Fort Bend ISD Summer School
Online Course Request and Payment Guide 2017

This year you can make your course selections for 2017 Summer School Programs in Skyward Family Access. Skyward Family Access allows you to select your summer school course and pay for it online via a credit or debit card. If you prefer to pay for your course with cash, you must complete the registration form, get counselor approval, then select your classes in Skyward Family Access before you can go to the Fort Bend ISD Administration Building (room 217) for cash only payment. Parents must also bring their approved registration form with them when paying at the Administration Building. A driver's license or other state issued ID will be required from you or your parent to enter the building. Students that have selected their courses online using Skyward Family Access and have paid for them via credit card, debit card or cash by June 6, 2017, at 5:00 p.m. will be exempt from attending the walk-in summer school registration event. All online registration (course selection) without payment is subject to being dropped without notice. Parents and students are encouraged to pay at the time the course is selected in Family Access (Skyward) in order to avoid being dropped from the course.   The address of the FBISD Administration Building is 16431 Lexington Blvd., Sugar Land, Texas 77479.

Step 1

- Begin by going to the FBISD Family access website at:

  http://www.fortbendisd.com/family-access

- Click on the *Login to Family Access* link
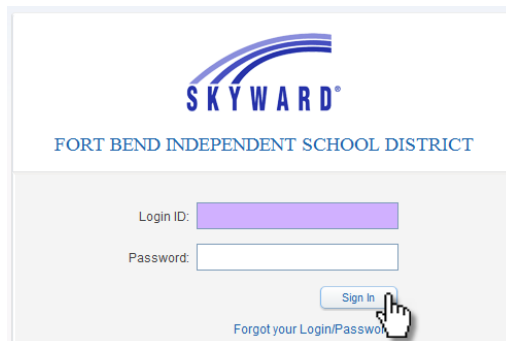
Skyward Family Access

Login to Family Access

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- When the login screen opens, type in your **Login ID** and **Password**, and click on the **Sign In** button.
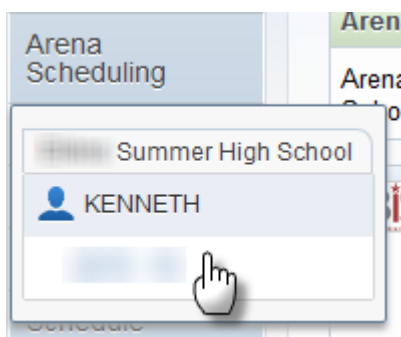

Students: use your **network Login** and **Password** that is used at school.

Parents: use your **Login** and **Password** issued for Family Access from the Home Campus Staff.

- Select the link for **Arena Scheduling** for Summer School, found near the top of the Home Menu on the left.

- Select the **Current School Year** link to begin Online Registration.

NOTE: High School Remedial courses will be selected by the student's counselor. Once this is complete you may skip to Step 6.

NOTE: If you do not see Arena Scheduling, please contact your home campus for a status on the enrollment process into Summer School.

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The courses are listed alphabetically.

Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	Grades	Subject	Class
Yes	43	Art I Summer School S1	MTWRF	1	S1		08- 12		FA0131/999
No	48	Art I Summer School S2	MTWRF	1	S2		08- 12		FA0132/999
Yes	59	BIM I Summer School S1	MTWRF	1	S1		09- 12		CBU021/999
No	60	BIM I Summer School S2	MTWRF	1	S2		09- 12		CBU022/999
Yes	25	BIM I REM Summer School S1	MTWR	1	S1		09- 12		CBU023/JB9
Yes	25	BIM I REM Summer School S1	MTWR	1	S1		09- 12		CBU023/RP9
Yes	15	BIM 1 REM Summer School S2	MTWR	1	S1		09- 12		CBU024/JB9
Yes	25	BIM 1 REM Summer School S2	MTWR	1	S1		09- 12		CBU024/RP9

(Summer High School)   View/Print Schedule | Submit Schedule | Messages

- You must choose the correct Class according to the Summer School campus that your student must attend.

- Be sure to select the course in the correct **Term** (S1 or S2).   (REMEDIAL = repeating course)

- Click **Arrow** in the lower left to move to the next page of course descriptions.

- Click **Add** when you locate the summer school course in the correct term.

Step 5

- Click on the **Submit Schedule** tab to confirm the schedule.

