

Skyward and InTouch Usage Guide

www.lacenterschools.org

FOR ONLINE PAYMENTS, PLEASE DO NOT LOGIN AS GUEST! IF YOU DO, YOUR PAYMENT WILL NOT BE CREDITED TO YOUR STUDENT'S ACCOUNT.

Online Purchasing Instructions - Most parents are able to use their Skyward user name and password. If those do not work, You will need to contact the school office for your Username and Password for the InTouch Online Payment system. DO NOT CREATE A GUEST ACCOUNT, or the payment will not credit to your student's account. Once you receive your User Name and Password, log onto the La Center School District Online Payment Portal. it is the Online Payments selection under Quick Links on the website. Once logged in, click the box with your student's name on it.

To make a purchase do the following:

Shop Items At All Schools

Choose a school Type- Elementary, Middle or High School

Then choose the school.

Under the school, you will see categories, For example to add money to a lunch account, choose FOOD SERVICE

Make a purchase under the item Food Services. Leave the Quantity at 1, Price is the amount you would like to add to your student's account.

Click Buy

Then follow the procedures to check out using the cart in the upper right hand corner.

The food service balance will show in your account after the online payment system is downloaded to Skyward and Food services runs a utility (sometimes this takes overnight).

YOU CAN USE YOUR SKYWARD FAMILY ACCESS LOGIN TO LOGIN to INTOUCH -- Note that if you change the password, it only changes it for the online system and not the Skyward system.

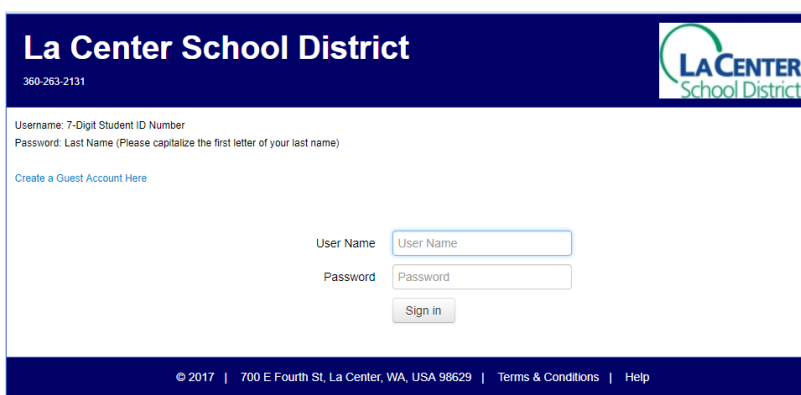
(If you don't know your Skyward Family Access login – contact your school office)

The rest of this guide offers screen-shot instructions for purchasing.

Adding Money to InTouch for FOOD SERVICE from HOME

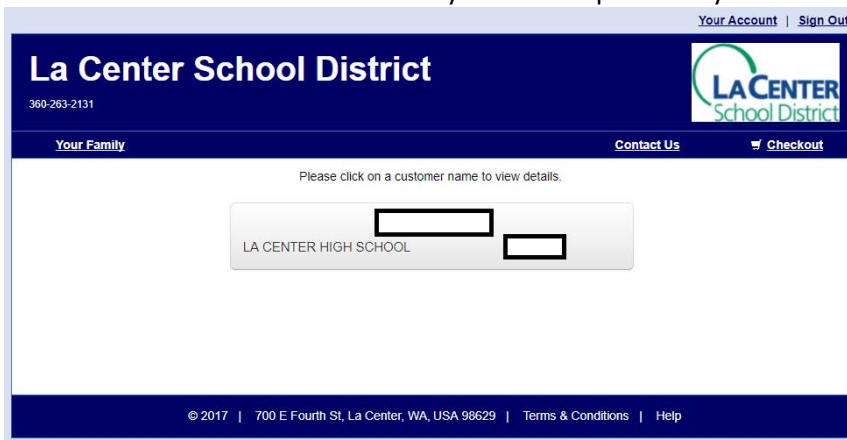
Start by going to www.lacenterschools.org Choose ONLINE Payments under Quick Links

This will take you to the InTouch Payment Homepage (You can login using your Skyward Family Access username/password. Contact your school secretary if you need this information).



