

NUTRITION SERVICES DEPARTMENT

# FAMILY ACCESS AND ONLINE PAYMENT INSTRUCTIONS

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

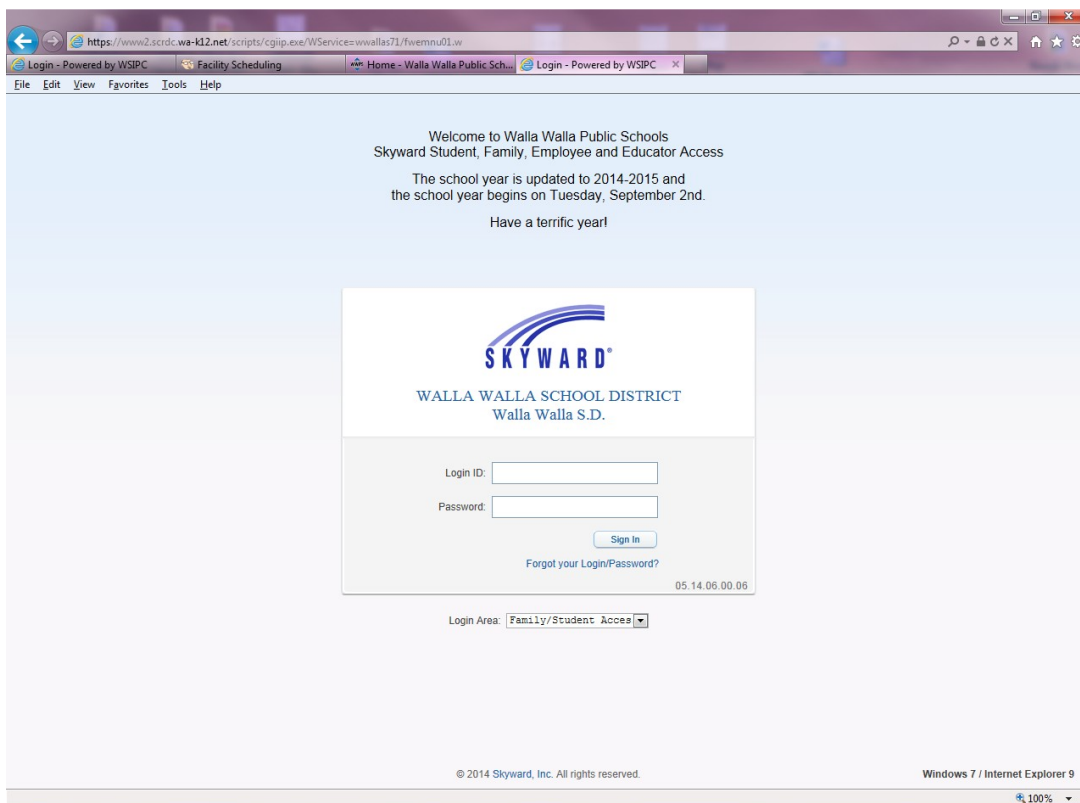
1. Go to [www.wwps.org](http://www.wwps.org)
2. Select Resources
3. Hover over Parent Resources
4. Click Online Payments

The screenshot shows the Walla Walla Public Schools website. The header includes the school logo and navigation tabs: A-Z, DISTRICT, SCHOOLS, DEPARTMENTS, PROGRAMS, NEWS, and RESOURCES. A search icon is also present. Below the header is a banner with the text "OUR MISSION TO ENSURE ALL STUDENTS HAVE AN ALIGNED AND COHERENT SOCIAL AND EMOTIONAL ENVIRONMENT." To the right of the banner is a "QUICK LINKS" menu with items like Bullying Reporting, Facilities Planning, and Online Payments. Below that is a "PARENT RESOURCES" menu with items like Adopt-a-Blue Devil Scholarship Program, Athletic Forms, and Online Payments. To the right of the parent resources is a "STUDENT RESOURCES" menu and a "STAFF RESOURCES" menu. Below the banner are three "SPOTLIGHT NEWS" articles. The first article is about a "COMMUNITY Facilities Task Force 2018 Bond Planning Survey" dated 01-12-2018. The second article is about "Interim tag removed from Wa-Hi principal..." dated 01-10-2018. The third article is about "Bond P..." dated 01-09-2018. At the bottom right, there is a calendar icon for FEB 16 and a "No School - Parent Conferences" notice.

