

Family Access Fee Management for Minnetonka High School Parents

1. Click the MyMinnetonka icon




2. Enter your login and password

Log On Required

To log in, enter your username and password below:

Username:

Password: 

3. Click on the For Parents Link



4. MyMinnetonka will include the applications available for you and click on Skyward Family Access

Parent Applications



Atomic Learning - Parents



Blackboard - Parents



Skyward Family Access - Parents

5. After logging into Skyward Family Access select the student from the drop down menu

The screenshot shows the Skyward Family Access interface. At the top, there are dropdown menus for 'Student: Scarlet Z. Birosscr' and 'School: Skyward High School', along with buttons for 'Account Info', 'Print', and 'Logout'. The main content area is titled 'Student Information' and 'Student/Family Info'. It displays details for Scarlet Z. Birosscr, including her address (1679 Scramble avenue, Nowhere, IL 55555), school email, home email (scramble10194@done.com), birthdate (02/16/1992), age (15), gender (Female), graduation year (2010), school (409), and status (Active - Full-time). It also lists family members: Glory Birosscr (FATHER) and Hyon Cheadlescr (MOTHER), with their contact information. Emergency contacts are listed at the bottom.

6. Click on the Fee Management on the left hand side of the screen.

7. Click the Make Online Payment button

a. If you have no payments to make and your balance is zero the Make Online Payment button will not show for you

The screenshot shows the Skyward Family Access interface for Fee Management. The top navigation bar includes the student and school information. The main content area is titled 'Fee Management' and 'All Payments'. It displays an 'Unpaid Balance: \$240.00' and a 'Make Online Payment' button. Below this is a table of billing items:

Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
08/17/06	Registration	\$100.00	\$0.00	\$100.00	
09/08/06	UMS Fines	\$40.00	\$0.00	\$40.00	
12/06/07	Registration	\$100.00	\$0.00	\$100.00	
TOTAL		\$240.00	\$0.00	\$240.00	

8. Check the boxes in the Pay Charge column and enter the amount you would like to pay in the Pay Amount column
9. Click the Pay with RevTrak button

Home Page | Make Online Payment

Online Payment being made for **Scarlet Z Birosscr**

Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Charge	Pay Amount	Remaining Balance
08/17/2006	Registration	100.00	0.00	100.00	<input checked="" type="checkbox"/>	100.00	0.00
09/08/2006	UMS Fines	40.00	0.00	40.00	<input checked="" type="checkbox"/>	40.00	0.00
12/06/2007	Registration	100.00	0.00	100.00	<input type="checkbox"/>	0.00	100.00
Totals:				240.00		140.00	

Total Remaining Balance: 100.00

10. You will now be taken to the RevTrak webstore to pay for your items
11. Verify the content and dollar amount and then check the Go to Checkout button




Lunch Payments & Balances

*Elementary Schools...

- Clear Springs Elementary
- Deephaven Elementary
- Excelsior Elementary
- Groveland Elementary
- Minnewashta Elementary
- Scenic Heights Elementary

-Middle School East

-Middle School West

-Minnetonka High School

Deephaven PTA Web Store

Middle School West Supplies

Minnewashta Field Trips

Minnewashta PTO Web Store

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: [\[Continue Shopping\]](#)

Step 1: ViewCart Step 2: Billing Step 3: Shipping Step 4: Receipt

Shopping cart contents:	Price	*Qty	Total
<input type="checkbox"/> Skyward Family Access LOCKER FEE	\$5.00	1	\$5.00
<input type="checkbox"/> Skyward Family Access PARKING FINE	\$50.00	1	\$50.00
Total:			\$55.00

*Set the Quantity field to zero (0) to remove an item from your cart. Remember to click the "Update Totals" button if you modify quantities. When you are ready for Step 2, click the "Go to Checkout" button.

12. Enter your email address

13. If you are a returning customer click the correct button and enter your password, otherwise click the I am a new customer button

The screenshot shows the 'Your Shopping Cart' page. On the left is a navigation menu with 'Browse' (All Products, Shopping Cart) and 'Services' (*Home, Contact Us, My Account, Password Reminder, Policies, Privacy Policy, Products). Below the menu are security logos: 'VeriSign Secured', 'HACKER SAFE TESTED DAILY 21-JAN', and 'Powered by RevTrak'. The main content area is titled 'Your Shopping Cart' and contains the text 'Create an account with us, and make reordering a snap!'. Below this is a form with the label 'Enter your email address:' and the value 'scramble101994@done.c'. There are two radio button options: 'I am a new customer (You'll create a password later)' and 'I am a returning customer and my password is' (with a password field containing seven dots). A link 'Sign in using our secure server' with a right arrow is also present, along with the text 'Forgot your password? Click here.' A red circle highlights the email field and the two radio button options.




