

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.

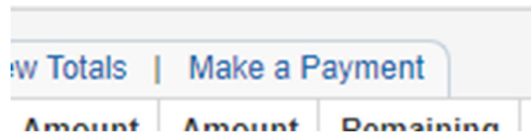
This job aid illustrates how to find the fee in Skyward and pay it online.

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

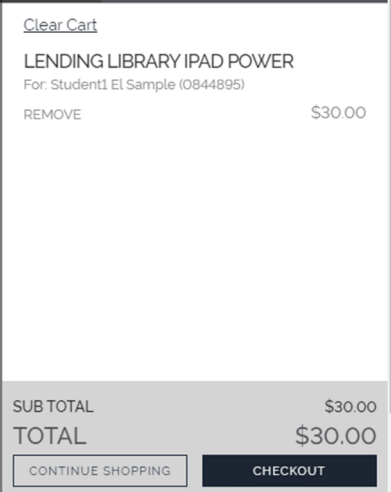
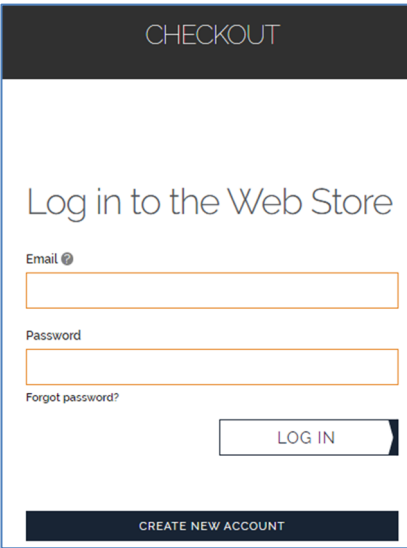
Step 1	
Parent/Guardian goes to the Skyward information page.	Go to <a href="http://www.fortbendisd.com/Domain/170">www.fortbendisd.com/Domain/170</a> or click on the Skyward icon at the District website or your school's website  Look for the link to <b><u>LOGIN TO FAMILY ACCESS</u></b> If you need to 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.	

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

Step 3 Example																	
This family has two students. Notice that the first listed student owes a \$30.00 fee and that the second listed student has no fees.	<p><b>Fee Management</b></p> <p>Unpaid Balance</p> <p>STUDENT1 EL (PECAN GROVE E S): <b>30.00</b>  STUDENT1 MS (JAMES BOWIE M S): 0.00</p> <p>STUDENT1 EL (PECAN GROVE E S) <a href="#">View Fees</a>   <a href="#">View Payments</a>   <a href="#">View Totals</a>   <a href="#">Make a Payment</a></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> </tr> </thead> <tbody> <tr> <td>2021</td> <td>Tue Jun 1, 2021</td> <td>LENDING LIBRARY IPAD POWER</td> <td>30.00</td> <td>0.00</td> <td>30.00</td> <td>30.00</td> <td>STUDENT1 EL SAMPLE</td> </tr> </tbody> </table> <p>STUDENT1 MS (JAMES BOWIE M S) <a href="#">Make a Payment</a></p> <p>There is no Fee Management information available for this student.</p>	School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	2021	Tue Jun 1, 2021	LENDING LIBRARY IPAD POWER	30.00	0.00	30.00	30.00	STUDENT1 EL SAMPLE
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Step 4	
Click “Make a Payment”	

Step 5	
At the payment page you will see the billed item. Click “ADD TO CART.”	<p>#LLIPDWR</p> <p>LENDING LIBRARY IPAD POWER \$30.00 <a href="#">ADD TO CART</a></p> <p>LENDING LIBRARY IPAD POWER</p>

Step 6	
<p>Next click "CHECKOUT"</p>	 <p>Clear Cart</p> <p>LENDING LIBRARY IPAD POWER For: Student1 El Sample (0844895)</p> <p>REMOVE \$30.00</p> <p>SUB TOTAL \$30.00 TOTAL \$30.00</p> <p>CONTINUE SHOPPING 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>	 <p>CHECKOUT</p> <p>Log in to the Web Store</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgot password?</p> <p>LOG IN</p> <p>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>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Address <input type="text"/></p> <p>Address (cont.) <input type="text"/></p> <p>City <input type="text"/> State <input type="text"/></p> <p>Country <input type="text"/> Zip Code <input type="text"/></p> <p>Phone <input type="text"/></p> <p>Email <input type="text"/></p> <p>required</p> <p>Password <input type="password"/> Confirm Password <input type="password"/></p> <p>required</p> <p>CANCEL CREATE ACCOUNT</p>

**Step 9**

If you are satisfied with your method of payment and amount, click "PLACE ORDER."

You may add a new card or e-check information, click "CHANGE."

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.

**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.

**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