NUTRITION SERVICES DEPARTMENT

## FAMILY ACCESS AND ONLINE PAYMENT INSTRUCTIONS

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

- 1. Go to <u>www.wwps.org</u>
- 2. Select Resources
- 3. Hover over Parent Resources
- 4. Click Online Payments



To go directly in to make a payment, log in with your Skyward 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.

Walla Walla Public Schools	Walla Walla School District No. 140 Partners in Learning
Welcome to the W	Ialla Walla School District Online Payment System
Family Login	
Your User Name and Password are the same login created in Skyward Far	mity Access.
Login Tips If you till Skyward Family Access password has been changed, you must wa If you did not receive your Skyward Family Access Login-Password or hav- If is a valible in present at the main officer of your student's school Click here: bo directed to the Skyward Family Access page. DL email address. <u>Important</u> : If your password is changed you must wait Click here: <u>the detailed Online Payment System Instruction</u> .	II overright for the new password to be updated in Online Payments. e misplaced/buggiten it: ix the "Forget your Login/Password" link under the "Sign In" button to have your Login/Password sent to your overright for the new password to be updated in Online Payments.
User Name	User Narte
Password	Password
	Sign In
If you do not have a sluder	nt in the Walla Walla School District, create a guest account:
	Guest Account
Place contact the fellowing for assistance:     Online Payment System:     Stater Heat Account: Name Services 0065 500-527-3016     Stayment Family Access:     School Office     Stater Heat Service:     School Office     Sc	
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Help   Terms & Conditions 364 S. Par	x Street, Walla Walla, WA 99362 0 2021 InTouch Receipting. All rights reserved.

To see your student's meal activity, account balance, and payment history. Choose" Click here to be directed to the Skyward Family Access page" and log in.

Cogin - Powered by WSIPC Facility Scheduling Elle Edit View Favorites Iools Help	ice=wwallas71/fwemnu01.w 🔶 Home - Walla Walla Public Sch 🤗 Login - Powered by WSIPC 🛛 🗙	\$\$* ∰ X5≙+Q.
	Welcome to Walla Walla Public Schools Skyward Student, Family, Employee and Educator Access The school year is updated to 2014-2015 and the school year begins on Tuesday, September 2nd. Have a terrific year!	
	S K Y W A R D* WALLA WALLA SCHOOL DISTRICT Walla Walla S.D.	
	Login ID: Password: Sign In Forgot your Login/Password? 05.14.06.00.06	
	Login Area: Family/Student Acces	
	© 2014 Skyward, Inc. All rights reserved.	Windows 7 / Internet Explorer 9
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Once in Skyward Family Access, you can choose to see all students at once, or choose an individual

student. If you see the notice regarding Missing Email Address, (shown in image) and you would like to receive email notifications of low balances and negative balances. Please go into My Account (top right corner of the page) and enter your email address in the system.

On the Home column, you can see your choices.



Click on Food Service tab to see account balance, payment history and meals eaten.

Image: Non-Applications     Current Account Balance     Today's Lunch Menu     Lunch Calendar       BiLLY     \$14,50     Inday's Lunch Menu     Lunch Calendar       Nattendance     BiLLY     \$14,50     Inday's Lunch Menu     Lunch Calendar       BiLLY     \$14,50     Inday's Lunch Menu     Lunch Calendar       Health Info     BiLLY     (BERNEY ELEMENTARY SCHOOL)     View Totals       Payment Date     Payment     Check #       Mon Apr 28, 2014     \$100.00     ViA WEB       Wed Roy 27, 2013     \$100.00     ViA WEB       Thu Oct 24, 2013     \$50.00     ViA WEB       Tue Sep 3, 2013     \$50.00     ViA WEB	K Y W A R D	amily Access BILLY BOB STUDENT		MON	I OF BILLY	District Links
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Tue Sep 3, 2013 \$50.00 VIA WEB		Thu Oct 24, 2013	\$50.00	VIA WEB		
		Tue Sep 3, 2013	\$50.00	VIA WEB		

If you want to make a payment 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.

Home     Current Account Balance     Today's Lunch Menu     Lunch Calendar       HabLEY: \$14.50     No lunch menu details are available for the current date.     Purchases for:     MEAL PAYMENTS       HabLEY (BERNEY ELEMENTARY SCHOOL) View Totals     No lunch menu details are available for the current date.     Purchases for:     Next Day       HabLEY (BERNEY ELEMENTARY SCHOOL) View Totals     Payment Oate     Payment Oate     Payment       Payment Date     Payment 0 VIA WEB     No var 72, 2013     \$100.00       Wed Nov 27, 2013     \$100.00     VIA WEB     No transactions for this date.       Thu Oat 24, 2013     \$50.00     VIA WEB     No transactions for this date.	KYWARD° 1	BILLY BOB STUDENT					District Links	s	BILLY BOE
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Tue Sep 3, 2013         \$50.00         VIA WEB		Thu Oct 24, 2013	\$50.00	VIA WEB					
		Tue Sep 3, 2013	\$50.00	VIA WEB					

This will take you to the next screen where you will need to log in again to get to Online Payments (same login & password).

