NUTRITION SERVICES DEPARTMENT

FAMILY ACCESS AND ONLINE PAY INSTRUCTIONS

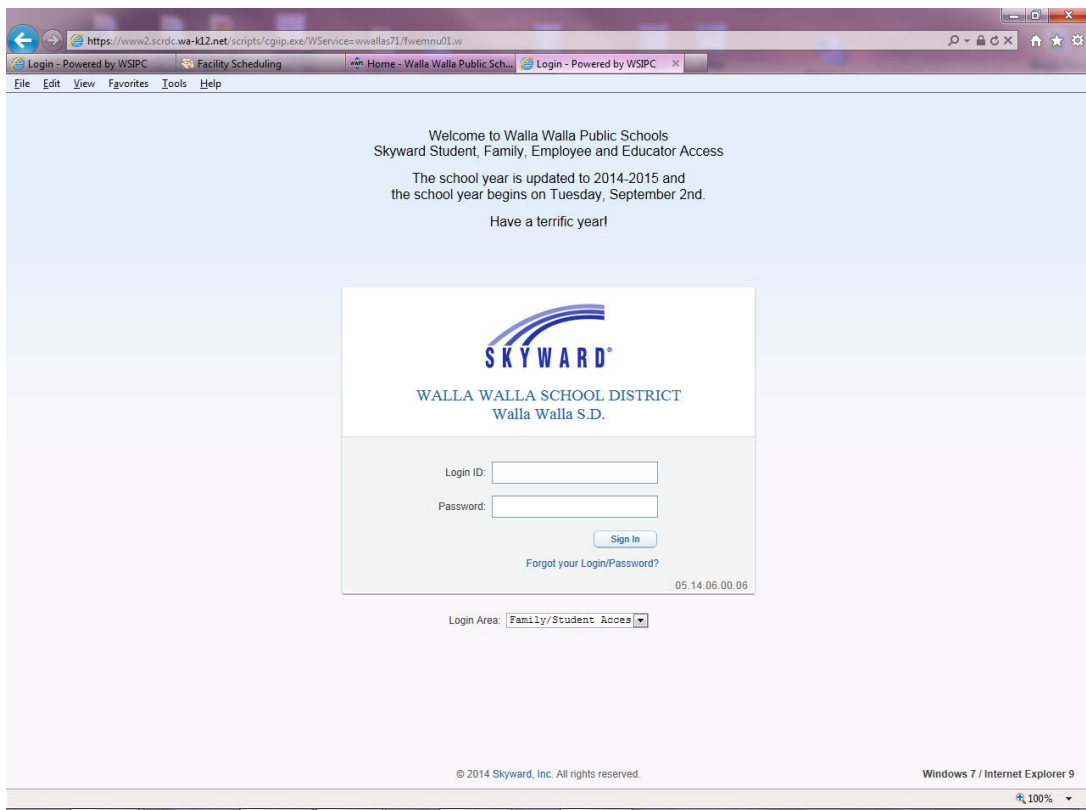**Step by step instructions to Family Access and Online Pay for Nutrition Services Accounts**

1. Go to www.wwps.org
2. Select Resources/Online Payments

To go directly in to make a payment, log in with your User Name and Password. (If you need a user name and/or password, please contact Nancy Taylor at the District Office or your students' school office secretary). Then skip to the bottom of page 4 and follow the instructions from there.

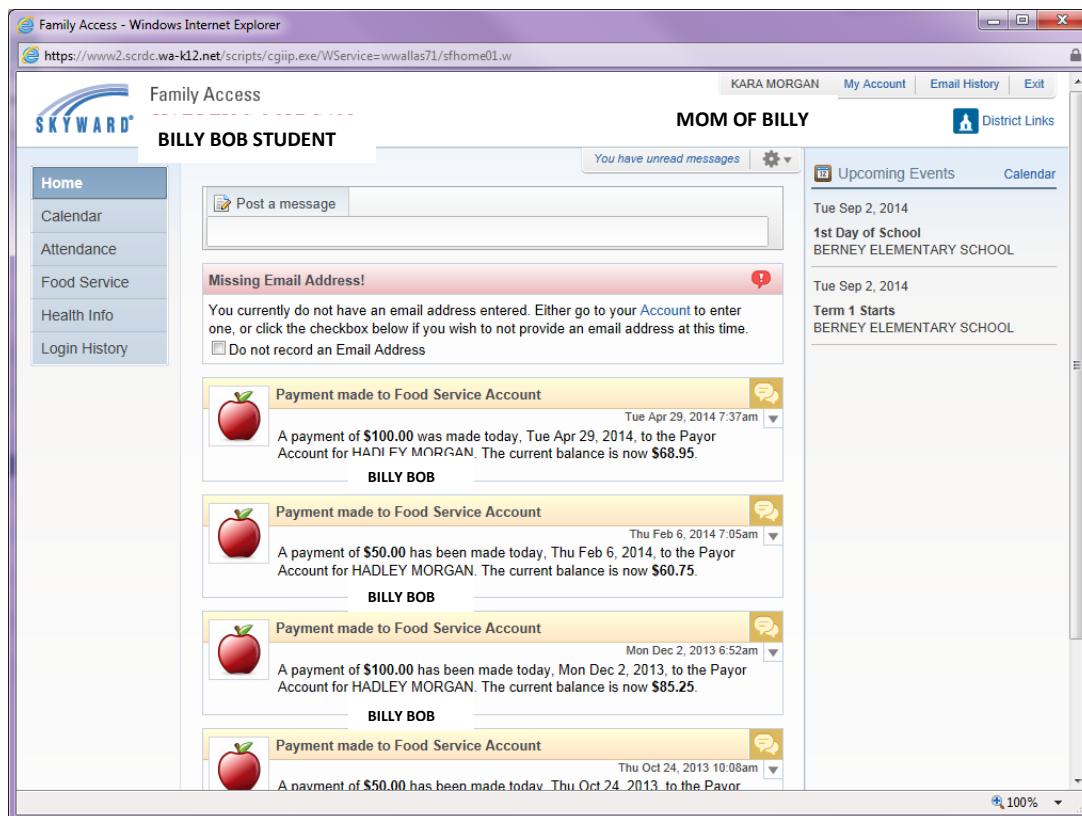To see your student's meal activity and payment history, Choose" **Click here to be directed to the Skyward Family Access page**" and log in there. (Picture top of Page 2)

Once in Skyward Family Access, you can choose to see all students at once, or choose an individual student. On the left, you can see your choices. Click on Food Service to see account balance and meals eaten.

If you see the notice regarding Missing Email Address, (shown in previous picture) and you would like to receive email notifications of low balances and moneys due, please go to your account and enter your email address in the system.

Click on Food Service Tab. This will show you current account balances and payment history. You can also view your child's purchases from this page.

If you want to make payments to your child's account from here, go to the District Links Icon at the top right hand of the screen and choose Meal Payments.

This will take you to the next screen where you will need to log in again to get to the payment center (same login & password). For further instruction on making online payments, please choose the option for instructions on the page pictured below.

When you get to "Select Category" from the online instructions, choose Meal Payments.

Under Meal Payments, choose Qty of 1 and enter dollar amount you would like to have posted to your students' meal account.

Then click on BUY

**If you have other students to add money to, return to "your family" and go to next student and follow previous instructions.

When finished, click on "checkout"

*you will not be charged a processing fee for using the online purchase option

Click on checkout again

Enter payment information and click Pay Now