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.

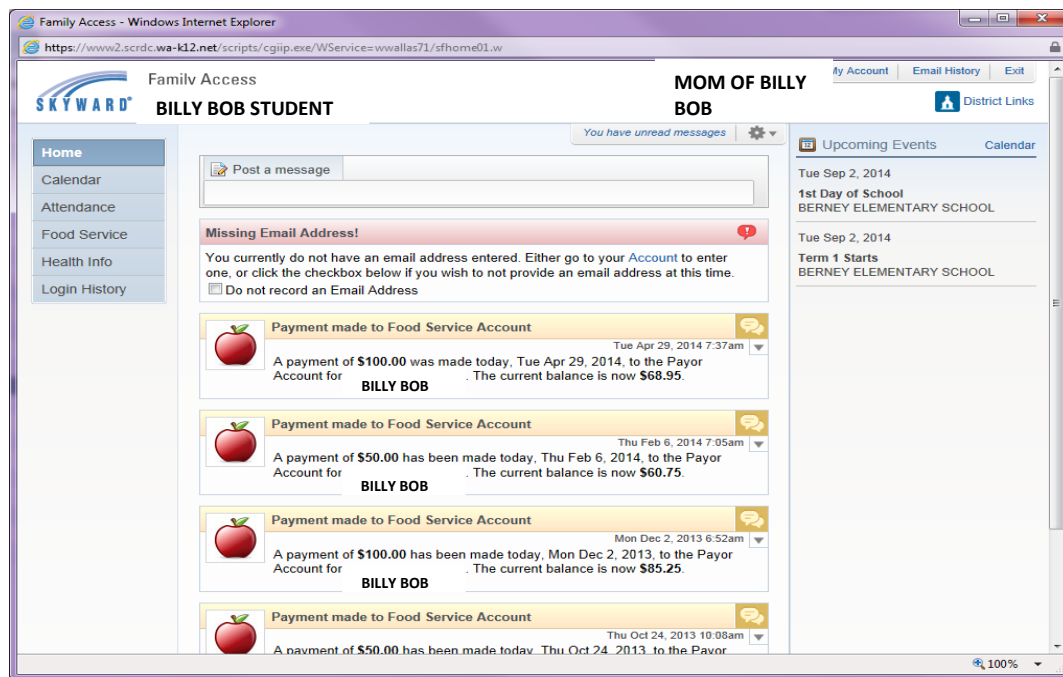
The screenshot shows the login page for the Walla Walla School District No. 140 Online Payment System. The header includes the school logo and the text "Walla Walla School District No. 140 Partners in Learning". Below the header is a "Welcome to the Walla Walla School District Online Payment System" message. The page is divided into sections: "Family Login" with a bullet point stating "Your User Name and Password are the same login created in Skyward Family Access.", "Login Tips" with several bullet points providing instructions, and a login form with fields for "User Name" and "Password" and a "Sign In" button. Below the login form is a "Guest Account" button. At the bottom, there are logos for VISA, MasterCard, and DISCOVER, and contact information for assistance: Online Payment System (School Bookkeeper), Student Meal Accounts (Nutrition Services Office 509-527-3016), Skyward Family Access (School Office), and Student Fines & Fees (School Bookkeeper). The footer includes "Help | Terms & Conditions", "364 S. Park Street, Walla Walla, WA 99362", and "© 2021 InTouch Receipting. All rights reserved." There is also a "Select Language" dropdown menu.

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.

