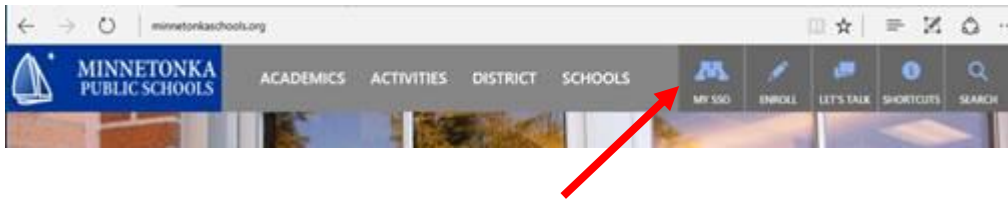


Fee Management Payment Directions (Skyward)

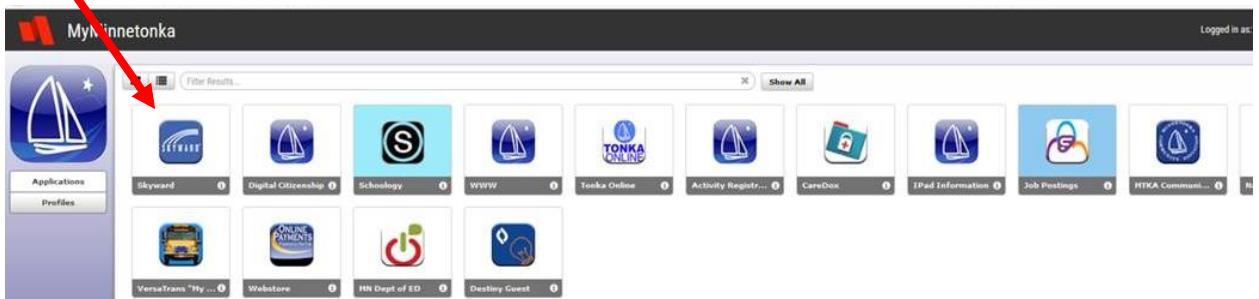
1. On the Minnetonka School District website (www.minnetonkaschools.org), click My SSO.



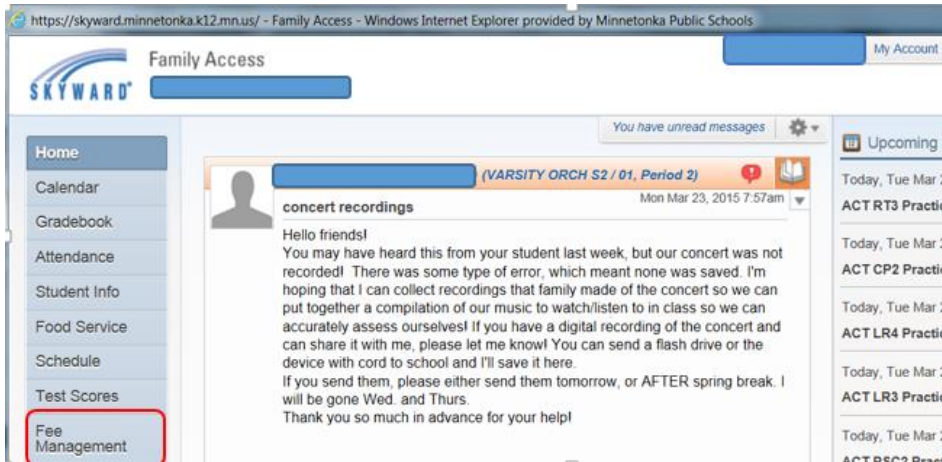
2. Sign into your parent account by entering your Username (email address) and your Password. Contact family.helpdesk@minnetonkaschools.org for assistance with your email address or your password.



