

# Skyward Family Access

## - Fee Management

## Sartell – St. Stephen ISD 748

### Fee Management

The four steps below are a guide for registering and paying for all student fees.

### Quick Notes

To login to your Family Access account you will need to navigate to the district webpage; [www.sartell.k12.mn.us](http://www.sartell.k12.mn.us). Click on "Skyward" located in the list of quick link icons. This will bring you to a screen with Online Access to many of items related to your student(s).

1.

### Adding a Fee

The first step to pay student fees is to log into Family Access. Click on "Fee Management" and add fees to each student by clicking "Add a Fee." This will take you to the screen below in step two showing available fees for your student.

2.

### Adding Fees to Shopping Cart

The second step is to add any applicable fees for your student(s). After you have chosen all your fees you can click the "back" button.

\*If you add a fee by accident you can delete it at any time by using the delete button.

Fees that can be added to this student's account [ Display Fees ]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
Activity: B Tennis	130.00	020	2020		Add
Activity: B Track/Field	150.00	020	2020	Add this charge to this student's account.	Add
Activity: Baseball	150.00	020	2020		Add
Activity: Clay Target	90.00	020	2020		Add

40 records displayed

3.

### Check Out/Make a Payment

The third step is to make a payment. Simply click on "Make a Payment" and you will be transferred to Revtrak to complete the checkout.

The fees you added will show up under required fees, click add to cart and checkout.

(SARTELL SENIOR HIGH SCHOOL) View Fees | View Payments | View Totals | Make a Payment | Make a Payment

Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name
Tue Jul 16, 2019	Boys Cross Country	145.00	0.00	145.00	145.00	

4.

### Confirmation of Payment

The fourth and final step is confirmation of the payment. After checking out in Revtrak you will see the amount reflected for each fee paid as will the appropriate office staff will be notified.

(SARTELL SENIOR HIGH SCHOOL) View Fees | View Payments | View Totals | Make a Payment

Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due
Tue Jul 16, 2019	Boys Cross Country	145.00	145.00	0.00	0.00

