

To pay your student (s) fees online, you will need to log into **FAMILY ACCESS** from the UTHS Homepage at <http://uths.net>



Go to **Parents – Family Access** and you will get a log in screen shown below:

Here enter your LOGIN and PASSWORD

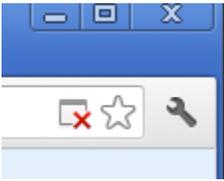
*If you have forgotten your login password, click on the Forgot your Login/Password link

* If you do not have a login and password, email tarnett@uths.net and one will be sent.

Some parents may have an issue when trying to log into Family Access using GOOGLE CHROME. Usually this is the pop-up blocker warning you the site has been blocked, but it can be hard to see at a glance.

If you have put in your login and password and tried to login and it seems to have blanked out the information you just put in,

Look near the top right hand side of your chrome browser for this small window and a **RED X**, Chrome is telling you a pop-up was blocked.



Click on the **RED X** and it will give you the option to **Always allow pop-ups from Skyward.uths.net**

The following pop-ups were blocked on this page:

- Always allow pop-ups from skyward.uths.net
- Continue blocking pop-ups

[Manage pop-up blocking...](#)

Done

After you have logged in Family Access, you may notice that the screen is improved in the look and feel and the center has a running list of messages and upcoming events.

To pay fees, click on **Fee Management** on the left side of screen

A screenshot of the Skyward Family Access web application. The top left features the Skyward logo and 'Family Access' text. The top right has links for 'My Account', 'Email History', and 'Exit'. A notification says 'You have unread messages'. The left sidebar contains a menu with items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Fee Management (highlighted with an arrow), Activities, Portfolio, and Skylert. The main content area has a 'Post a message' box. On the right, there is an 'Upcoming Events' section with a 'Calendar' link. The events listed are for Tuesday, August 5, 2014: '1st Day of School' at United Township High School, 'Midterm 1 Starts' at United Township High School, and 'Term 1 Starts' at United Township High School.

Your registration fee and course fee (s) will already be charged to your student's account.

Registration is charged to all students, some students will show as already paid / waived if they have been approved for Free/Reduced Lunch last year, or preapproved by state of Illinois in July.

The only course fees that are assigned are Spanish, French and Driver Ed, these will only show if your student is enrolled in one of these classes.

If you have multiple students, you will be able to see all the fees they currently have, and also be able to add fees to each student on one screen by clicking any child's **Make a Payment Tab**

Family Access Fee Management - Internet Explorer

Family Access

SKYWARD

Home Account Email History Exit

Fee Management

Unpaid Balance

(UNITED TOWNSHIP HIGH SCHOOL): **\$192.00**

(UNITED TOWNSHIP HIGH SCHOOL) [View Fees](#) | [View Payments](#) | [View Totals](#) | [Make a Payment](#) | [Add a Fee](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2015	Tue Aug 5, 2014	SPANISH 2	\$22.00	\$0.00	\$22.00		
2015	Tue Aug 5, 2014	DRIVERS ED IST	\$100.00	\$0.00	\$100.00		
2015	Tue Aug 5, 2014	REGISTRATION	\$70.00	\$0.00	\$70.00		

The *Add a Fee* tab will take you to same place to add fees, but **The Make a Payment Tab** is the best route as you can see all students you may have on a single screen.

After you click the Make a Payment Tab, you will see this screen where you can add fees for any other students you have.

To continue Fee Management payments click box marked **Update Payment Amount**

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User:

Online Payment Vendor: REVTRAK [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)

Item Name	Amount	Buttons
Food Service Payment:	0.00	Update Payment Amount Clear Items
Fee Management Payment:	0.00	Update Payment Amount Clear Items

Current Balance: 0.25
Balance Due: 192.00

Total Payment for all Students: 0.00

Next you will see current **fees due** at the top, and the **optional fees** you can add below

Update Fee Management Payment Amount - Entity 400 - 05.14.06.00.04 - Internet Explorer

Update Fee Management Payment Amount

Update Fee Management Payment For

Fees due for student

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
08/05/2014	DRIVERS ED 1ST QT	100.00	<input checked="" type="checkbox"/>	100.00	0.00
08/05/2014	REGISTRATION	70.00	<input checked="" type="checkbox"/>	70.00	0.00
08/05/2014	SPANISH 2	22.00	<input checked="" type="checkbox"/>	22.00	0.00

3 records displayed

Total Payment Amount for Selected Charges: 192.00 [Update Cart](#)

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?
General: ACTIVITY TICKET	20.00	400	2015	Add this charge for an activity ticket, good for admission to home athletic events. * Optional	Add
General: ATH / FINE ART FEE	50.00	400	2015	Add this charge if your student will participate in sports or fine arts.	Add
General: PARKING PERMIT	25.00	400	2015	Add this charge if your student will need a parking permit	Add

7 records displayed

There are 7 possible fees that can be added here.

For admission to home events at school as a spectator, the ACTIVITY TICKET is good deal.

If your student is participating in Athletics or Fine Arts, add the ATH / FINE ART FEE.

If your student will be driving to school, add the PARKING PERMIT.

If you need P.E. Uniform; shirt, shorts or set of both, add them accordingly.

the P.E. shirt is mandatory for class

If your student wants a yearbook, add the SKYLINE YEARBOOK.

When you have finished adding additional fees, click **Update Cart** and it will take you back here.

You can add a Food Service Payment (Café) by clicking on **Update Payment Amount** next to *Food Service Payment area*.