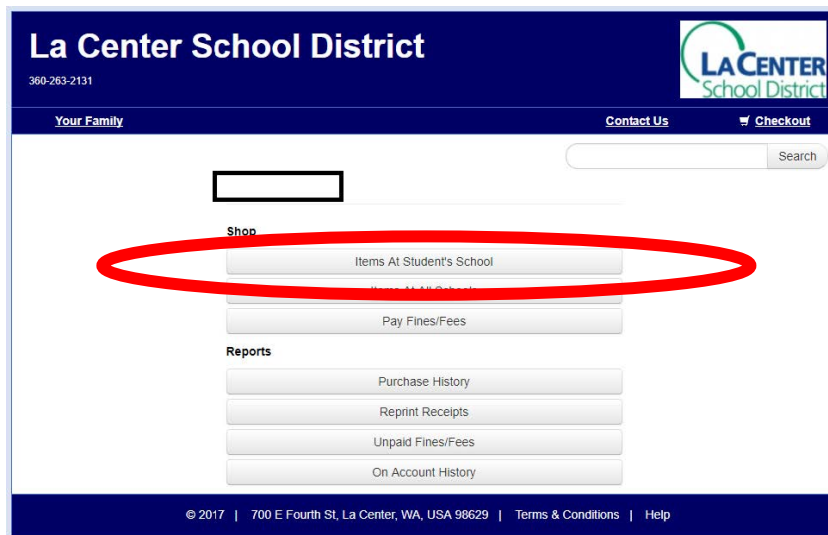
The screenshot shows the login page for the La Center School District. At the top, there is a dark blue header with the district's name and logo. Below the header, the page has a white background. It includes fields for 'User Name' and 'Password', a 'Sign in' button, and a link to 'Create a Guest Account Here'. The footer contains copyright information and links to 'Terms & Conditions' and 'Help'.

Choose student's account that you want to put money into.

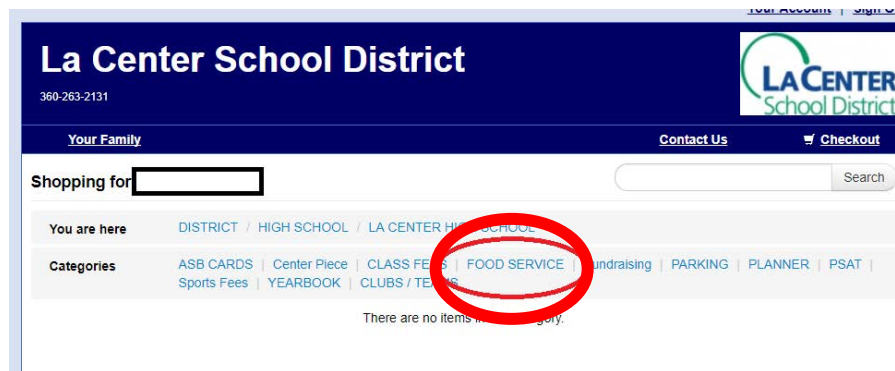


The screenshot shows the account selection page after logging in. The header is dark blue with the district's name and logo. Below the header, there is a navigation bar with 'Your Family', 'Contact Us', and 'Checkout' links. The main content area has a message: 'Please click on a customer name to view details.' Below this message is a list of customer names, with 'LA CENTER HIGH SCHOOL' highlighted. The footer contains copyright information and links to 'Terms & Conditions' and 'Help'.

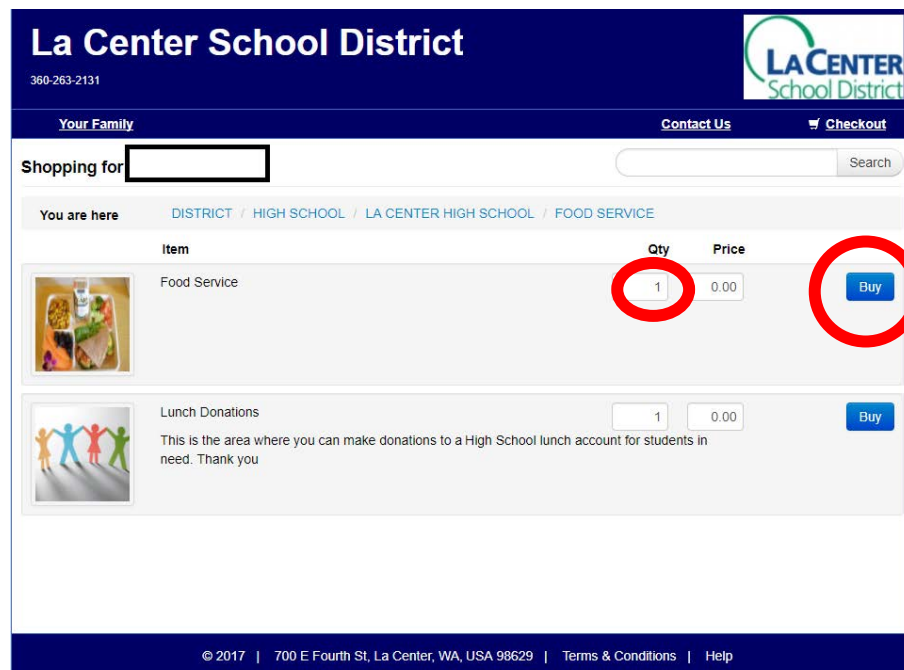
In order to put money into FOOD SERVICE you choose:
SHOP>ITEMS AT STUDENT'S SCHOOL