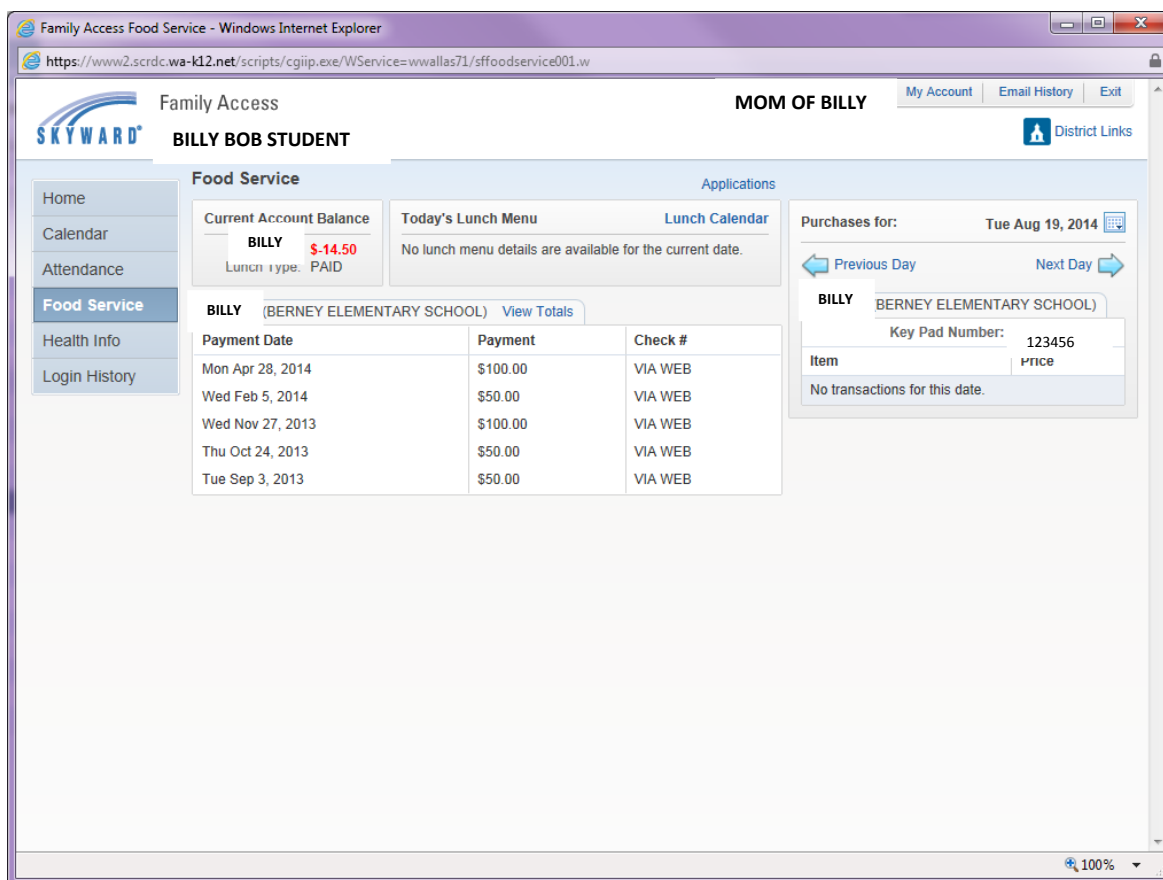


Once in Skyward Family Access, you can choose to see all students at once, or choose an individual student. If you see the notice regarding Missing Email Address, (shown in image) and you would like to receive email notifications of low balances and negative balances. Please go into My Account (top right corner of the page) and enter your email address in the system.

