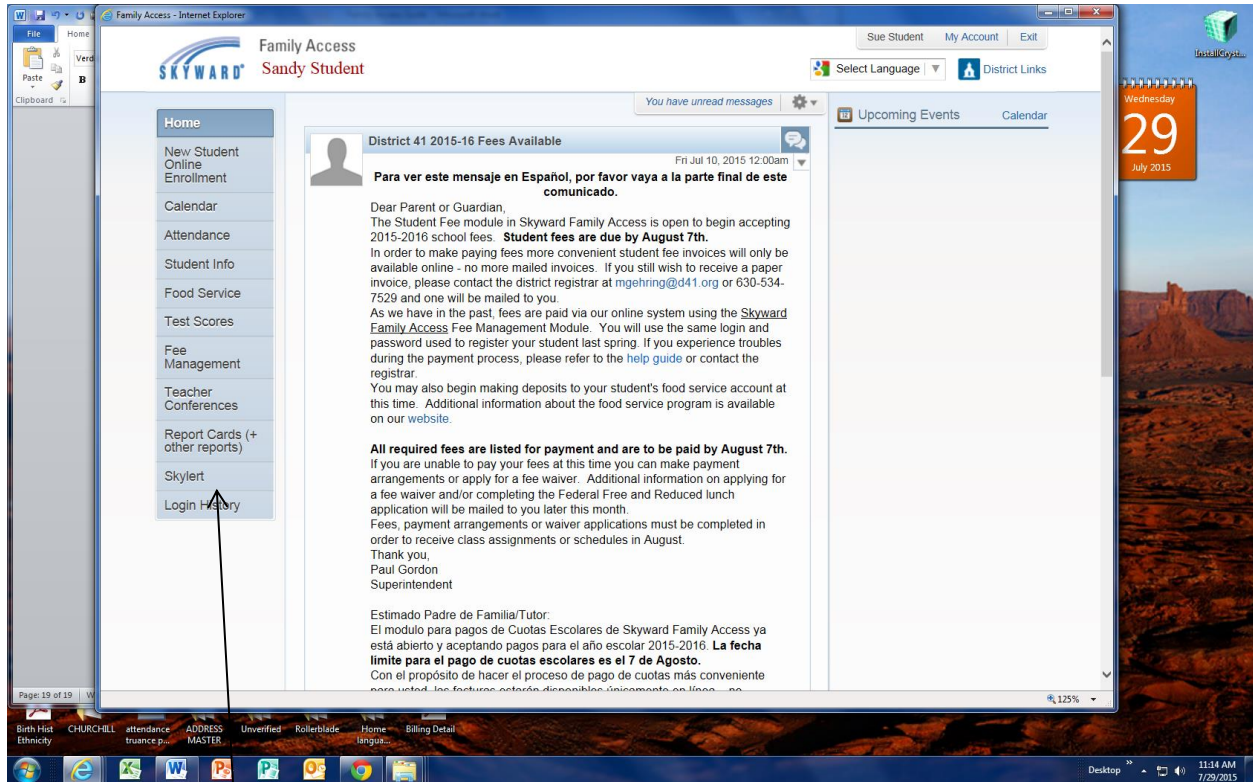
From the home screen you may also access the District calendar, sign up for conferences (when open) and



verify your child's information we have for them.



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.