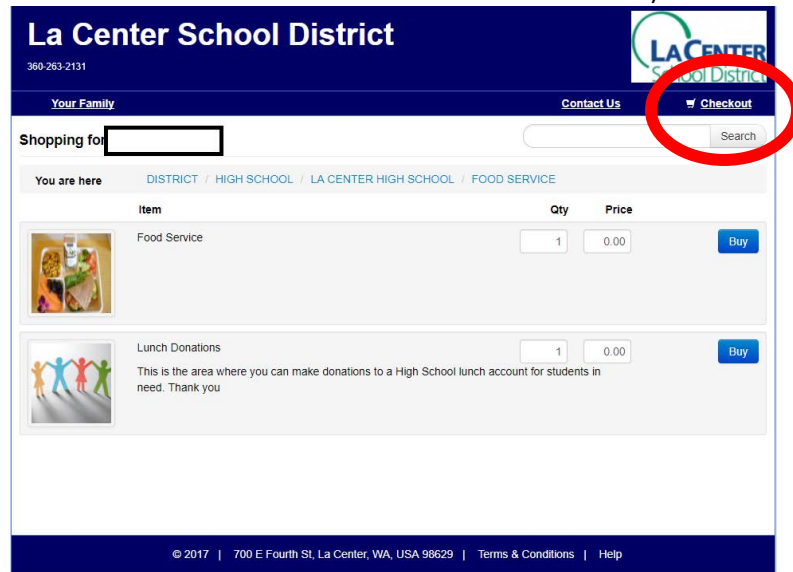
Choose FOOD SERVICE.



Enter the amount you'd like to add to your student's food service account. Keep the quantity at 1. Once you've entered amount, click Buy.



This will move your purchase into your cart. Make any other purchases you'd like and then click on Checkout (you can also add to the lunch donation account here).

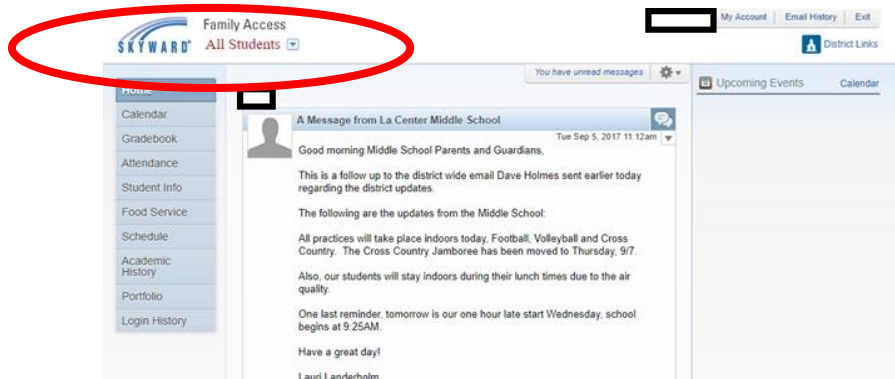


Go through Checkout Process as you would on any online website.

