

How to Make an Online Fee Payment in Skyward and Create a Web Store (Revtrak) Account

Online Fee payment is optional. Fee payments will also be accepted at the Main Office.

For Online Fee payments, go to:
<http://skyweb.aasdcad.com/>

Click the Blue Family Access picture in the upper left to go to your Family Access account.



Examples of Types of Payments being accepted. More are being added. Check frequently.

- Exam Fees
- Lab Fees
- *Athletic Uniform/Equipment Fees
- Family and Consumer Science Lab Fee
- *ID Card, Sleeve, Lanyard Replacement Fees
- *Library Fees for Lost/Damaged Books

- *Lost/Damaged Books/Items
- *Music Department Fees
- Parking Fines
- *Technology Items
- *Summer School Fees

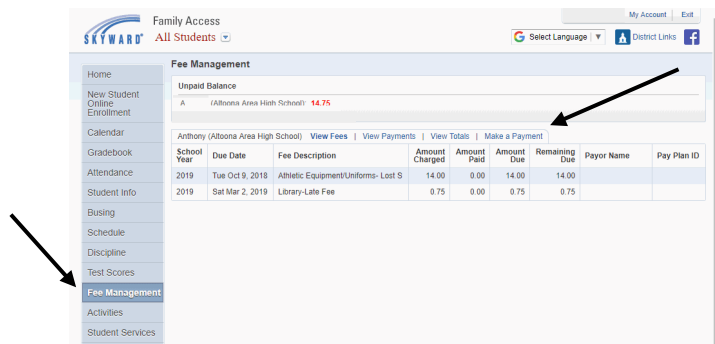
(Cafeteria payments will still be made through [MySchoolBucks.](#)) AASD Website>Services>Cafeteria

Items with * are the types of payments accepted at AAJHS.

In the next window, click the **Fee Management** option in the listing on the left.

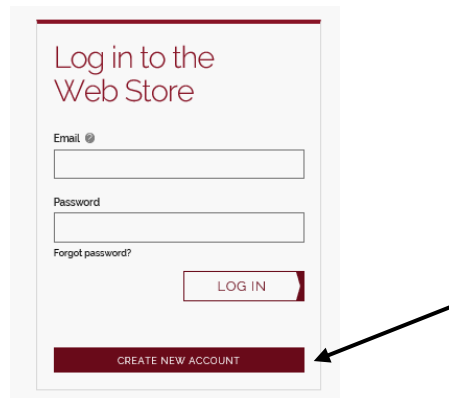
You will see your student(s) names and the fees associated with the student(s) in the middle screen.

Click the **Make a Payment** tab.



You will be prompted to either Create a New Account or Log into the Web Store (RevTrak).

If you have not created a Web Store (RevTrak) account, click the **CREATE NEW ACCOUNT** button.



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Fill in all appropriate boxes and click the **CREATE ACCOUNT** button.

If you have already created a Web Store (RevTrak) account, enter the E-mail and Password you used when creating the account.

Click the **LOG IN** button to proceed.

(If you have forgotten your password, click the [Forgot password?](#) link and a password reset E-mail will be sent to the E-mail you used when you created the account.)

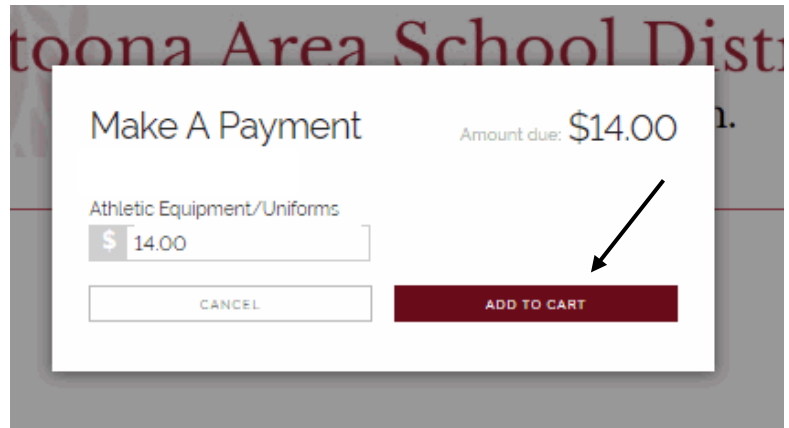
Log in to the Web Store

A listing of Required and Optional Fees will appear in the new window, if applicable.

To pay a fee, click the **Add to Cart** button to the right of a \$ amount.

