

STEP-BY-STEP ONLINE PAYMENT INSTRUCTIONS

- 1) Go to www.oasd.org
- 2) Click the **Quick Links** icon then select **Skyward Family Access** from the list:



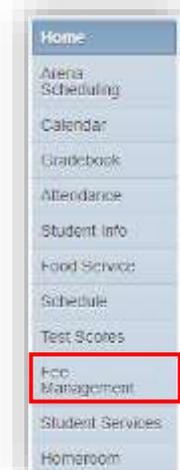
- 3) Enter your Family Access login ID and password:



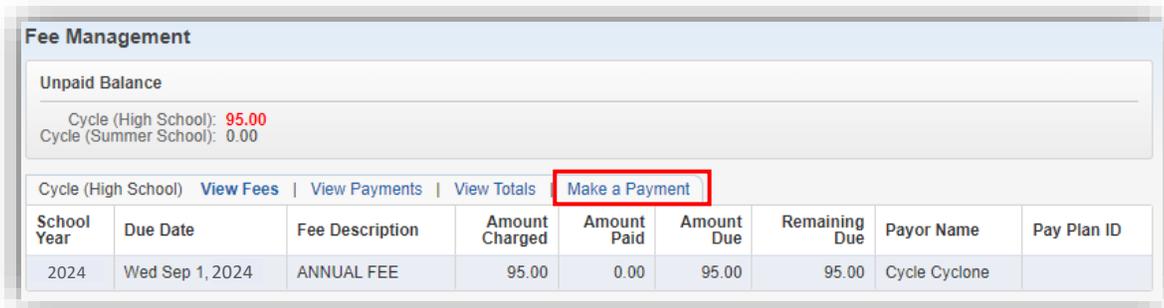
- 4) Click on the **Open Family Access** button in the upper right corner:



- 5) Click on the **Fee Management** button in the left column:



- 6) There will be a tab listed for each of your students showing their 2024-25 school fees. Click **Make a Payment** within your student's tab:



Fee Management

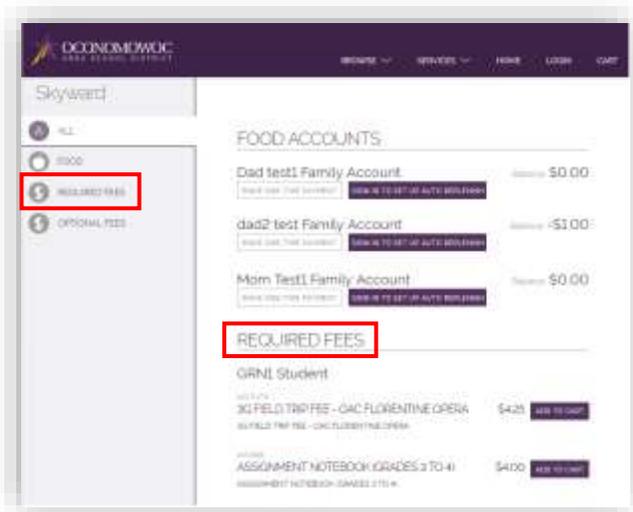
Unpaid Balance

Cycle (High School): **95.00**
Cycle (Summer School): 0.00

Cycle (High School) [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2024	Wed Sep 1, 2024	ANNUAL FEE	95.00	0.00	95.00	95.00	Cycle Cyclone	

- 7) A new web page will open for the OASD Web Store, which is operated by RevTrak. School year fees for all of your students will appear under the **Required Fees section**. You can either scroll down the page to reach the **Required Fees section**, or click the **Required Fees button** in the left column:



SKYWARD

ALL
FOOD
REQUIRED FEES
OPTIONAL FEES

FOOD ACCOUNTS

Dad test1 Family Account Balance: \$0.00
dad2 test Family Account Balance: -\$1.00
Mom Test1 Family Account Balance: \$0.00

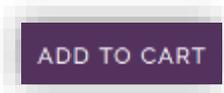
REQUIRED FEES

GRN1 Student

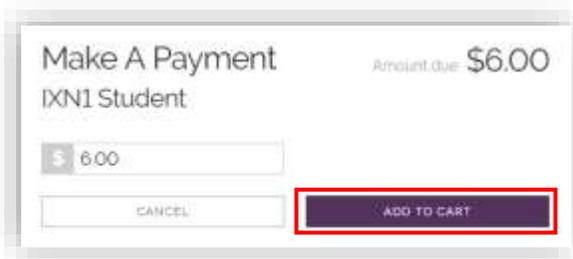
30 FIELD TRIP FEE - OAC FLORENTINE OPERA \$425 [ADD TO CART](#)

ASSIGNMENT NOTEBOOK (GRADES 3 TO 4) \$4.00 [ADD TO CART](#)

