

# Lunch Menu Payment Instructions

Step 1 - Go to Family Access Web Portal

[skyward.d15.org](http://skyward.d15.org)



McHenry School District 15  
McHenry Comm 15 IL - Combined

Login ID:

Password:

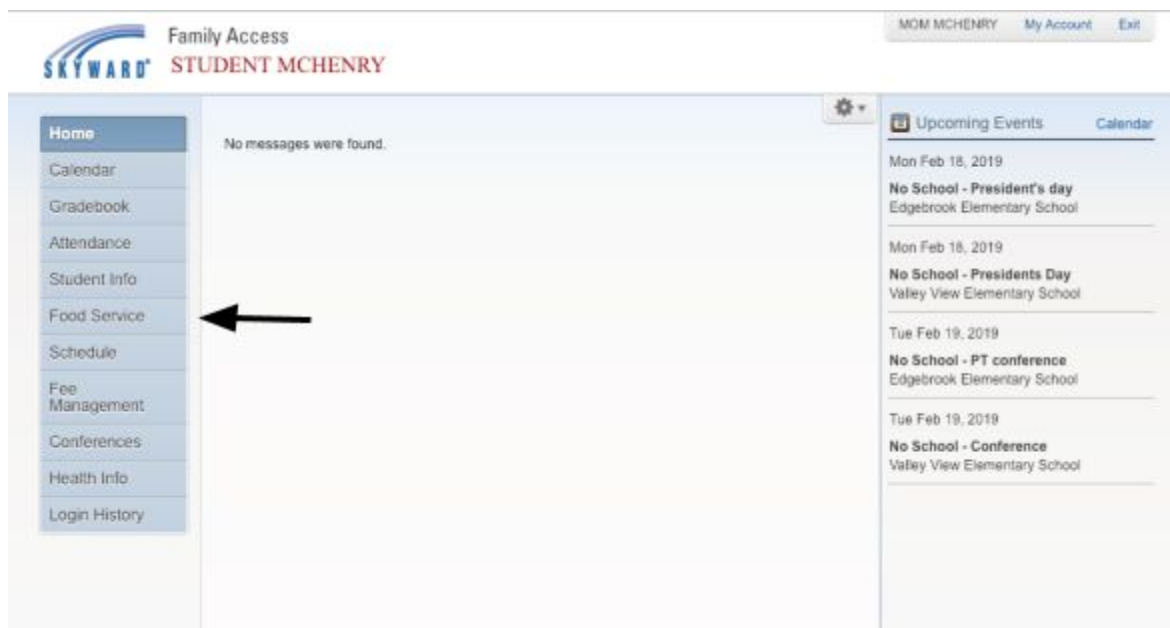
[Sign In](#)

[Forgot your Login/Password?](#)

05.18.10.00.09-11.7

Login Area:

Step 2 – Click on the Food Service link located to the left of the screen.



Family Access  
STUDENT MCHENRY

MGM MCHENRY My Account Exit

Home  
Calendar  
Gradebook  
Attendance  
Student Info  
Food Service  
Schedule  
Fee Management  
Conferences  
Health Info  
Login History

No messages were found.

Upcoming Events Calendar

Mon Feb 18, 2019  
**No School - President's day**  
Edgebrook Elementary School

Mon Feb 18, 2019  
**No School - Presidents Day**  
Valley View Elementary School

Tue Feb 19, 2019  
**No School - PT conference**  
Edgebrook Elementary School

Tue Feb 19, 2019  
**No School - Conference**  
Valley View Elementary School

### Step 3 – Click on Make a Payment

The screenshot shows the Skyward Family Access interface for Student Mchenry. The 'Food Service' section is active, displaying the current account balance as \$0.00 and the lunch type as 'NORMAL'. A link labeled 'Make a Payment' is visible, with a black arrow pointing to it. To the right, the 'Weekly Purchases For: Wed Feb 6, 2019' section shows a table with columns for 'Item' and 'Price', and rows for each day of the week from Sun Feb 3 to Sat Feb 9, 2019, all indicating 'No purchases for this date'.

