

# Fort Bend ISD Summer School

## Online Course Request and Payment Guide 2019

Course selections for 2019 Summer School Programs for Original and AP course 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.

Online registration will be available from April 22, 2019 through June 4, 2017 at 12:00 A.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.

### Step 3

- 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 school counselor. There is a possibility that the student has not yet been enrolled into the Summer School. Please be sure the student has completed the registration form for Original Credit or Pre-AP/AP courses. You will not see Arena Scheduling if you have not been approved by the counselor.

### Step 4

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The courses are listed alphabetically.

Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm
Add	Yes	58	AP Human Geo	MTWRF	1	S1
Add	Yes	60	AP Human Geo	MTWR	1	S2
Add	Yes	44	Art I Summer School S1	MTWR	1	S1
Add	Yes	60	Art I Summer School S2	MTWR	1	S2
Add	Yes	60	BIM I Summer School S1	MTWRF	1	S1
Add	Yes	60	BIM I Summer School S2	MTWRF	1	S1
Add	Yes	60	Comp Sci PreAP summer school	MTWRF	1	Y
Add	Yes	30	Econo AP	MTWRF	1	S1
Add	Yes	60	Economics AP	MTWRF	1	S2
Add	Yes	60	Eng 3 Summer School S1	MTWRF	1	S1
Add	Yes	60	Eng 3 Summer School S2	MTWRF	1	S1
Add	Yes	146	Geometry PreAP	MTWR	1	Y
Add	Yes	60	MMA SummerSchool S1	MTWRF	1	S1
Add	Yes	60	MMA SummerSchool S2	MTWRF	1	S2
Add	Yes	60	PE1FdtnPhyFitB	MTWRF	1	S1
Add	Yes	60	PE1FdtnPhyFitB	MTWRF	1	S2
Add	Yes	60	PE1FdtnPhyFitB	MTWRF	1	S1

- Be sure to select the course in the correct **Term** (S1 (Session 1) or S2 (Session 2)) as approved by your counselor.
- 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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### Step 5

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

JASMINE (Summer High School) <a href="#">View/Print Schedule</a>   <a href="#">Submit Schedule</a>   <a href="#">Messages</a>								
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	*Ind	
<a href="#">Add</a>	Yes	58	AP Human Geo	MTWRF	1	S1		
<a href="#">Add</a>	Yes	60	AP Human Geo	MTWR	1	S2		

- 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

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### Step 6

To pay by Credit or Debit Card:

- Click **Fee Management** found in the Home Menu on the left.



- 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**.

School Year	Ent	Due Date	Description	Amount Charged	Amount Paid	Amount Due	Pay Charge	Pay Amount	Remaining Balance
Delete	991	03/30/2016	Art I Summer School S1	260.00	130.00	130.00	<input checked="" type="checkbox"/>	130.00	0.00
Delete	991	03/30/2016	Art I Summer School S2	260.00	130.00	130.00	<input checked="" type="checkbox"/>	130.00	0.00

Total Due: 260.00  
Total Payment: 260.00  
Total Remaining Balance: 0.00

Entities: 001, 002, 003, 004, 005, 006, 007, 008, 009, 010, 011, 012, 013, 016, 038, 040, 041, 042, 043, 044, 045, 046, 047, 048, 049, 050, 051, 052, 053, 054, 055, 101, 102, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 801, 802, 803, 804, 805, 806, 981, 982, 991, 992

- 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**.

Enter your email address:

**I am a new customer**  
(You'll create a password later)

**I am a returning customer and my password is**

[Sign in using our secure server](#)

[Forgot your password? Click here.](#)

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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
<b>Total: \$800.00</b>			
<b>Convenience Fee: \$0.00</b>			
<b>Order Total: \$800.00</b>			

◀ 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

### 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**.

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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.***

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
<b>Total: \$800.00</b>			
<b>Convenience Fee: \$0.00</b>			
<b>Order Total: \$800.00</b>			

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

**Credit Card Payment Info**  
Credit Card Number: xxxxxxxxxxxx1111  
Name On Card: janice  
Expires: 03/15  
Card Type: 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
						<b>Sub-Total: \$800.00</b>	
						<b>Convenience Fee: \$0.00</b>	
						<b>Grand Total: \$800.00</b>	
PAYMENT INFO							
<b>TYPE</b>	Visa						
<b>NAME ON CARD</b>	janice						
<b>CARD NUMBER</b>	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.