

# Online Registration Directions

**Step 1:** Navigate to [www.lw210.org](http://www.lw210.org) and click on the Skyward Family Access Link.



**Step 2:** Login using the username and password that you created from the link sent from Lincoln-Way High School District 210. If you did not receive that e-mail, please click on the “Reset Skyward Password” link on our main page to begin the process.

If you continue to have problems, please contact the Registrar in the building your student will attend.



**Step 3:** Choose the Online Registration Link on the left or click “Go to Online Registration for Student.”



**Step 4:** Complete sections 1-4 before moving on to step 5. All sections must have a green check next to them to be considered complete. Once you have completed a step the “Complete Step # Only” will become active, click on that link to activate the “check.”



**Step 5:** To make a payment, follow the directions contained in the “Making a Family Access Payment” document.

**Step 6:** Complete Online Registration. Once you have completed all 5 steps of the Online Registration process, you will receive an e-mail stating you have completed the registration process for your student.

**PLEASE NOTE:** This is a new student information system for Lincoln-Way, we are in the process of updating all of the information, and therefore many of the links on the left side of the page will be incomplete. Please check back over the summer to watch our progress.

# Making a Family Access Payment (Multiple Students)



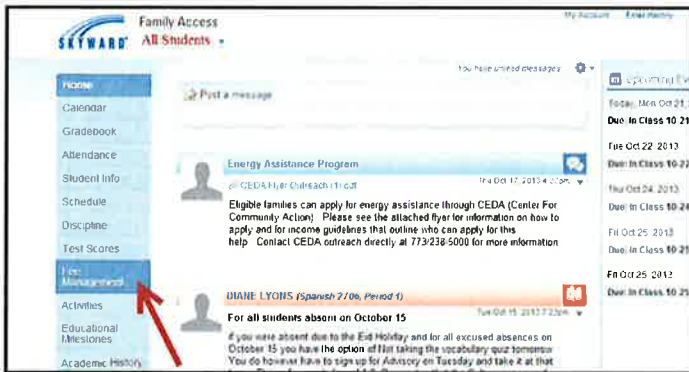
**SKYWARD**

Login ID:

Password:

[Forgot your Login/Password?](#)

**1** To make an online payment (Discover/Visa/MasterCard credit/debit) Log in to Skyward Family Access.



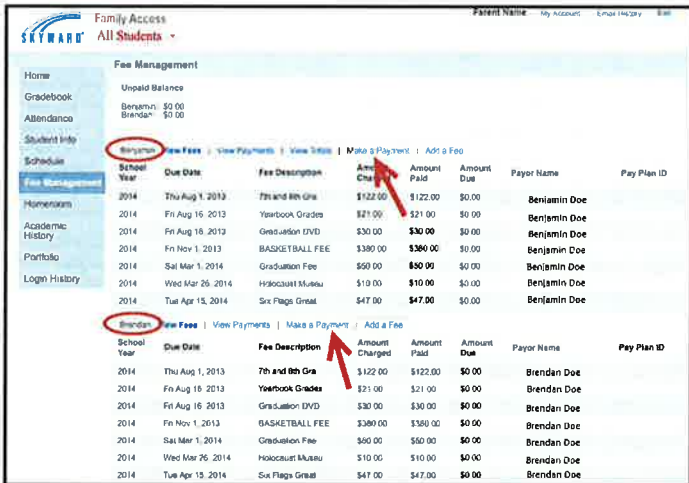
Family Access All Students

Home | Calendar | Gradebook | Attendance | Student Info | Schedule | Discipline | Test Scores | **Fee Management** | Activities | Educational Missions | Academic History

Energy Assistance Program  
Eligible families can apply for energy assistance through CEDA (Center For Community Action). Please see the attached flyer for information on how to apply and for income guidelines that outline who can apply for the help. Contact CEDA outreach directly at 773-238-5000 for more information.

DIANE LYONS (Spanish 7.06, Period 6)  
For all students absent on October 15  
If you were absent due to the Eid Holiday and for all excused absences on October 15 you have the option of first taking the vocabulary quiz tomorrow. You do however have to sign up for Advisory on Tuesday and take it at that time.

