Lunch and Student Fee Web Payments/Family Access

Parents can make lunch and student fee payments for student(s) with one credit card through Family Access.

1. Sign In to Family Access by going to https://skystu.jordan.k12.ut.us. Contact your school for your Login Id and Password information.

S K Y W A R D°	
Jordan School District Student System	
Login ID: Password:	
Sign In Forgot your Login/Password?	

2. Select either Food Service or Fee Management.

Note regarding charges from a school the student is not enrolled in: A student may have a charge added by a school that the student is not enrolled in. For example, Natalie is in 9th grade and is enrolled in XXX Middle School. She participates in the swim team at ZZZ High School. The high school can add Natalie as a customer and add charges that can be seen in Family Access. On the Fee Management Tab in Family Access the guardian may see a balance due at the high school, along with a question mark. The question mark has a message that the billing detail cannot be shown because the entity is not accessible (shown below). Guardians can still make payments towards all fees at all locations by following the steps below.



3. Click Make a Payment.

Fa	milv Access		MICHAEL	My Account	Contact U	Js Email History Exit
SKYWARD° A	11 Students 💌				Å	District Links 📑 🈏
Homo	Food Service		Applicatio	ins		
nome	Current Account Balance	Today's Lunch Menu	Lunch Calendars	Print Reports		
Calendar	BRAYDEN: \$13.50	No lunch menu details are a	vailable for the current date.	BRAYDEN: Sta	tement	
Gradebook	Lunch Type:			KYLEE: Sta	itement	
Achievement Backpack	KYLEE: \$0.00 Lunch Type:	_		Weekly Purcha	ases For:	Wed Sep 6, 2017 📖
Attendance	BRAYDEN (ELEMENTARY) View Totals M	lake a Payment		Maak	Next Week
Student Info	Payment Date	Payment	Check #	Cat Ala Casta	Veek	Next Week
	Wed Aug 9, 2017	\$20.00	VIA WEB	Set Ala Carte	Limit	
Food Service				Student	Total	Key Pad Number
Schedule		DLE) Make a Payment		BRAYDEN	\$1.75	
Test Casros	There are no payment records	for this student.		KYLEE	\$0.00	
Test Scores				Total	\$1.75	
Fee Management				Sun Sep 3, 2	017	
Educational				No purchase	s for this da	te.

4. To make a food service payment, click **Update Payment Amount** on the Food Service Payment line.

Online Payment Entry - Single	e Point of Entry Interface	Back
Online Payment Entry for User:	MICHAEL	
	Online Payment Vendor: Credit Card Pay with Vendor Empty Cart Empty Cart	
I would like to make an online payment fo	r: (Please click the Update Payment Amount button to select an item to pay)	
BRAYDEN @	Total PaymentJBRA000: 0.00 Pending Cart	
Food Service Payment:	► OP Update Payment Amount Gear Items Balance: 13.50	
Fee Management Payment:	0.00 (Insufficient Access)	
KYLEE Ø	Total Payment KYL000: 0.00	
Food Service Payment:	0.00 Update Payment Amount Clear Items Balance: 0.00	
Fee Management Payment:	0.00 Update Payment Amount Clear Items Balance: 0.00	
	Total Payment Amount for all Students: 0.00	

5. Add desired payment amount. Click Update Cart.



6. Payment will appear in the Pending Cart.

Online Payment Entry - Single	Point of Entry Interface	Back
Online Payment Entry for User:	MICHAEL	
	Online Payment Vendor: Credit Card	
I would like to make an online payment for	: (Please click the Update Payment Amount button to select an item to pay)	
BRAYDEN 🍳	Total PaymentBRA000: 10.00 Pending Cart	
Food Service Payment:	10.00 Update Payment Amount Clear Items Balance: 13.50	
Fee Management Payment:	0.00 (Insufficient Access) Total: 10.00	
KYLEE Ø	Total PaymentKYL000: 0.00	
Food Service Payment:	0.00 Update Payment Amount Clear Items Balance: 0.00	
Fee Management Payment:	0.00 Update Payment Amount Clear Items Balance: 0.00	
	Total Payment Amount for all Students: 10.00	

7. Repeat steps 4 and 5 to add lunch money to other students. Pending Cart will update.

ayment Entry for User:	MICHAEL	
	Online Payment Vendor: Credit Card 🗸	Pay with Vendor Empty Cart
to make an online payment fo	r: (Please click the Update Payment Amount button to select an item to pay)	
BRAYDEN ⁽²⁾	Total Payment BRA000: 10.00	Pending Cart
Food Service Payment:	10.00 Update Payment Amount Clear Items Balance: 13.50	Food Service 10.00
Management Payment:	0.00 (Insufficient Access)	KYLEE
		Food Service 25.00
		Total: 35.00
, KYLEE 🍳	Total PaymentKYL000: 25.00	
Food Service Payment:	25.00 Update Payment Amount Clear Items Balance: 0.00	
Management Payment:	0.00 Update Payment Amount Clear Items Balance: 0.00	

8. To add a student fee payment, click **Update Payment Amount** on the Fee Management Payment line. Note: "Insufficient Access" next to Fee Management Payment indicates the student is in elementary school and does not have Fee Management access.

