Step by step instructions to Family Access and Online Payment for Nutrition Services Accounts
1. Go to www.wwps.org
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.
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.

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.

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

Select the student’s name you are making the payments for.
Under “Shop” click on Items At Student’s School.

Under Meal Payments, choose Qty of 1 and enter dollar amount you would like to have posted to your students’ meal account, click Buy. ¹ When finished, click “Checkout”.

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

¹ 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.
### Your Cart

<table>
<thead>
<tr>
<th>Customer</th>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>BILLY BOB</td>
<td>Meal Payments</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

Subtotal: $10.00
Tax (0.00%): $0.00
Processing Fee: $0.00
Total: $10.00

* Important note: you may be charged a processing fee for your online purchase.

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### Payment

- **First Name**: [Field]
- **Last Name**: [Field]
- **Credit Card #**: [Field]
- **Expiration**: [Field]
- **Card Security Code**: [Field]
- **Street Address**: [Field]
- **Zip Code**: [Field]

To ensure data security, your card/payment information is never saved.

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### Summary

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