**2** Select Fee Management.



Family Access All Students

Fee Management

Unpaid Balance  
Benjamin: \$2.00  
Brendan: \$0.00

Student Info: Benjamin | **Fee Fees** | View Payments | View Status | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2014	Thu Aug 1, 2013	7th and 8th Gra	\$122.00	\$122.00	\$0.00	Benjamin Doe	
2014	Fri Aug 16, 2013	Yearbook Grades	\$21.00	\$21.00	\$0.00	Benjamin Doe	
2014	Fri Aug 16, 2013	Graduation DVD	\$30.00	\$30.00	\$0.00	Benjamin Doe	
2014	Fri Nov 1, 2013	BASKETBALL FEE	\$380.00	\$380.00	\$0.00	Benjamin Doe	
2014	Sat Mar 1, 2014	Graduation Fee	\$60.00	\$60.00	\$0.00	Benjamin Doe	
2014	Wed Mar 26, 2014	Holiday Menu	\$10.00	\$10.00	\$0.00	Benjamin Doe	
2014	Tue Apr 15, 2014	Six Flags Great	\$47.00	\$47.00	\$0.00	Benjamin Doe	

Student Info: Brendan | **Fee Fees** | View Payments | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID
2014	Thu Aug 1, 2013	7th and 8th Gra	\$122.00	\$122.00	\$0.00	Brendan Doe	
2014	Fri Aug 16, 2013	Yearbook Grades	\$21.00	\$21.00	\$0.00	Brendan Doe	
2014	Fri Aug 16, 2013	Graduation DVD	\$30.00	\$30.00	\$0.00	Brendan Doe	
2014	Fri Nov 1, 2013	BASKETBALL FEE	\$380.00	\$380.00	\$0.00	Brendan Doe	
2014	Sat Mar 1, 2014	Graduation Fee	\$60.00	\$60.00	\$0.00	Brendan Doe	
2014	Wed Mar 26, 2014	Holiday Menu	\$10.00	\$10.00	\$0.00	Brendan Doe	
2014	Tue Apr 15, 2014	Six Flags Great	\$47.00	\$47.00	\$0.00	Brendan Doe	

**3** To make a fee payment, locate the appropriate student and select the **Make a Payment** tab.



Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: Parent Name

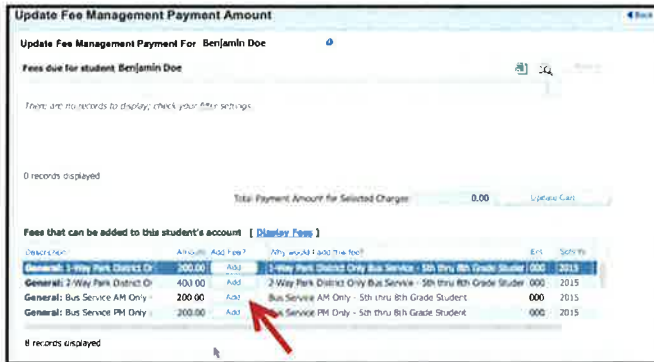
Online Payment Vendor:  |  |  |

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

Benjamin Doe	Fee Management Payment	0.00	Total Payment: DOBEEVOD	0.00
Brendan Doe	Fee Management Payment	0.00	Total Payment: DOEBR000	0.00

Total Payment for all Students: 0.00

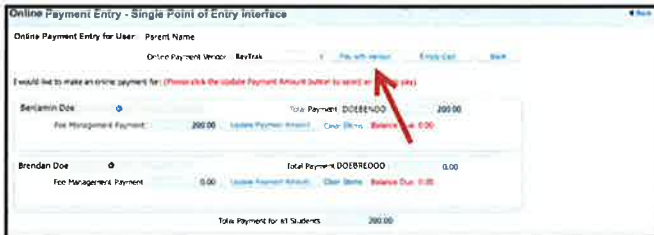
**4** Click **Update Payment Amount** for the appropriate student.