Online Payment Entry - Single Point of Entry Interface	A Back
Online Payment Entry for User: MICHAEL	
Online Payment Vendor: Credit Card - Pay with Vendor Empty Cart	
I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)	
BRAYDEN Ø Total Payment BRA000: 10.00 Pending Cart	
Food Service Payment: 10.00 Update Payment Amount Clear Items Balance: 13.50	
Fee Management Payment: 0.00 (Insufficient Access)	
Food Service 25.00	
Total: 35.00	
Total PaymentKYL000: 25.00	
Food Service Payment: 25.00 Update Payment Amount Clear Items Balance: 0.00	
Fee Management Payment: Pop Update Payment Amount Ilear Items Balance: 0.00	
Total Payment Amount for all Students: 35.00	

9. Pre-loaded fees might already appear under **Fees due for student**. Additional fees may be added by selecting a fee from the list under **Fees that can be added to this student's account** and clicking on the **Add** button.

10.	Once all fees are	added, click Pa	v Fee check box a	and Update Cart.
±0.	once an rees are	. uuuuuu, enek i u		and operate curt

Update Fee Ma	anagement aj	mentror									
Fees due for s	tudent KYLEE					_			2	Q (De
Due Date 🔺	Description			Amount Charged	Amount Paid	Amount Du	Pay Fee	Payment Amount	Remainir Du	ng Je	
09/05/2017	BAND INTRUME	NT RENTAL		80.00	0.00	80.0		80.00	0.0	0 ^	
•											
< 1 records display	/ed			III							
I records display	yed			III Total Payment <i>i</i>	Amount for Selec	ted Charges:		0.00 U	pdate <u>C</u> art	, ,	
< 1 records displa	yed			III Total Payment <i>I</i>	Amount for Selec	ted Charges:	8	0.00 U	pdate <u>C</u> art	•	
records display Fees that can	yed be added to th	is student's	s account []	III Total Payment / Display Fees]	Amount for Selec	ted Charges:	8	0.0 1 U	pdate <u>C</u> art		
 I records displat Fees that can Description Description Image: Second Sec	yed be added to th	is student'	s account []	III Total Payment <i>J</i> Display Fees] r Why would Iad	Amount for Selec d this fee?	ted Charges:	8	0.00	pdate <u>C</u> art		
 I records displat Fees that can Description General: Art 	yed be added to th	is student's Amount 10.00	s account [] Entity Schi Y 411 2018	III Total Payment <i>A</i> Display Fees] r Why would Lad - Class fe	Amount for Selec d this fee? ee for Foundation	ted Charges: [8	0.00 U	pdate <u>C</u> art		
 Fees that can Description General: Art General: CERAI 	yed be added to th MICS	is student's Amount 10.00 10.00	s account [] Entity Schi Y 411 2018 411 2018	Total Payment A Display Fees] r Why would I ad Class fe	Amount for Selec d this fee? ee for Foundation ee for Ceramics 1	ted Charges: h Art 1 and 2. and 2.	8	0.00 U	pdate <u>C</u> art		
 Fees that can Description General: Art General: CERAI General: Dance 	yed be added to th MICS	is student' Amount 10.00 10.00 10.00	s account [] Entity Schi Y 411 2018 411 2018 411 2018	III Total Payment <i>J</i> Display Fees] r Why would Lad Class fe Class fe Class fe	Amount for Selec d this fee? ee for Foundation ee for Ceramics 1 ee for Dance 1 ar	ted Charges: h Art 1 and 2. and 2. hd 2.	8	0.00 U	pdate <u>Cart</u>		

- 11. If paying fees for additional students, repeat steps 8 through 10.
- 12. Pending Cart will update. Select Pay with Vendor. Select Yes to proceed to e-Funds Log In window.