Online Payment Entry for User: _____

Online Payment Vendor: REVTRAK

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment /	:	192.00	
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>	Current Balance: 0.25
Fee Management Payment:	192.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>	Balance Due: 212.00

Total Payment for all Students: 192.00

In this area, add the *Payment Amount* you would like to deposit and click **Update Cart**

Update Food Service Payment Amount

Update Food Service Payment For _____

Prior Year Balance:	0.25
+ YTD Payments:	0.00
- YTD Purchases:	0.00
Current Balance:	0.25
* Payment Amount:	0.00

Asterisk (*) denotes a required field

You will see the updated payment amount now in the *Food Service Payment line*

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment /	:	10.00	
Food Service Payment:	10.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>	Current Balance: 0.25
Fee Management Payment:	0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>	Balance Due: 192.00

Total Payment for all Students: 10.00

After you are satisfied that you are set to pay all the fees click **PAY WITH VENDOR BUTTON**

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: _____

Online Payment Vendor: REVIRAK

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

Total Payment /	:	192.00
Food Service Payment:	0.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Current Balance: 0.25
Fee Management Payment:	192.00	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/> Balance Due: 212.00

Total Payment for all Students: 192.00

After you click Pay with Vendor Button with will receive a confirmation button to be sure.

Submit Payment

Are you sure you are ready to submit the payment?

If you are ready, click **YES** and you will see a screen that shows the charges that will be charged to your credit card. Please note however that in addition to the total,

There will be an additional \$1.50 processing fee added to your bill at the end.

** in the rest of this example the amounts are changed and some data is masked**

Here click **Go To Checkout**

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen for purchase. (Your shopping cart, Step 1).

To continue shopping click here: [\[Continue Shopping\]](#)

Items:	Price	* Qty	Total	Remove
Skyward Family Access For:	\$10.00	1	\$10.00	<input type="button" value="X"/>
			Total: \$10.00	

Note: A service fee may be applied at checkout.

Remember to click the "Update Totals" button if you modify quantities.
When you are ready for Step 2, click the "Go to Checkout" button.

At this screen, you have two options.

If you are a returning customer, meaning you have made online payments in for the UTHS Cafeteria last year, and already have a **login** (an email address) and password, enter them in the: **I am a returning customer option** and complete the transaction as you have in the past.

This login is specific to Retrak and not same as the Skyward Family Access login

If you are a new customer to Revtrak, then enter an email address in **this option** and you will assign a password later.

Your Shopping Cart Lo

Web Store Customer

1. Enter your email address.
2. Select if you are a New or Returning Customer. (Returning customers must enter password.)
3. Click **Sign in using our secure server**.
4. Follow prompts to complete billing & payment information.
5. New customers will be prompted to create a password. This password is NOT issued by the school.

Credit/Debit Cards
Please use any credit or debit card that has a Discover, Visa or MasterCard logo.
For your protection, the web store does not retain credit card information.

Enter your email address:

I am a new customer
(You'll create a password later)

I am a returning customer and my password is

CONTINUE

[Forgot your password? Click here.](#)

After you make the appropriate choice above, click **Continue**

If you are a returning customer it will take you to the familiar screens you have seen to make your payments previously.

If you are a new customer there will be some set up for the new account as shown in next screen.

Here enter the required information to set up your Revtrak account and password.
It will have prefilled the email you entered on previous screen.

Your Shopping Cart

Please enter new account information below.

First Name: *

Last Name: *

Address: *

Address (cont.):

City: *

State: *

Country: *

Zip: *

Phone: *

Email: **tarnett@uths.net**

Password: * [See Hints](#)

Re-Type Password: *

Continue 

* Required information

When you have finished entering all the required information, click **Continue**

On this screen enter the required billing information.

Your Shopping Cart

Welcome to Checkout!

Your address and phone number will be saved to your account.

If you encounter an error, **DO NOT RE-PURCHASE** until you check for a receipt.

Successful payments are instantly viewable on the [My Account](#) page.

Items:	Price	Qty	Total	Remove
Skyward Family Access For: <input type="text"/>	\$10.00	1	\$10.00	
			Total: \$10.00	
			Service Fee: \$1.50	
			Order Total: \$11.50	

[« RETURN TO CART](#)

BILLING INFO:

* First Name: <input type="text"/>	* Last Name: <input type="text"/>
* Address 1: <input type="text"/>	Address 2: <input type="text"/>
* City: <input type="text"/>	* State: * Country: IL <input type="text"/> United States <input type="text"/>
* Zip Code: <input type="text"/>	* Telephone: <input type="text"/>

CONTINUE

*Required field

Now you will see the \$1.50 processing fee has been added to the transaction

After you have entered the billing information, click **Continue**

On this screen enter the credit card information.

Your Shopping Cart

Cart

<u>Items</u>	<u>Price</u>	<u>Qty</u>	<u>Total</u>
Skyward Family Access For: [redacted]	\$10.00	1	\$10.00
			Total: \$10.00
			Service Fee: \$1.50
			Order Total: \$11.50

Customer Info

Credit Card Payment Info

Credit Card Number:

Cardholder Name:

Expires:

Nickname (Optional):

Save this card

CANCEL

VERIFY INFO

After you have entered the credit card information click **Verify Info**

On this screen check the information one final time and click **Complete Order**

Your Shopping Cart

Cart

Items	Price	Qty	Total
Skyward Family Access	\$10.00	1	\$10.00
For:			
			Total:\$10.00
			Service Fee: \$1.50
			Order Total:\$11.50

Customer Info

Credit Card Payment Info

Credit Card Number: Name On Card: Expires: Card Type:

Nickname for Account:

CANCEL **COMPLETE ORDER**

You will then be given a chance to print the page, and an email confirmation of your purchase will be sent to the email address you used earlier.

You have now paid your fees online.