Job aid:

Parent Payment of Badge Replacement Fee

For: Parent

Purpose: How to view and pay a badge replacement fee (online only). Updated: July 23, 2024

The printing of a replacement for a student badge that is lost or damaged will result in a \$5.00 fee that the parent will be expected to pay. Payment will be accepted online only. No payments by cash, check or money order will be accepted at campus. Do not pay school's Revtrak webstore. The payment must be initiated within Skyward.

This job aid illustrates how to find the fee in Skyward and pay it online.

Note: Fee names and amounts in this handout are examples only. You will see all fees that apply to your student.

Step 1	
Parent/Guardian goes to the Skyward information page.	Go to <u>www.fortbendisd.com/Domain/170</u> or click on the Skyward icon at the District website or your school's website Family Access Look for the link to <u>LOGIN TO FAMILY ACCESS</u> If you need to be given a login, there is information about who to contact.
Step 2	
Parent/Guardian logs in to Skyward. When the login screen opens, type in your login and password, and click on the Sign In button.	SKYWARD* FORT BEND INDEPENDENT SCHOOL DISTRICT Login ID: Password: Sign In Forgot your Login/Password? 05.18.02.00.03

Step 3
Click on "Fee Management" along the left side menu.

Step 3 Example								
This family has two students. Notice tablethat the first listed student owes a \$30.00 fee and that the second listed student has no fees.	Fee Management Unpaid Balance STUDENT1 EL (PECAN GROVE E S): 30.00 STUDENT1 EL (PECAN GROVE E S): 0.00 STUDENT1 EL (PECAN GROVE E S) View Fees View Payments View Totals Make a Payment STUDENT1 EL (PECAN GROVE E S) View Fees View Payments View Totals Make a Payment Student1 EL (PECAN GROVE E S) View Fees View Payments View Totals Make a Payment School Due Date Fee Description Amount Charged Paid 2021 Tue Jun 1, 2021 LENDING LIBRARY IPAD POWER 30.00 0.00 30.00 STUDENT1 EL SAMPLE STUDENT1 MS (JAMES BOWIE M S) Make a Payment There is no Fee Management information available for this student.							
Step 4 Click "Make a Payment"	w Totals Make a Payment							
Step 5 At the payment page you will see the billed item. Click "ADD TO CART."	#LLIPDPWF LENDI POWE LENDING	NG LIBRARY IR G LIBRARY IPAD I	/ IPAD \$30.00 ad	D TO CART	1			

Sten 6	
Step 0	
Next click "CHECKOUT"	Clear Cart LENDING LIBRARY IPAD POWER For: Student1 El Sample (0844895) REMOVE \$30.00
Sten 7	SUB TOTAL \$30.00 TOTAL \$30.00 CONTINUE SHOPPING CHECKOUT
Log in to the webstore. Many parents have a webstore login for paying other fees, dues, etc. If you don't have a webstore account, click "CREATE NEW ACCOUNT"	CHECKOUT Log in to the Web Store Email Password Forgot password? LOG IN
Sten 8 (if needed)	
A new account needs just a few items	For time Lattere Lattere Acress Acress

Step 9						
If you are satisfied with your method of payment and amount, click "PLACE ORDER."		Ī				
You may add a new card or e-check information, click "CHANGE."	BILLING		EDIT			
We accept debit or credit card or e- check. If you would like to pay by e- check you will be asked for your bank routing number and checking account.	PAYMENT METHOD		CHANGE \$30.00 \$30.00 \$30.00			
Step 10						
This shows successful payment						
Be sure to print a receipt. If the email on your account is correct you will get an emailed receipt.	Your order has be	een pla	aced			
Step 11						
Back in Skyward Fee Management, your payment is shown and your Remaining Due is adjusted.	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name
	LENDING LIBRARY IPAD POWER	30.00	30.00	0.00	0.00	STUDENT1 EL SAMPLE