Online Payment Entry - Singl	e Point of Entry Interface	Back
Online Payment Entry for User:	MICHAEL	
	Online Payment Vendor: Credit Card Pay with Vendor Empty Cart	
I would like to make an opling payment f	are (Plazza cikk the Hadate Daymont Amount buttee to calact as item to paul)	
I would like to make an online payment in	or: (Please click the opdate Payment Amount button to select an item to pay)	
BRAYDEN ®	Total Payment BRA000: 10.00 Pending Cart	
Food Service Payment:	10.00 Update Payment Amount Clear Items Balance: 13.50	
Fee Management Payment:	0.00 (Insufficient Access)	
	Food Service 25.00	
KYLEE @	Total Payment KYL000: 105.00 Total: 115.00	
Food Service Payment:	25.00 Update Payment Amount Clear Items Balance: 0.00 Cubrit Duratet	(min)
Fee Management Payment:	80.00 Update Payment Amount Clear Items Balance: 0.00 Are you sure you are ready to submit the payment?	
	Total Payment Amount for all Students: 115.00	
	Yes	

13. You will be re-directed to the eFunds for Schools log in page.

14. Log in to e-Funds by entering personal e-Funds Username and Password. If this is the first time to make an online payment at Jordan School District, select **Create an account** and follow steps to create an eFunds account.

📀 Welcome to e~F	unds for Schools	Funds for School
Jordan School Distr	ict	Baye Share
🔊 Log In		
To begin using e~Funds	For Schools, please log in.	
Username	Username	
	Required	
Password	Password	
	Required	
	Sign In	
	Forgot Username? Forgot Password?	
	Create an account	

15. In eFunds, click **Submit Payment** to complete the web payment. Note: Do not double click. Be patient and do not click Submit Payment more than one time. It will result in multiple payments being processed. After payment has processed, **Logout** in order to maintain the security of your credit card information.

Welcome to e~Funds for Schools Jordan School District					e Funds for Schools
Payment Items	_	Account in	nformation		Edit Logout
BRAYDEN		Name			
Skyward Food Service Payment	\$10.00	Password		Change	2
		Payment Type		Credit	Card <u>Edit</u>
KYLEE		Credit Card Nu	ımber	4******	****
Skyward Food Service Payment	\$25.00	Expiration Dat	e	03 / 20	
BAND INTRUMENT RENTAL	\$80.00				
Total	\$115.00	Recent Pa	yment Histo	ory	
		Payment Date	Amount	Payment Status	Skyward Status
s	ubmit Payment	2017-06-29	\$0.01	Processed	Notified
Do not click "Submit Payment"	more than once	2017-04-06	\$0.01	Processed	Notified
WARNING:		2017-03-22	\$0.01	Processed	Notified
Clicking the Submit Payment button more than one the back button will result in multiple payments bei	ce or clicking ng processed.	2017-03-22	\$0.01	Declined	
Please be patient as your payment processes.		2017-02-13	\$0.01	Processed	Notified

16. Back in Skyward, payments can be viewed and statements processed.

Homo	Food Service		Applications	1		
Home	Current Account Balance	Today's Lunch Menu	Lunch Calendars	Print Reports		
Calendar	BRAYDEN: \$13.50	No lunch menu details are av	ailable for the current date.	BRAYDEN: Stat	emenț	
Gradebook	Lunch Type:			KYLEE: Stat	ement	
Achievement Backpack	Lunch Type:			Weekly Purcha	ses For:	Wed Sep 6, 2017 🔣
Attendance	BRAYDEN E	ELEMENTARY) View Totals M	ake a Payment	Previous W	/eek	Next Week
Student Info	Payment Date	Payment	Check #	Set Ala Carte	imit	
Food Service	Wed Aug 9, 2017	\$20.00	VIA WEB	Student	Total	Key Pad Number
Pood Service	KYLEE (DLE) Make a Payment		BRAYDEN	\$1.75	
Schedule	There are no payment records	for this student.		KYLEE	\$0.00	
Test Scores				Total	\$1.75	
Fee Management				Sun Sep 3, 20	17	
Educational				No purchases	for this da	ite.

Home	Fee Man	agement							
nome	Unpaid Balance						Print Reports		
Calendar	KYLEE (MIDDLE): 0.00						KYLEE: Statement		
Gradebook									
Achievement Backpack	KYLEE (MIDDLE) View Fees View Payments View Totals Make a Payment Add a Fee								
	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
Attendance	2018	Tue Jul 18, 2017	***Registration	65.00	65.00	0.00	0.00	KYLEE	
Student Info	1								
Food Service									
Schedule									
Test Scores									
Fee Management									