

Burrell School District

Chromebook Protection Plan - Skyward Payment Instructions

1. Login to SKYWARD FAMILY ACCESS.
2. Select the Fee Management tab on left side of screen.

Note: You can switch between children or select all students to view children within your family access.

3. Select "Add Fee" next to your child's name.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with "Family Access" and user information. A sidebar on the left contains menu items: Home, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, and Fee Management (which is highlighted). The main content area is titled "Fee Management" and shows an "Unpaid Balance" of 0.00 for a student at Charles A Huston Middle School. Below this, there are links for "View Fees", "View Payments", "View Totals", "Make a Payment", and "Add a Fee". A table with columns for School Year, Due Date, Fee Description, Amount Charged, Amount Paid, Amount Due, Remaining Due, Payor Name, and Pay Plan ID is visible. A red arrow points to the "Add a Fee" button.

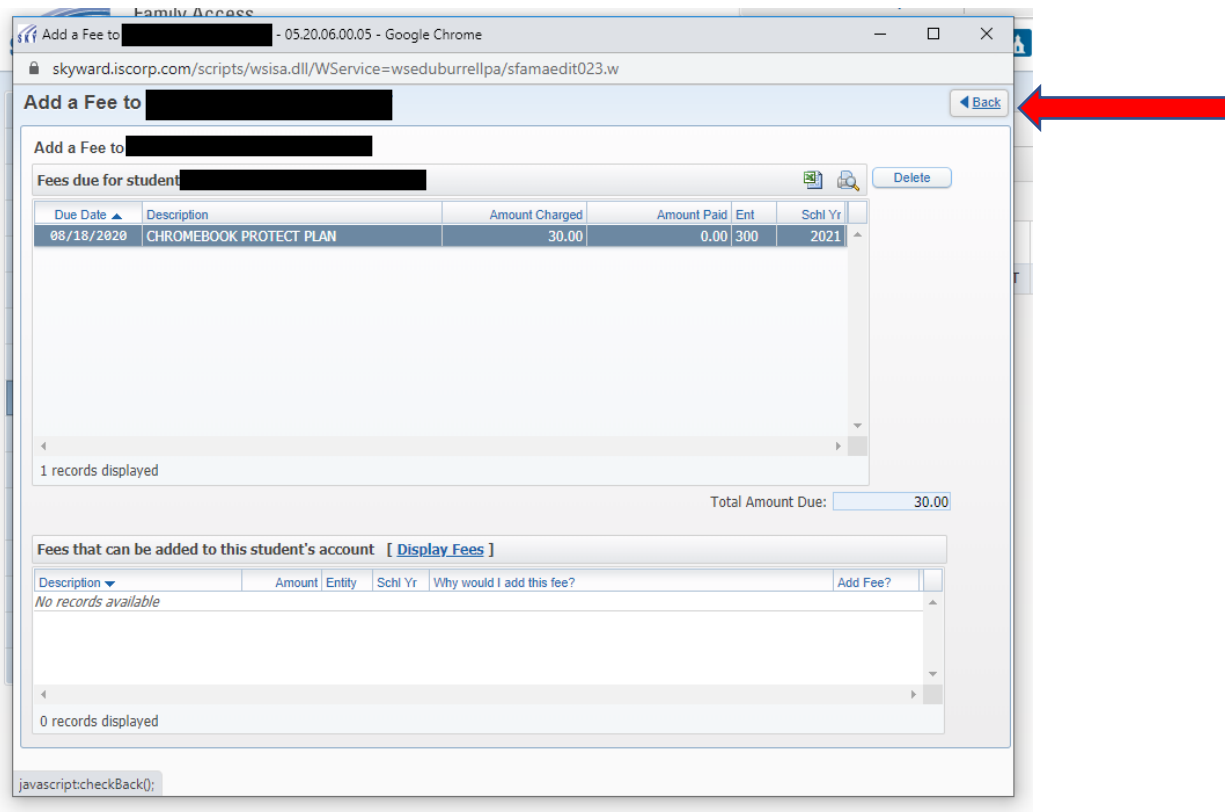
4. Click on "Add" that is towards the bottom of the screen, next to "General: Chromebook Protect Plan".