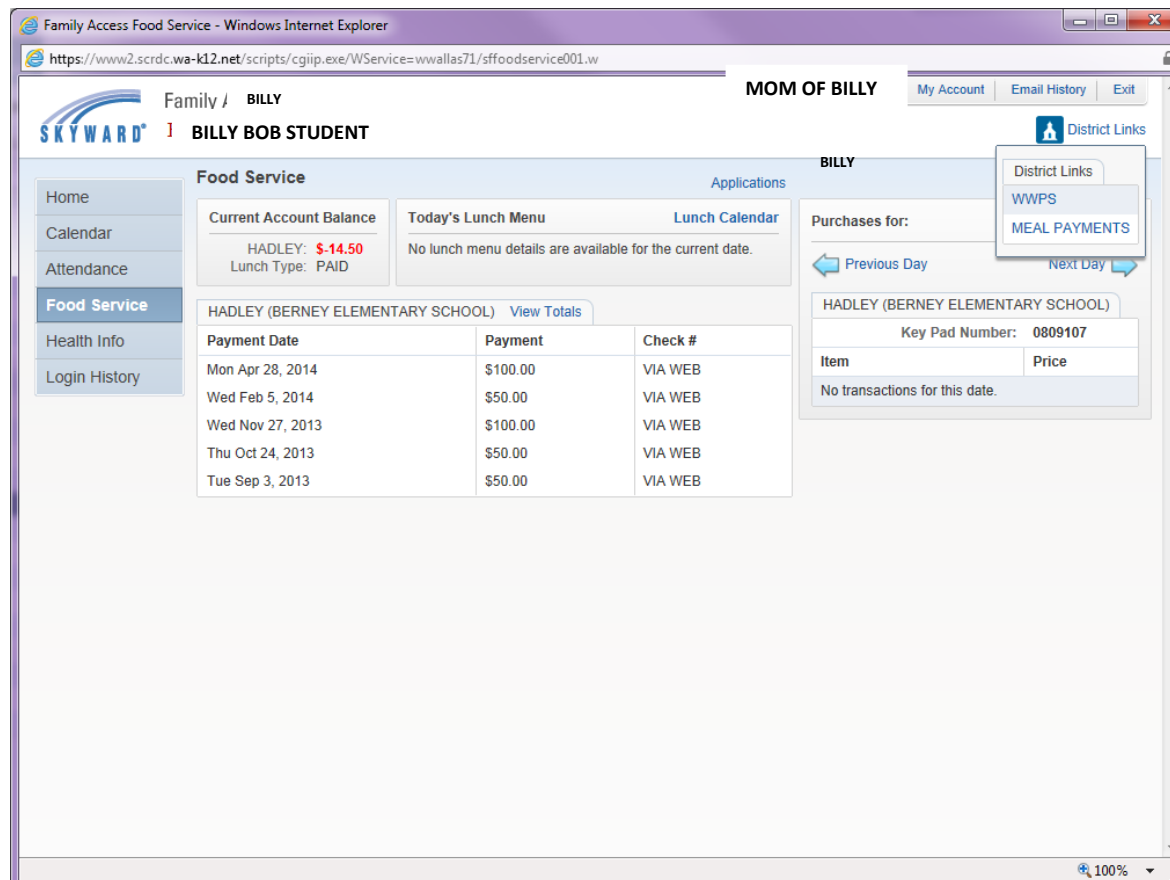
On the Home column, you can see your choices.



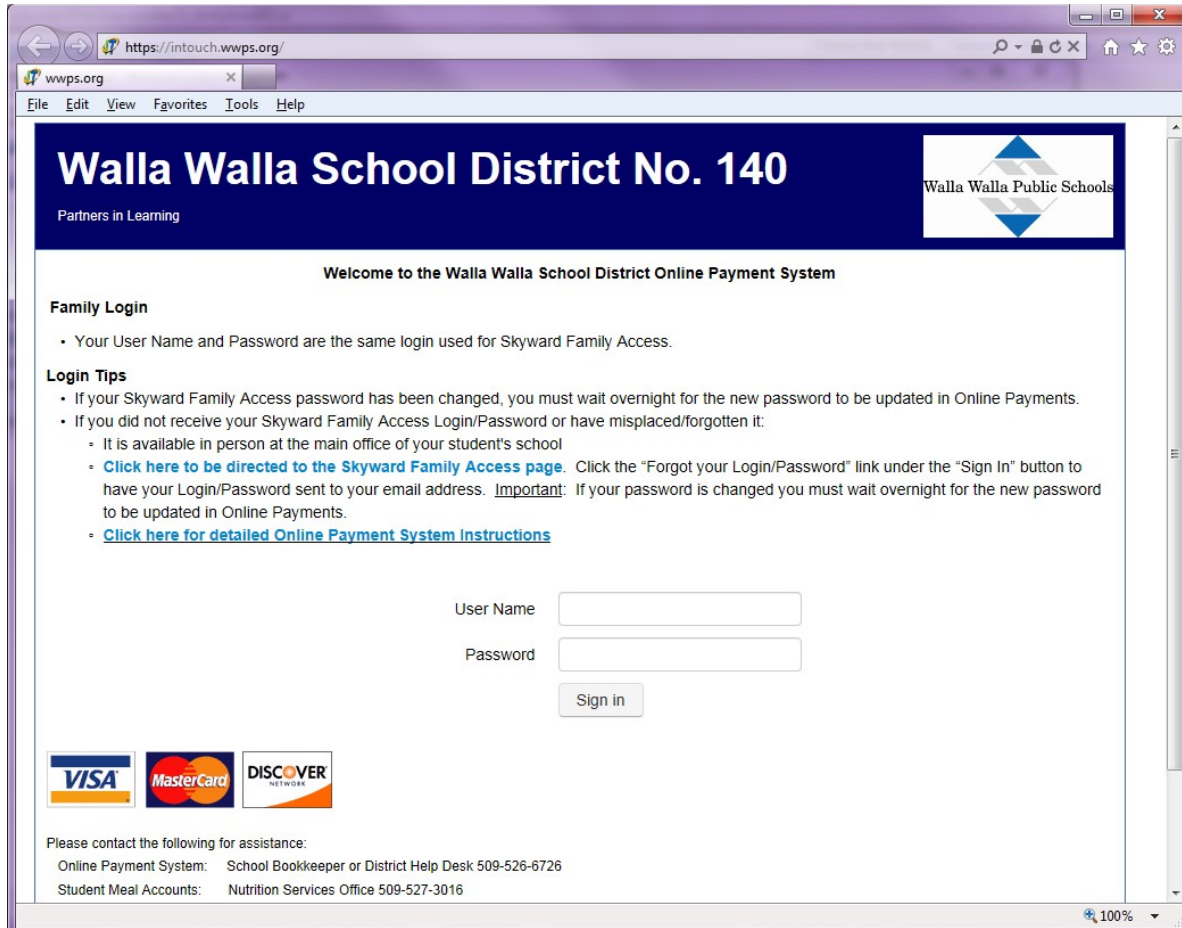
Click on Food Service tab to see account balance, payment history and meals eaten.



