Fort Bend ISD Summer School
Online Course Request and Payment Guide 2018

Course selections for 2018 Summer School Programs are available in Skyward Family Access. Skyward Family Access allows you to select your summer school course, once approved by your counselor and pay for it online via a credit or debit card. If you must pay for your course with cash, you may do so at your campus through the counselor's office. Online payments are encouraged as they are campuses may have restricted hours for summer school registration. Classes. Online registration will be available from April 2, 2018 through June 6, 2017 at 5:00 p.m. ***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.   Please contact your counselor for more information.

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

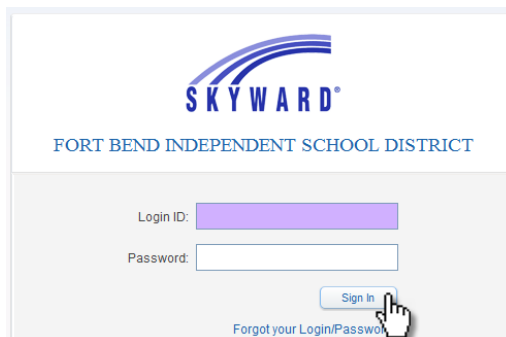### Skyward Family Access

Login to Family Access

Step 2

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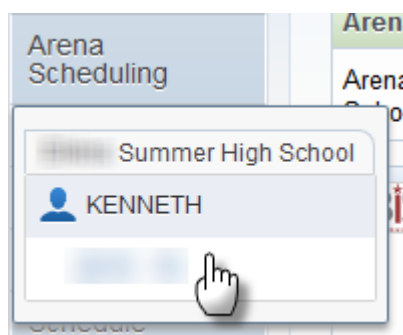

Students: use your **network Login** and **Password** that is used at school.

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

The courses are listed alphabetically.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind
Add	Yes	999	*TRANSPORTATION	MTWR	2	TRA	
Add	Yes	30	Alg I REMEDIAL	MTWR	1	S1	
Add	Yes	30	Alg I REMEDIAL	MTWR	1	S2	
Add	Yes	30	Alg II REMEDIAL	MTWR	1	S1	
Add	Yes	30	Alg II REMEDIAL	MTWR	1	S2	
Add	Yes	30	Algebra I B REM	MTWRF	1	SS	
Add	Yes	29	Art I	MTWR	1	S1	
Add	Yes	30	Art I	MTWR	1	S2	
Add	Yes	30	Art I REMEDIAL	MTWR	1	S1	
Add	Yes	30	Art I REMEDIAL	MTWR	1	S2	
Add	Yes	30	Bio REMEDIAL	MTWR	1	S1	
Add	Yes	30	Bio REMEDIAL	MTWR	1	S2	
Add	Yes	30	Biology PreAP	MTWR	1	Y	
Add	Yes	30	Chem I PreAP	MTWR	1	Y	
Add	Yes	30	Chem I REMEDIAL	MTWR	1	S1	
Add	Yes	30	Chem I REMEDIAL	MTWR	1	S2	
Add	Yes	30	Comm Apps	MTWR	1	S1	

KENNETH ▮▮▮▮▮ Summer High School) **View/Print Schedule | Submit Schedule | Messages**

- First, select "transportation" if student will need to ride the bus (not available for AP/Pre AP courses).

- 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.

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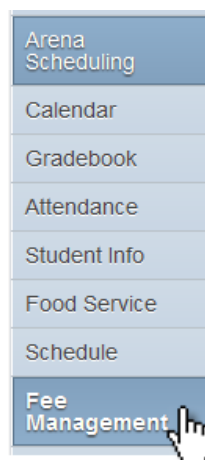
	Term 1	Term 2
Period 0		
Period 1	Art I (FA0131/999) MTWR Bldg: 012	Art I (FA0132/999) MTWR Bldg: 012
Period 2	*TRANSPORTATION (TRANS/TRN) MTWR	

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

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

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Step 7

- Click **Pay with RevTrak**.

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

Step 8

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

Continue ⊙

*Required field

- 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 ⊙**

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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.

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

Credit Card Number:	Name On Card:	Expires:	Card Type:
xxxxxxxxxxxx1111	janice	03/15	Visa

Nickname for Account:

Cancel Complete Order

- Select **Complete Order.**

Step 12

- Print or save electronically a copy of the receipt.

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

3/4/2013 3:21:07 PM	ORDER ID: 60562011
BILL TO	**SHIP TO**
Parent Fort Bend 10017 FBISD Ln Sugar Land, TX 77478 713.123.4567	Parent Fort Bend 10017 FBISD Ln Sugar Land, TX 77478 713.123.4567

SKU	Product	Status	Carrier	Tracking #	Price	Qty	Total
SSAPCF2	Skyward Family Access Summer School AP Course Fee 1/2 Credit BOB	Completed	Digital		$400.00	1	$400.00
SSAPCF2	Skyward Family Access Summer School AP Course Fee 1/2 Credit BOB	Completed	Digital		$400.00	1	$400.00

Sub-Total: $800.00
Convenience Fee: $0.00
Grand Total: $800.00

PAYMENT INFO	
TYPE	Visa
NAME ON CARD	janice
CARD NUMBER	xxxxxxxxxxxx1111

To continue shopping, please click here.
To logout, please click here.

- 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.

Unpaid Balance: $0.00 [refresh]

School Year	Ent	Due Date	Billing Description	Amount Charged	Amount Paid	Amount Due	Class
	991	03/04/	Econo AP	$400.00	$400.00	$0.00	Econo AP
	991	03/04/	US Government AP	$400.00	$400.00	$0.00	US Government AP
TOTAL				$800.00	$800.00	$0.00	

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