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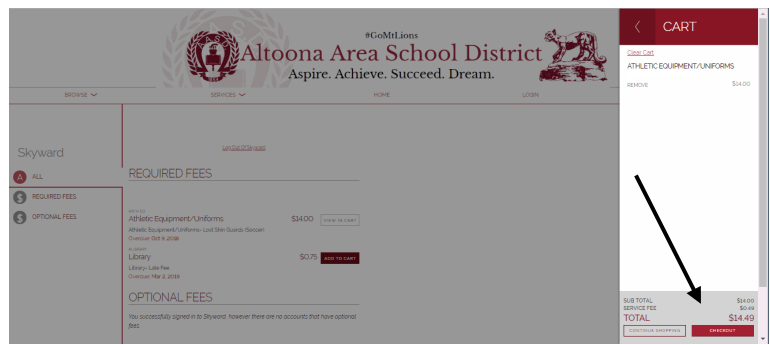
A Make a Payment window will appear.
Click the **ADD TO CART** button to proceed.



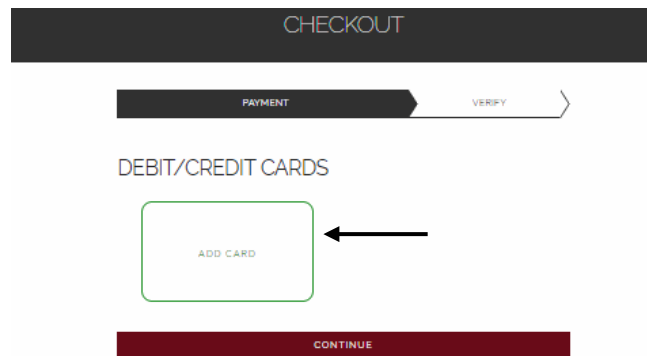
A CART bar will appear on the right side of the screen. The items you had selected to pay will be listed.

Your options at this time are to:
Clear Cart, Remove an item, Continue Shopping or Checkout.

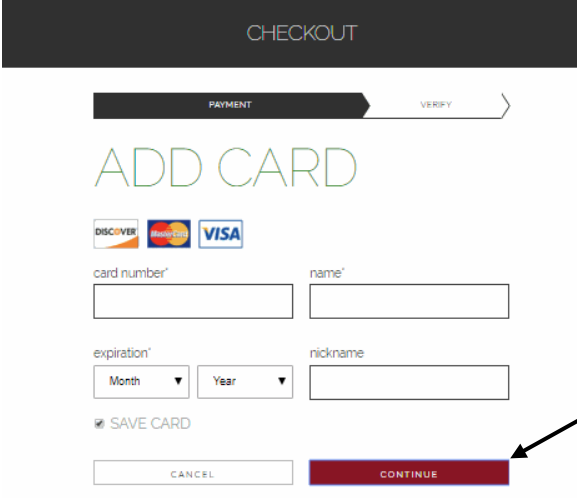
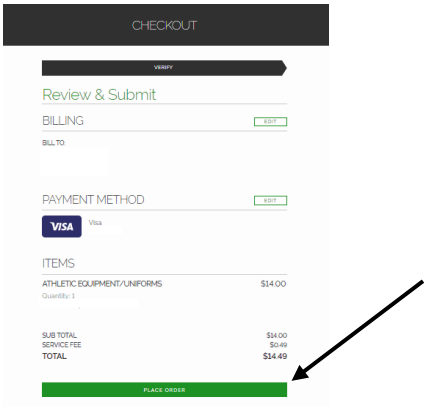
Click the **CHECKOUT** button.



A CHECKOUT window will appear.
Debit/Credit Cards are the only payment type accepted at this time.
Click **ADD CARD**.



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<p>Enter your Debit/Credit card information.</p> <p>(NOTE: once you have entered your debit/credit card information and the SAVE CARD option is selected, your debit/credit card information will appear in the previous window for future payments. You may add more than one (1) debit/credit card to your account.)</p> <p>Click CONTINUE to proceed.</p>	
<p>Verify the information in the Review & Submit window.</p> <p>You may Edit BILLING and PAYMENT METHOD in this window.</p> <p>NOTE: a 3.49% REVTRAK SERVICE FEE will be added to all payments.</p> <p>Click the PLACE ORDER button to proceed with the payment.</p>	
<p>Once the order has been placed, you will see a confirmation page with the Order # and the option to PRINT RECEIPT.</p> <p>A confirmation e-mail will be sent to the e-mail account used to setup the RevTrak account.</p>	