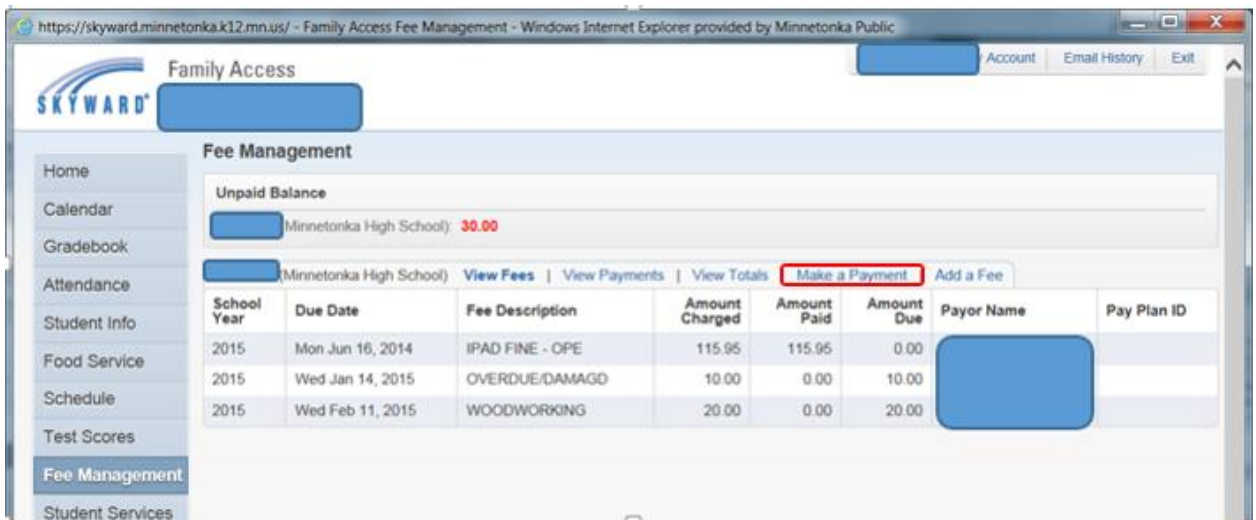
3. After you are signed in as a parent, choose **Skyward**.



- The window below shows **Skyward Family Access>All Students**. Select **Fee Management** from the left side of the window.



- Fees that are due show in the window below. Even if there are no fees displayed for the student, there might be Optional Fees that you would like to select and pay for the student. Click **Make a Payment** to continue to the next screen.



- Click the **Update Payment Amount** button on the Fee Management line for the appropriate student.

- The top part of the screen shows outstanding fees for the student. There might be additional fees (depending on the time of year) at the bottom on the screen. You can add these fees for this student by clicking the **Add** button. *For example, iPad Insurance will appear here when it is available as an optional purchase.*

Update Fee Management Payment Amount [Back]

Update Fee Management Payment For [Redacted]

Fees due for student [Redacted] [Delete]

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
01/14/2015	OVERDUE/DAMAGD VOCAB BK [Redacted]	10.00	<input checked="" type="checkbox"/>	10.00	0.00
02/11/2015	WOODWORKING	20.00	<input type="checkbox"/>	0.00	20.00

2 records displayed

Total Payment Amount for Selected Charges: 10.00 [Update Cart]

Fees that can be added to this student's account [Display Fees]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
General: GRADUATION PARTIC	28.00	074	2015	Add this charge to this student's account.	<input type="button" value="Add"/>

- Check the box for each fee you would like to pay in this transaction. Click **Update Cart**. (If the system doesn't automatically return to the screen shown in Step 9, click the Back button in the upper right corner.)

Update Fee Management Payment Amount [Back]

Update Fee Management Payment For [Redacted]

Fees due for student [Redacted] [Delete]

Due Date	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
01/14/2015	OVERDUE/DAMAGD VOCAB BK [Redacted]	10.00	<input checked="" type="checkbox"/>	10.00	0.00
02/11/2015	WOODWORKING	20.00	<input checked="" type="checkbox"/>	20.00	0.00
03/24/2015	GRADUATION PARTICIPATION FEE 2015	28.00	<input checked="" type="checkbox"/>	28.00	0.00

3 records displayed

Total Payment Amount for Selected Charges: 58.00 [Update Cart]

9. Click the **Pay with Vendor** button to proceed with payment.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Redacted]

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)

Food Service Payment:	0.00 (Insufficient Access)	Total Payment:	0.00
Fee Management Payment:	0.00	Update Payment Amount	Clear Items
			Balance Due: 0.00

Food Service Payment:	0.00	Update Payment Amount	Clear Items	58.00
Fee Management Payment:	58.00	Update Payment Amount	Change fee management payment amount	
				Current Balance: 0.70

Total Payment for all Students: 58.00

10. You will be taken to the RevTrak CHECKOUT screen to complete your payment. RevTrak is our online payment vendor. You will be asked to set up a RevTrak payment account to be used for all online payments if you do not already have a RevTrak account set up. Follow the payment prompts in RevTrak to complete the transaction.

×

CHECKOUT

Log in to the Web Store

Email @

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

**** Make sure you are presented with a receipt at the end of your transaction. This is confirmation that we have record of your payment. If you don't see a receipt, please contact the MHS Bursar's Office connie.dahlstrom@minnetonkaschools.org ****

If you need assistance with your My SSO parent access account, please contact family.helpdesk@minnetonkaschools.org

If you need assistance with your RevTrak account, please contact the MHS Bursar's Office connie.dahlstrom@minnetonkaschools.org

If you have questions about Fees, Fines, or the payment process, please contact the MHS Bursar's Office connie.dahlstrom@minnetonkaschools.org