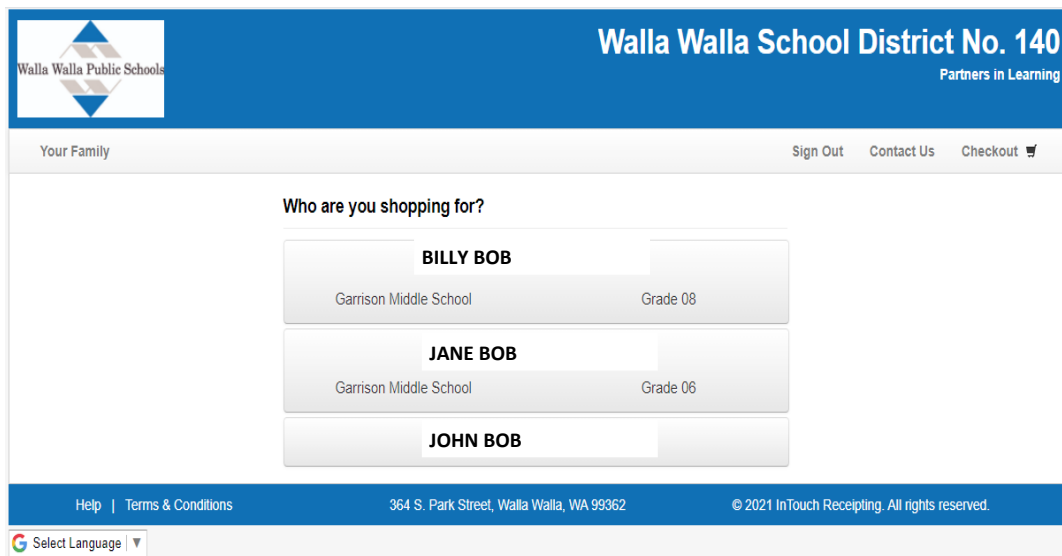
If you want to make a payment to your child's account from here, go to the District Links icon at the top right hand of the screen and choose Meal Payments.



