

Badge Replacement Fee Management (Parent Job Aid)

These instructions may be sent to parents if they need help.

Job aid:

Parent Payment of Badge Replacement Fee

For: Parent



Purpose: How to view and pay a badge replacement fee (online only).

Updated: Sep. 4, 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.

Step 1	
Parent/Guardian goes to the Skyward information page.	<p>Go to https://www.fortbendisd.com/family-access or click on the Skyward icon at the District website or your school's website</p>  <p>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.</p>
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.	

Step 3

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



Step 3 Example

This family has two students. Notice that the second listed student owes a \$5.00 fee and that the first listed student has no fees.

Fee Management

Unpaid Balance

STUDENT HS (WILLIAM B TRAVIS H S) 0.00
 STUDENT (JAMES BOWIE M S) **5.00**

STUDENT HS (WILLIAM B TRAVIS H S) [View Totals](#) | [Make a Payment](#)

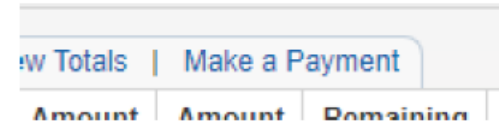
There is no Fee Management information available for this student.

STUDENT (JAMES BOWIE M S) [View Fees](#) | [View Payments](#) | [Make a Payment](#)

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2025	Mon Oct 7, 2024	BADGE REPLACEMENT FEE	5.00	0.00	5.00	5.00	STUDENT M. SAMPLE	

Step 4

Click "Make a Payment"



Step 5

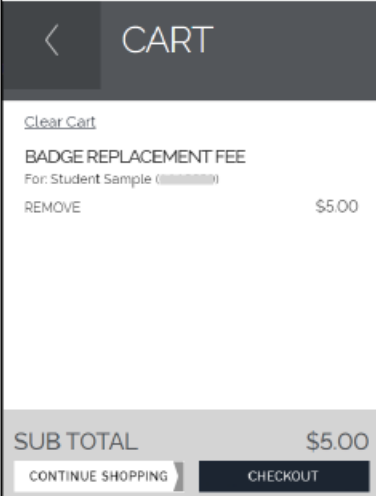
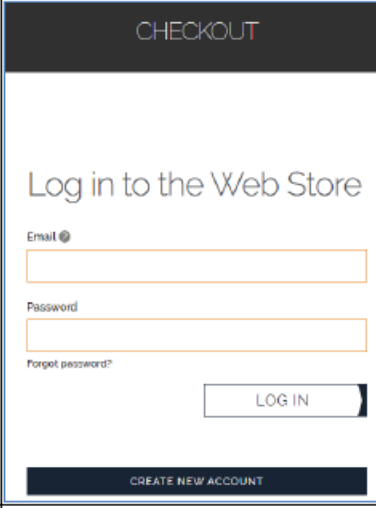
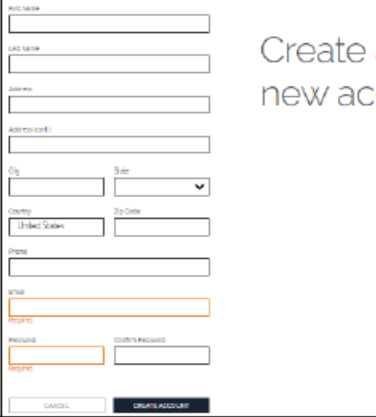
At the payment page you will see the billed item. Click "ADD TO CART."

STUDENT SAMPLE

#BADGEFEE

BADGE REPLACEMENT FEE \$5.00 [ADD TO CART](#)

BADGE REPLACEMENT FEE

Step 6	
<p>Next click "CHECKOUT"</p>	
Step 7	
<p>Log in to the webstore. Many parents have a webstore login for paying other fees, dues, etc.</p> <p>If you don't have a webstore account, click "CREATE NEW ACCOUNT"</p>	
Step 8 (if needed)	
<p>A new account needs just a few items</p>	 <p>Create a new account</p>

<p>Step 9</p> <p>If you are satisfied with your method of payment and amount, click "PLACE ORDER."</p> <p>You may add a new card or e-check information, click "CHANGE."</p> <p>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.</p>	
<p>Step 10</p> <p>This shows successful payment</p> <p>Be sure to print a receipt. If the email on your account is correct you will get an emailed receipt.</p>	
<p>Step 11</p>	

<p>Back in Skyward Fee Management, your payment is shown and your Remaining Due is adjusted.</p>	<p>Fee Management</p> <p>Unpaid Balance</p> <p>STUDENT HS (WILLIAM B TRAVIS H S): 0.00 STUDENT (JAMES BOWIE M S): 0.00</p> <p>STUDENT HS (WILLIAM B TRAVIS H S) View Totals Make a Payment</p> <p>There is no Fee Management information available for this student.</p> <p>STUDENT (JAMES BOWIE M S) View Fees View Payments Make a Payment</p> <table border="1"> <thead> <tr> <th>School Year</th> <th>Due Date</th> <th>Fee Description</th> <th>Amount Charged</th> <th>Amount Paid</th> <th>Amount Due</th> <th>Remaining Due</th> <th>Payor Name</th> <th>Pay Plan ID</th> </tr> </thead> <tbody> <tr> <td>2025</td> <td>Mon Oct 7, 2024</td> <td>BADGE REPLACEMENT FEE</td> <td>5.00</td> <td>5.00</td> <td>0.00</td> <td>0.00</td> <td>STUDENT M. SAMPLE</td> <td></td> </tr> </tbody> </table>	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID	2025	Mon Oct 7, 2024	BADGE REPLACEMENT FEE	5.00	5.00	0.00	0.00	STUDENT M. SAMPLE	
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