

# Skyward Online Food Service Payments

The following is a rough outline for Parents/Guardians on how to make online Food Service account payments for their children under their household account:

Open a web browser such as Internet Explorer or Firefox and navigate to the following web page:

<https://skyward.clsd.net>



**!!!! BE SURE TO TURN OFF YOUR BROWSER'S POP-UP BLOCKER !!!!**

**#1** Log into Skyward Family Access and click on the "Food Service" link on the left side.

**#2** Click on "Make a Payment" in the middle of the screen:

**Family Access**

My Account Exit

District Links

**Food Service**

Current Account Balance: Aiden: \$26.45, Lunch Type: Denied

Today's Lunch Menu: No lunch menu details are available for the current date.

Applications: Lunch Calendar

Purchases for: Tue Sep 23, 2014

Previous Day Next Day

Elementary School) Key Pad Number: [redacted]

Item	Price
LUNCH	\$2.45
EX ENTR.	\$1.75
<b>Total</b>	<b>\$4.20</b>

Payment Date	Payment	Check #
Fri Sep 5, 2014	\$50.00	VIA WEB

**#3** Click “Update Payment Amount” for each student listed and enter the amount you would like to place on the account for that student – you will have to do this one student at a time:

Online Payment Entry - Single Point of Entry Interface - Entity 200 - 05.13.06.00.09-10.2 - Mozilla Firefox

https://skyward.clsd.net/scripts/wsisd.dll/WService=wsSky/sfamaedit021.w?pFrom=FOOD&noheader=yes&vSelectMode=N&isPopup=true

Online Payment Entry for User: [User Name]

Online Payment Vendor: RevTrak [Pay with Vendor] [Empty Cart]

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

Student Name Here	Food Service Payment	Total Payment	Current Balance
[Student Name]	0.00	0.00	20.45
[Student Name]	0.00	0.00	18.40

**#3a** One student at a time after clicking “Update Payment Amount” above, then enter the Payment Amount and then click “Update Cart “ below:

Update Food Service Payment Amount - E...

https://skyward.clsd.net/scripts/wsisd.dll/WService=wsSky/sfamaedit021.w?pFrom=FOOD&noheader=yes&vSelectMode=N&isPopup=true

Update Food Service Payment Amount [Back]

Update Food Service Payment For: Student Name Here

Prior Year Balance:	3.40
+ YTD Payments:	40.00
- YTD Purchases:	22.95
Current Balance:	20.45
* Payment Amount:	0.00

[Update Cart]

Asterisk (\*) denotes a required field

**#4** When you are done entering each student’s amounts, click “Pay With Vendor” at the top of the main screen:

Online Payment Entry - Single Point of Entry Interface - Entity 200 - 05.13.06.00.09-10.2 - Mozilla Firefox

https://skyward.clsd.net/scripts/wsisd.dll/WService=wsSky/sfamaedit021.w?pFrom=FOOD&noheader=yes&vSelectMode=N&isPopup=true

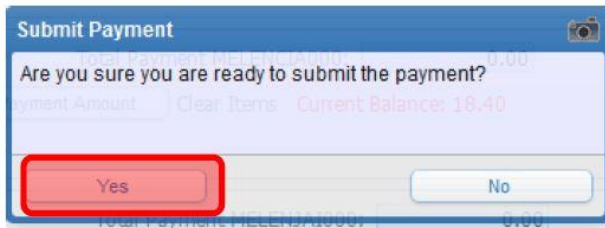
Online Payment Entry for User: [User Name]

Online Payment Vendor: RevTrak [Pay with Vendor] [Empty Cart]

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

Student Name Here	Food Service Payment	Total Payment	Current Balance
[Student Name]	0.00	0.00	20.45

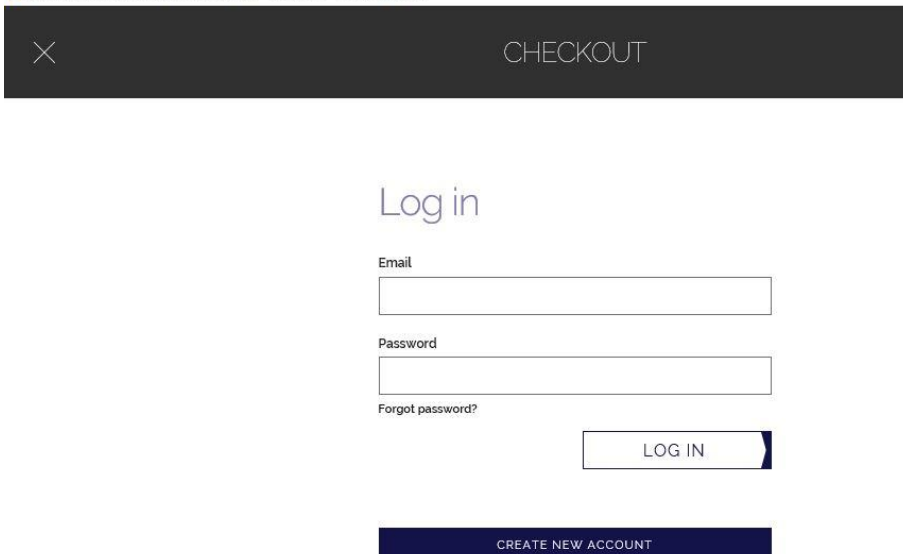
#5 Confirm that you are ready to make the payment:



A dialog box titled "Submit Payment" with a camera icon in the top right corner. The main text asks, "Are you sure you are ready to submit the payment?". Below this, there are faint labels for "Payment Amount", "Clear Items", and "Current Balance: 18.40". At the bottom, there are two buttons: "Yes" (highlighted with a red rectangle) and "No".

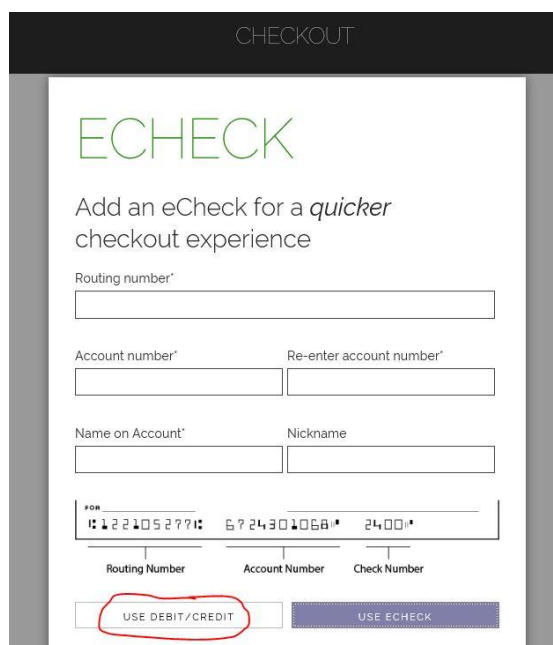
#6 A new window opens to our third-party provider for payment processing – login using your current RevTrak account your email address and the PW you chose for this system (it is possible that this PW is different from your Skyward PW.) If this is your first time making a payment, click the “Create New Account” at the bottom.

<https://cornwall.revtrak.net/#/step/login> - Checkout - Internet Explorer



A dark grey header bar with a close button (X) on the left and the word "CHECKOUT" in the center. Below the header, the page has a white background. The heading "Log in" is centered. There are two input fields: "Email" and "Password". Below the password field is a link "Forgot password?". A "LOG IN" button is positioned to the right of the password field. At the bottom, there is a dark blue button labeled "CREATE NEW ACCOUNT".

#7 You may now setup an “e-check” if you like, or click “Use Credit Card” at the bottom on the left:



A checkout page with a dark grey header bar labeled "CHECKOUT". The main content area has a white background. The heading "ECHECK" is in green. Below it, the text says "Add an eCheck for a *quicker* checkout experience". There are four input fields: "Routing number\*", "Account number\*", "Re-enter account number\*", and "Name on Account\*". Below the "Account number\*" and "Re-enter account number\*" fields is a "Nickname" field. Below the "Name on Account\*" field is a "for" field. Below the "for" field are three input fields: "Routing Number", "Account Number", and "Check Number". At the bottom, there are two buttons: "USE DEBIT/CREDIT" (highlighted with a red rectangle) and "USE ECHECK".

**#8** If you have a credit card on file, you will see it on this screen – then click continue.  
(If you do not see a card, click “Add Card” and follow those instructions.)

CHECKOUT

PAYMENT

VERIFY

ECHECKS

ADD ECHECK

DEBIT/CREDIT CARDS

..... 1234  
VALID THRU 11/18  
Dave Smith VISA

ADD CARD

CONTINUE

**#9** Review and Submit – check your information to make sure it’s correct. If so, click the “Place Order” at the bottom of the screen. That’s it!

CHECKOUT

VERIFY

Review & Submit

BILLING 

EDIT

BILL TO:  
David  
1234 Main St  
Anytown, NY 12345

PAYMENT METHOD 

EDIT

VISA

 Visa  
.....

ITEMS

SKYWARD FOOD SERVICE PAYMENT

 \$7.77  
Quantity: 1  
For: David

SUB TOTAL

 \$7.77  

SERVICE FEE

 \$1.75  

TOTAL

 \$9.52

PLACE ORDER