14. Verify your billing and payment information and click the Verify My Info button

The screenshot shows the 'Your Shopping Cart' page at the checkout stage. The left navigation menu is identical to the previous screenshot. The main content area is titled 'Your Shopping Cart' and contains the text 'Welcome to Checkout! Please fill out the basic info needed to finalize your order. Thank You!'. Below this is a progress bar with four steps: 'Step 1: ViewCart', 'Step 2: Billing', 'Step 3: Shipping', and 'Step 4: Receipt'. The 'Billing' step is active. Below the progress bar is a table for 'Shopping cart contents:' with columns 'Price', 'Qty', and 'Total'. The table shows 'Registration (\$100.00), UMS Fines (\$40.0)' with a quantity of 1 and a total of \$140.00. A 'Total: \$140.00' is displayed at the bottom right of the table. Below the table is a link '< RETURN TO CART'. The 'BILLING INFO:' section contains several fields: 'First Name' (Glory), 'Last Name' (Biosscr), 'Address 1' (1679 Scramble avenu), 'Address 2' (empty), 'City or Province' (Nowhere), 'State / Country' (IL / United States), 'Zip Code' (5555), and 'Telephone' ((555) 028-7082). The 'PAYMENT INFO:' section contains: 'Credit Card Number' (4111111111111111), 'Cardholder Name: (as printed on card)' (Glory Biosscr), 'Payment Type' (Visa), and 'Expires' (11 / 2010). A 'Verify my Info' button with a right arrow is located at the bottom right of the form. A red circle highlights this button. A legend at the bottom left indicates '* Required field'.

15. Click the Complete Order button to finish the process

Browse
All Products
Shopping Cart

Services
*Home
Contact Us
My Account
Password Reminder
Policies
Privacy Policy
Products

Your Shopping Cart

Welcome to Checkout! Please fill out the basic info needed to finalize your order. Thank You!

Step 1: ViewCart Step 2: Billing **Step 3: Shipping** Step 4: Receipt

Shopping cart contents:	Price	Qty	Total
Registration (\$100.00), UMS Fines (\$40.0	\$140.00	1	\$140.00
			Total: \$140.00
			Order Total: \$140.00

BILLING INFO:

First Name: Glory	Last Name: Birosscr
Address 1: 1679 Scramble avenue	Address 2:
City or Province: Nowhere	State / Country: IL, US
Zip Code: 55555	Telephone: (555) 028-7082

PAYMENT INFO:

Card number looks ok! xxxxxxxxxxxx1111	Cardholder Name: (as printed on card) Glory Birosscr
Payment Type: Visa	Expires: 11 / 2010

To complete order, please click once:
Complete Order >

16. Print the order confirmation screen for your records

Skyward Test

THANK YOU FOR YOUR ORDER! Please SAVE and/or PRINT this page for your records.

1/21/2008 1:18:01 PM	ORDER ID: 10156000
BILL TO	SHIP TO
Glory Birosscr 1679 Scramble avenue Nowhere, IL 55555 (555) 028-7082	Glory Birosscr 1679 Scramble avenue Nowhere, IL 55555 (555) 028-7082

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
WS01	Registration (\$100.00), UMS Fines (\$40.00)	Completed	Digital		\$140.00	1	\$140.00
							Sub-Total: \$140.00
							Grand Total: \$140.00

PAYMENT INFO

TYPE	VS
NAME ON CARD	Glory Birosscr
CARD NUMBER	xxxxxxxxxxxx1111

To continue shopping, please click here.
To logout, please click here.

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17. Check family access to verify payment was made to the items you purchased. There will now be an amount paid column with the dollar amount

Student: Scarlet Z. Biroscro School: Skyward High School Account Info Print Logout

Fee Management Fee Activity All Payments

Unpaid Balance: \$100.00 Make Online Payment

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12/06/07	Registration	\$100.00	\$0.00	\$100.00	
TOTAL		\$240.00	\$140.00	\$100.00	