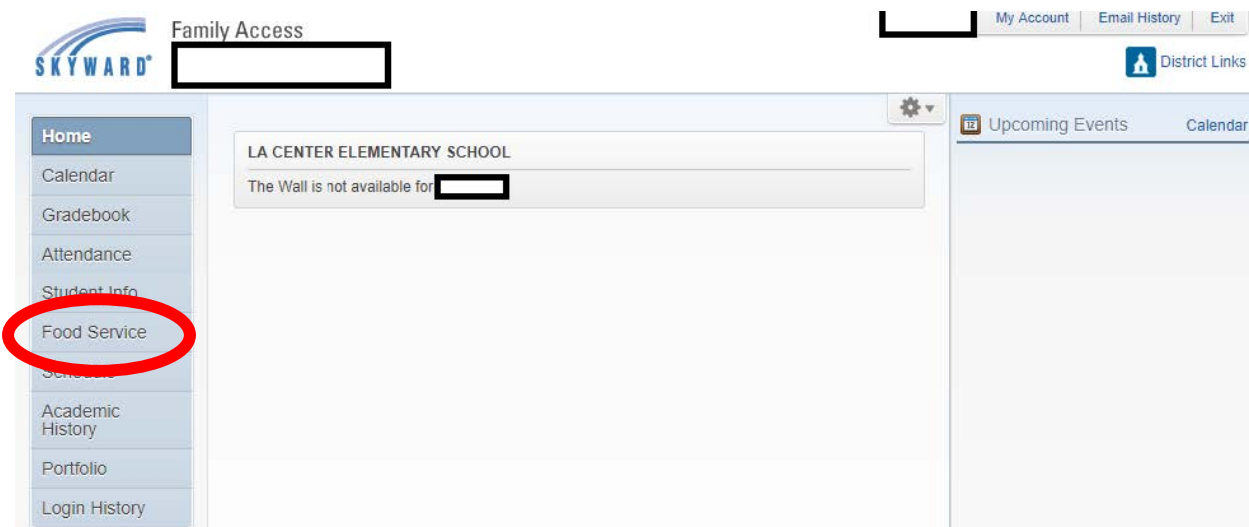
The system will pick up and credit your student's account daily at the following times: 6:00 am, 10:40am, 11:00am, 11:20am, 11:40am, 12:00pm, 12:30pm, and 300pm.

CHECKING YOUR STUDENT'S FOOD SERVICE BALANCE

- 1) Login to **Skyward** (You can login using your Skyward Family Access username/password. Contact your school secretary if you need this information).
- 2) Depending on the number of students you have attending La Center Public Schools, this screen may vary slightly. After logging in, you'll see a screen like this (you may also just see your students listed in buttons, in this case, just choose relevant student and skip step 3):



- 3) The first thing you'll want to do is to get choose a specific student. You'll do this by clicking on the dropdown arrow next to "All Students". If you only have one student, this area may already identify your student. Choose the appropriate student from the list and the screen will change.
- 4) If you're an elementary school parent, you'll see that a bunch of the information disappears. This is due to the limited functionality we have switched on within Skyward for Elementary School.
- 5) From here, you'll want to choose "FOOD SERVICE" from the menu provided.



- 6) Which brings you to the following page.
From this screen, you can see:
 - 1) Your current active balance and your student's Lunch type status (Paid, reduced, free)
 - 2) Your student's 4-digit lunch code number

3) School lunch purchase history (you can also find this in InTouch).

4) You can also navigate through time by using the 'next week' and 'previous week' buttons.

Home

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Academic History

Portfolio

Login History

Food Service

Current Account Balance

\$0.00

Lunch type: Paid

(LA CENTER ELEMENTARY SCHOOL)

View Totals

There are no payment records for this student.

Weekly Purchases For: Tue Sep 5, 2017

Previous Week

Next Week

(LA CENTER ELEMENTARY SCHOOL)

Week Total: \$0.00

Key Pad Number:

Item	Price
Sun Sep 3, 2017	
No purchases for this date.	
Mon Sep 4, 2017	
No purchases for this date.	
Tue Sep 5, 2017	
No purchases for this date.	
Wed Sep 6, 2017	
No purchases for this date.	
Thu Sep 7, 2017	
No purchases for this date.	
Fri Sep 8, 2017	
No purchases for this date.	
Sat Sep 9, 2017	
No purchases for this date.	

Totals and balances will update once at the end of each day (after 4pm).

Pay for other school payments

Follow the same instructions for Food Service payments, only choose the relevant category from the menu. All other steps are the same.

To Change Emergency/Contact Information:

- 1) From the top of any screen, in the upper right hand corner, you will see the option “MY ACCOUNT.” Choose it.

- 2) The screen that comes up allows you to change email, phone, address, and adjust your family access login and password. Elementary school students do not get grades via Skyward, so the email notification section isn't relevant. Nor will you want to 'Hide students,' although the option is available. When you've finished making the necessary changes, don't forget to click SAVE.

How To See What Your Student has Purchased in InTouch

Login to InTouch and navigate to relevant student.

- 1) In order to see all of your student's deposits and food purchases, simply click on the "Purchase History" button and you can see a full list of the activity on your student's account, this allows you to monitor that the food purchased matches the choices you'd like for your student to make.