The screenshot shows the "Add a Fee to" page. At the top, it says "Add a Fee to" followed by a student ID. Below this, there is a section titled "Fees due for student" which is currently empty, displaying "There are no records to display; check your filter settings." and "0 records displayed". Below this, there is a section titled "Fees that can be added to this student's account [Display Fees]". This section contains a table with the following data:

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
General: CHROMEBOOK PROTE	30.00	300	2021		Add

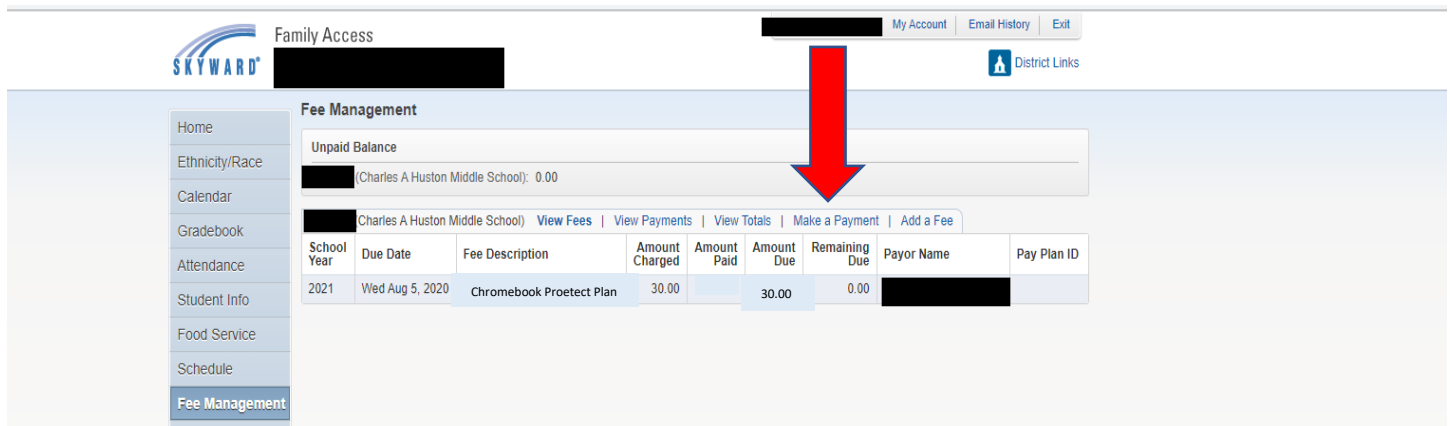
A red arrow points to the "Add" button in the "Add Fee?" column for the "General: CHROMEBOOK PROTE" entry. Below the table, it says "1 records displayed".

5. Click on "Back" in the upper right hand corner.



6. The fee will now be listed under the child's name. You can repeat these steps for each child.

7. Click on "Make a Payment" next to your child's name.



8. You will be taken to the District Web Store (through RevTrak) .

9. Enter your email and password then click LOG IN

NOTE: If this is the first time you are using the new system, you will need to select create a new account and set up your new account by entering information and following the steps to create a new account. *You can set your password the same as your Skyward Family Access Password if you choose.

10. Click Add to Cart (for each chromebook fee listed).

BURRELL SCHOOL DISTRICT
Empowering Students to Learn, Create, Lead, And Succeed

Skyward

[Log Out Of Skyward](#)

Skyward Food Payments

Skyward Fee Payments

FOOD ACCOUNTS

MAKE ONE-TIME PAYMENT

MAKE ONE-TIME PAYMENT

REQUIRED FEES

#CB-PLAN
CHROMEBOOK PROTECT PLAN \$30.00 **ADD TO CART**

CHROMEBOOK PROTECT PLAN
Due: Aug 18, 2020

OPTIONAL FEES

You successfully signed in to Skyward, however there are no accounts that have optional fees.

11. Click Checkout

12. Select your payment card then click continue OR click ADD CARD to enter new card information.

13. Review your billing and payment information then click Place Order.

14. A receipt screen will appear for saving or printing. A receipt will also be emailed to you.

15. Close the screen when you are finished.