- 8) Click the **Add To Cart** button next to each of the student fees:



- 9) Click **Add To Cart** again in the pop-up box:



Make A Payment Amount due: **\$6.00**

IXN1 Student

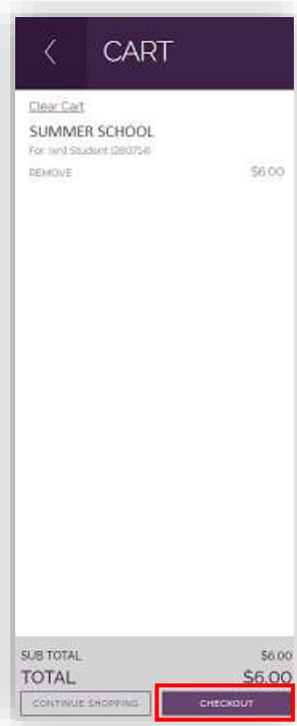
\$ 6.00

[CANCEL](#) [ADD TO CART](#)

10) If you have additional fees that need to be added to your cart, click the **Continue Shopping button** or click the **arrow** to return to the previous screen. Complete steps 8, 9 and 10 until all of your student fees are in your cart:



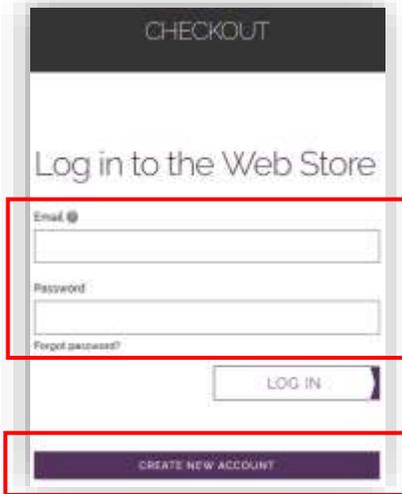
11) Once all of your student fees are in your cart, click the **Checkout button**:



PLEASE NOTE:

There will be a \$2.00 processing fee per transaction on food service payments and web store purchases. The fee does not apply to annual school fees, field trip fees, or athletics/clubs registration fees.

- 12) If you are a returning customer, enter your **Web Store login and password**. If you are a new customer, click the **Create New Account button**:



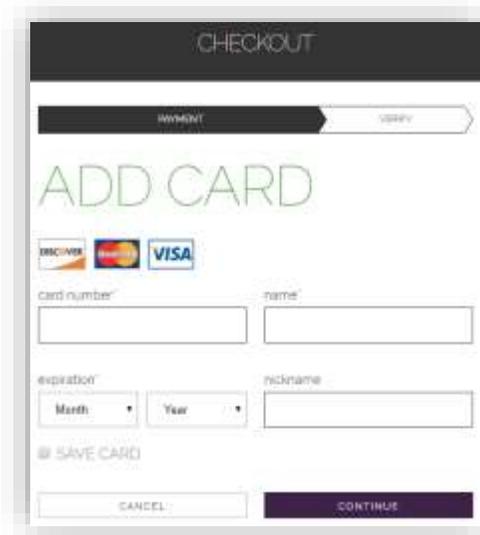
- 13) If you are a returning customer, a payment type will be listed. You can click **Change** to select a different payment type or click **Place Order** to proceed.



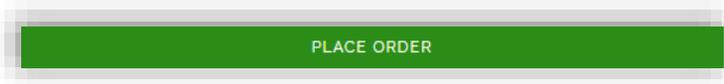
- 14) If you are a new customer, you can select your preferred payment option by clicking **Add new Card** or **Add new eCheck**:



- 15) Complete the required fields for credit/debit or ECheck payment, then click the **Continue button**:



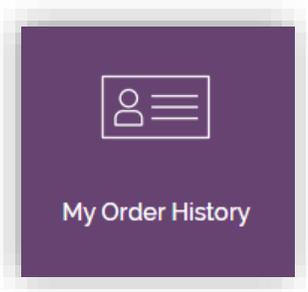
16) The next screen will show a summary of your order. Click the **Place Order button** at the bottom of the screen to submit your payment:



17) You will receive a confirmation and opportunity to print your receipt on the final screen:



18) To see your order history, go to the home page and click the **My Order History** icon:



If you have forgotten your password or have trouble logging in, please call RevTrak at (888) 847-7420.

Declaracion de Traducción: Estamos trabajando diligentemente para traducir nuestros documentos al español. Por favor comuníquese con la escuela de su hijo para aclaración. Si todavía necesitas aclaración, por favor comuníquese con Translate@oasd.org.

Nondiscrimination: The Oconomowoc Area School District provides assurance that no student is discriminated against because of the student's sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