### Step 4 – Click on Update Payment Amount and Enter Payment Amount and update Cart

The screenshot shows the 'Online Payment Entry - Single Point of Entry Interface'. It displays the user 'MCHENRY, MOM' and the online payment vendor 'Jen's Lark SPS'. Below, there are two payment items: 'Food Service Payment' and 'Fee Management Payment'. The 'Fee Management Payment' has a balance of 89.75. An arrow points to the 'Update Payment Amount' button for this item. A 'Pending Cart' section on the right shows 'No items in cart'.

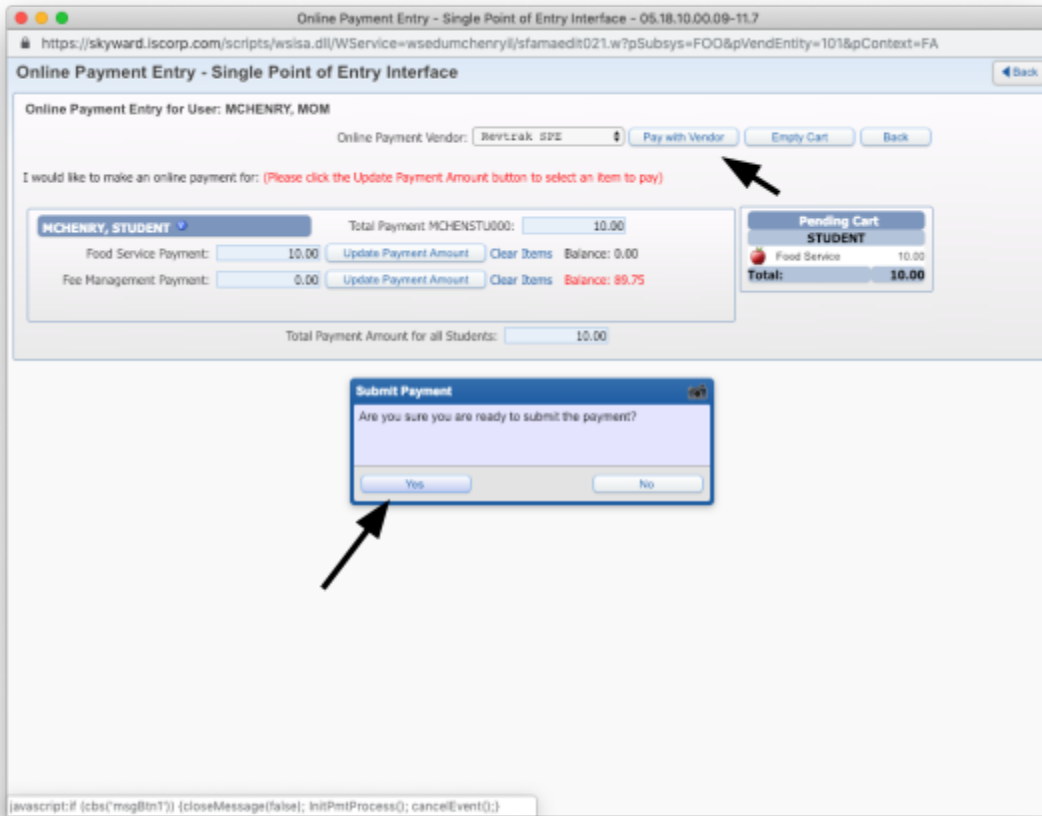
### Update Cart

The screenshot shows a dialog box titled 'Update Food Service Payment Amount' for 'STUDENT MCHENRY'. It contains a table with the following data:

Prior Year Balance:	0.00
+ YTD Payments:	0.00
- YTD Purchases:	0.00
Current Balance:	0.00
* Payment Amount:	10.00

Below the table is an 'Update Cart' button, which is highlighted by a black arrow. A note at the bottom states: 'Asterisk (\*) denotes a required field'.

Step 5 Click on Pay with Vendor and Yes if you are ready.



Step 6 Log into RevTrak or Create an account if you have never set one up.