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Walla Walla School Distri Partners in Learning	ct No. 140	
Welcome to the Walla Walla Scho	ol District Online Payment System	
Family Login		
Your User Name and Password are the same login used for Skyward Factors	amily Access.	
<ul> <li>Login Tips</li> <li>If your Skyward Family Access password has been changed, you must</li> <li>If you did not receive your Skyward Family Access Login/Password or h         <ul> <li>It is available in person at the main office of your student's school</li> <li>Click here to be directed to the Skyward Family Access page. If have your Login/Password sent to your email address. Important: If to be updated in Online Payments.</li> <li>Click here for detailed Online Payment System Instructions</li> </ul> </li> </ul>	wait overnight for the new password to be updated in Online Payments. ave misplaced/forgotten it: Click the "Forgot your Login/Password" link under the "Sign In" button to f your password is changed you must wait overnight for the new password	
Password		
	Sign in	
Please contact the following for assistance: Online Payment System: School Bookkeeper or District Help Desk 509-526-6726		
Student Meal Accounts: Nutrition Services Office 509-527-3016		
	<b>a</b> 100%	•

Select the student's name you are making the payments for.

lla Walla Public Schools		Walla Walla	School Distric	t No. 140 artners in Learnin
Your Family			Sign Out Contact Us	Checkout 🛒
	Who are you shopping for?			
	BILLY BOB			
	Garrison Middle School	Grade 08		
	JANE BOB			
	Garrison Middle School	Grade 06		
	JOHN BOB			
Help   Terms & Conditions	364 S. Park Street, Walla Walla	a, WA 99362 © 20	021 InTouch Receipting. All rights re	served.
elect Language 🛛 🔻				

Under "Shop" click on Items At Student's School.

Your Family		Sign Out	Contact Us	Checkout 🛒
	Search			
	BILLY BOB			
	Info: BILLY is a food service balance of 16.15. Balance is current as of 6 AM each day.			
	Shop			
	Items At Student's School			
	Items At All Schools			
	Pay Fines/Fees			
	Reports			
	Purchase History			
	Reprint Receipts			
	Unpaid Fines/Fees			
	On Account History			

Under Meal Payments, choose Qty of 1 and enter dollar amount you would like to have posted to your students' meal account, click Buy. <sup>1</sup> When finished, click "Checkout".

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			Sign Out
Walla Partners in Learning	Walla School Distr	rict No. 140	Walla Walla Public Schools
YOUR FAMIL	Y	Contact	: <u>Us</u> ≝ <u>Checkout</u>
Shopping for	BILLY BOB STUDENT		Search
You are here	DISTRICT / Elementary School / Sharpstein	n Elementary School / MEAL PAYMENTS	
	Please CLICK HERE fo	or Skyward Family Access.	int
	Meal Payments Leave quantity at 1 and enter amount of payment to Skyward Food Service accounts @ 7:15 a.m. e	1 0.00 t you want to deposit. Meal payments are pos ach school day.	Buy Sted

Verify the information. If everything looks correct, click checkout again. Enter payment information and click Pay Now.

<sup>&</sup>lt;sup>1</sup> If you have another student that you would like to add funds to their meal account. Click "Your Family", go to next student, and follow previous instructions.

Walla Walla Public Schools		Walla Walla Sch	ool Distric	t No. 140 Partners in Learning
Your Family		Sign Out	Contact Us \$10.0	D Checkout 🛒
Your Cart				
Customer	Item		Pi	ice
BILLY BOB	Meal Payments		\$10	.00 Remove
		Subtotal	\$10	.00
		Tax (0.00%)	\$0	.00
		Processing Fee	\$0	.00
		Total	\$10	.00
Continue Shopping	ocessing fee for your online purchase			Checkout
Help   Terms & Conditions	364 S. Park Street, Walla Walla, WA 9	99362 © 2021 InTo	uch Receipting. All rights re	eserved.

Walla Walla Public Schools			Walla \	Nalla Sch	ool Dist	Partners in Learning
Your Family				Sign Out	Contact Us	\$10.00 Checkout 🛒
Payment						
First Name	First Name		Summary			
Last Name	Last Name		Customer		Item	Price
Credit Card #	Credit Card #		BILLY BOB		Meal Payments	\$10.00
		)			Subtotal	\$10.00
					Tax (0.00%)	\$0.00
Expiration	01 🗸 2021 🗸			Pi	rocessing Fee	\$0.00
Card Security Code	CVV				Total	\$10.00
Street Address	Street Address					
Zip Code	Zip Code					
	l'm not a robot	reCAPTCHA Privacy - Terms				
	Pay Now					
To ensure data security, your card/p	payment information is never saved.					
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