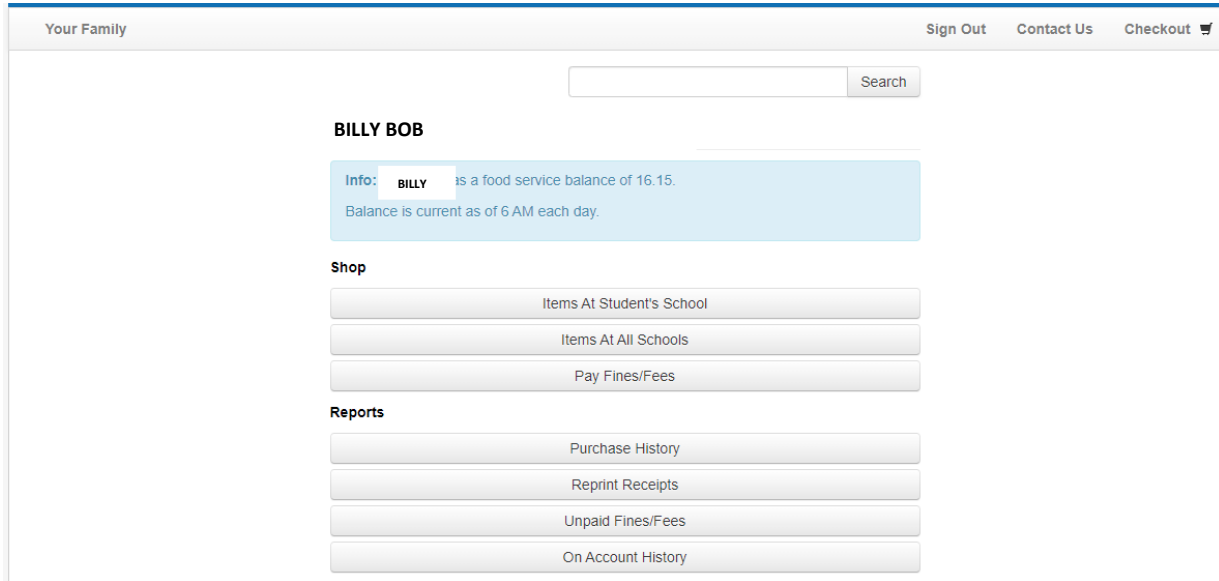
This will take you to the next screen where you will need to log in again to get to Online Payments (same login & password).



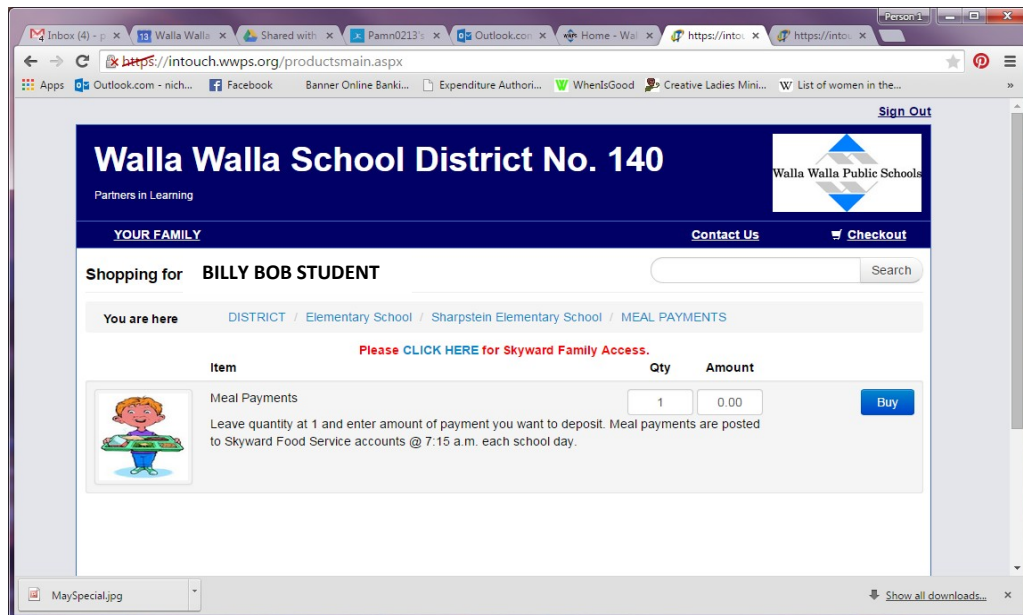
Select the student's name you are making the payments for.



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.<sup>1</sup> When finished, click “Checkout”.



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

<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.



Your Family

Sign Out

Contact Us

\$10.00

Checkout

## Your Cart

Customer	Item	Price
<b>BILLY BOB</b>	Meal Payments	\$10.00 <a href="#">Remove</a>
Subtotal		\$10.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.00
Total		\$10.00

[Continue Shopping](#)

[Checkout](#)

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



Your Family

Sign Out

Contact Us

\$10.00

Checkout

## Payment

First Name

Last Name

Credit Card #



Expiration

Card Security Code

Street Address

Zip Code

I'm not a robot



[Pay Now](#)

### Summary

Customer	Item	Price
<b>BILLY BOB</b>	Meal Payments	\$10.00
Subtotal		\$10.00
Tax (0.00%)		\$0.00
Processing Fee		\$0.00
Total		\$10.00

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