**5** To pay for optional fees, select **Add** next to the desired fee(s). The fee(s) will display on the top portion of the screen.



**6** When all payments have been added, click the **Pay Charge** checkbox, then click **Update Cart**.



**7** Verify the total payment for all students, then click **Pay with Vendor**.

**8** Click **Yes** if you are ready to submit the payment. (not shown)



**9** Click **Go to Checkout**.

**Enter your email address:**

- I am a new customer**  
(You'll create a password later)
- I am a returning customer**  
and my password is \_\_\_\_\_

[Sign in using our secure server](#)

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

- 10** Enter your Email Address
- Select: New/Returning Customer  
If you are a Returning Customer, enter password.
  - Note: The RevTrak password is solely for use in the Web Store. It is not the same as the district-issued Skyward password.*
  - Click Sign in

**BILLING INFO:**

\* First Name: \_\_\_\_\_ \* Last Name: \_\_\_\_\_

\* Address 1: \_\_\_\_\_ Address 2: \_\_\_\_\_

\* City: \_\_\_\_\_ \* State: \* Country: United States

\* Zip Code: \_\_\_\_\_ \* Telephone: \_\_\_\_\_

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**ACCOUNT INFO:**

\* Email Address: **parent@email.com** \* Password: See Hints

\* Please re-enter password: \_\_\_\_\_

[Continue](#)

- 11** Fill in Billing Information
- Create Password if new customer

- 12** Fill in Payment Information
- New Customer: Enter credit card information and desired credit card Nickname (optional)
  - Returning customer: Pay with a previously used credit card by selecting desired card from drop-down, or Pay with a different credit card by entering credit card information (not pictured)

**Credit Card Payment Info**

Credit Card Number: \_\_\_\_\_ Cardholder Name: \_\_\_\_\_ Expires: \_\_\_\_\_  
Month ▼ Year ▼

Nickname (Optional): \_\_\_\_\_

[Cancel](#) [Verify My Info](#)

- 13** Click **Verify my Info**, which will complete your order.

**Skyward Test**

THANK YOU FOR YOUR ORDER! Please SAVE and/or **PRINT** this page for your records.

6/14/2012 12:51:05 PM ORDER ID: 11796002

<b>BILL TO</b>	<b>SHIP TO</b>
Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216	Parent 10700 Lyndale Ave. S. Bloomington, MN 55420 888-847-3216

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
LOCK	LOCK FEE BONE DUTLEYSOR (000482)	Completed	Digital		\$5.00	1	\$5.00
ACTIVITY	ACTIVITY FEE Hexox Outletsor (000484)	Completed	Digital		\$49.99	1	\$49.99
<b>Sub-Total:</b>							<b>\$54.98</b>
<b>Grand Total:</b>							<b>\$54.98</b>

**PAYMENT INFO**

TYPE: Visa  
NAME ON CARD: Parent  
CARD NUMBER: xxxxxxxxxxxx1111

[To continue shopping, please click here.](#)  
[To logout, please click here.](#)

- 14** View & Print Receipt  
Click **Log out** in the lower left corner  
Credit card statements will show payment made to the school district.

**Fee Management** | [Fee Activity](#) | [All Payments](#)

Unpaid Balance: **\$0.00** [\[refresh\]](#) [Make Online Payment](#)

School Year	Ent	Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
2011	400	09/28/11	ACTIVITIES PASS - FAMILY	\$80.00	\$80.00	\$0.00	
2011	400	09/28/11	ACTIVITIES PASS - INDIVIDUAL	\$40.00	\$40.00	\$0.00	
2011	400	09/28/11	ACTIVITY FEE	\$49.99	\$49.99	\$0.00	
2011	400	09/28/11	ACTIVITIES PASS - STUDENT	\$15.00	\$15.00	\$0.00	
<b>TOTAL</b>				<b>\$184.99</b>	<b>\$184.99</b>	<b>\$0.00</b>	

- 15** Balance(s) will update accordingly in Skyward.