KENNETH (Summer High School)	View/Print Schedule	Submit Schedule	Messages

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind
Remove	Enr	998	*TRANSPORTATION	MTWR	2	TRA	
Add	No	30	Alg I REMEDIAL	MTWR	1	S1	

- Click **Submit Schedule** and **YES** to submit your schedule.

Submit Schedule

Arena Scheduling - Submit Classes for KENNETH

Student Status: **Open**
School Year:
Graduation Year:
Credits: **1.000**

Print Schedule   Submit Schedule

	Term 1	Term 2
Period 0		
Period 1	Art I (FA0131/999) MTWR Bldg: 012	Art I (FA0132/999) MTWR Bldg: 012
Period 2	*TRANSPORTATION (TRANS/TRN) MTWR	

Once submitted, you **cannot change your schedule**. If changes are needed, please contact the Summer School personnel.

Step 6

To pay by Credit or Debit Card:
- Click **Fee Management** found in the Home Menu on the left.

Arena Scheduling
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Fee Management

- Click the **Make a Payment** link to pay for your summer school course(s) with a credit or debit card.
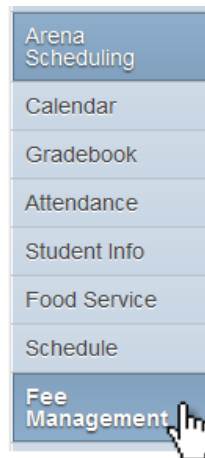
Unpaid Balance

KENNETH (Summer High School): **260.00**

KENNETH (Summer High School)	View Fees	View Payments	View Totals	Make a Payment

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Payor Name

SIS
FBISD
Student Information Systems

Documentation Type: End User How To Guide   Page **4** of 7
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Fort Bend ISD

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- Click **Pay with RevTrak**.

- To continue the payment, click **Go To Checkout.**

- Parents or guardians should input an email address.

- If this is your first time using Revtrak for a payment transaction, select **I am a new customer** and follow the steps to create a profile.

- If a Revtrak account has already been created for another transaction, select **I am a returning customer and my password is** to login using your credentials.

- Select **Sign in using our secure server.**

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Step 9

- Verify the **Items** that are in your cart.

- Enter the **Billing Info** for the credit or debit card that will be used for payment.

- Select **Continue.**

Items:	Price	Qty	Total
Skyward Family Access Summer School AP Course Fee 1/2 Credit For: BOB	$400.00	1	$400.00
Skyward Family Access Summer School AP Course Fee 1/2 Credit For: BOB	$400.00	1	$400.00

Total: $800.00
Convenience Fee: $0.00
Order Total: $800.00

« RETURN TO CART

🔒 BILLING INFO:

* First Name:	* Last Name:
Parent	Fort Bend
* Address 1:	Address 2:
10017 FBISD Ln	
* City:	* State: * Country:
Sugar Land	TX United States
* Zip Code:	* Telephone:
77478	713.123.4567

Continue ⊙

*Required field

Step 10

- Verify the **Order Total** from the **Items** in your **Cart**.

- Verify the **Customer Info.**

- Enter the **Credit Card Payment Info.**

  If you are a returning Revtrak customer, select **Pay with a previously used credit card.**

  If no previous card is available, select **Pay with a different credit card.** Enter the card number, cardholder name, and expiration dates.

- Select **Verify My Info.**

Cart

Items	Price	Qty	Total
Skyward Family Access Summer School AP Course Fee 1/2 Credit For: BOB	$400.00	1	$400.00
Skyward Family Access Summer School AP Course Fee 1/2 Credit For: BOB	$400.00	1	$400.00

Total: $800.00
Convenience Fee: $0.00
Order Total: $800.00

Customer Info
Parent Fort Bend
10017 FBISD Ln
Sugar Land, TX 77478

Credit Card Payment Info
◉ Pay with a previously used credit card

xxxxxxxxxxxx1111

○ Pay with a different credit card

Credit Card Number: Cardholder Name: Expires:
                                           Month Year
Nickname (Optional):

Cancel ⊙   Verify My Info ⊙

Step 11

- Verify the **Order Total** from the **Items** in your **Cart**.

- Verify the **Customer Info.**

- Verify the **Credit Card Payment Info**

This is the final step before payment is complete.

- Select **Complete Order.**

Step 12

- Print or save electronically a copy of the receipt.

- In Skyward Family Access, the payment may be viewed instantly in fee management.

- Summer school staff will be able to view that the course has been paid, but not see payment details**.**