

Adding Optional Fees and Making Online Payments in Family Access

Go to www.easttroy.k12.wi.us. Log into Family Access, available at the top of the homepage.

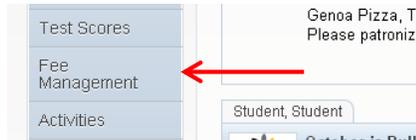


Steps to Obtain Family & Student Access Log On Information

Click **'Forgot your login or password?'** on the login screen. Enter your email address in the space provided. Click **Submit**. If your email matches the email address the district has on file, you will be sent an email containing your login and a link that can be used to reset your password. Be sure that your spam/junk filter is set to allow e-mails from skyward@k12.wi.us.

NOTE: The school district must have a matching email address on file. To add your email address to the school's database, send it to dralis@easttroy.k12.wi.us along with your child's name and your name. If you do not have a valid email address, please contact Lisa Dragotta at 262.642.6720 x3225 to obtain your username and password.

Select Fee Management



On the Fee Management screen, you can view all fees by student.

Click on **Make a Payment** to purchase optional fees and/or make a payment.



Click **Update Payment Amount** in the Fee Management Payment section



Click **Add** next to the optional fee(s) that you would like to add to your child's account.



Click the **Pay Charge** box next to the charge(s) you wish to pay for.

Click **Update Cart**.

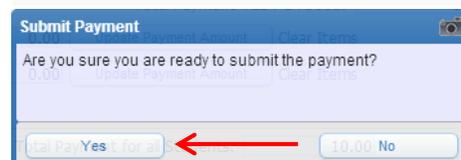
*Repeat this step for each child in your family.



Click on **Pay with Vendor**.



Click **Yes** to submit payment via RevTrak.



RevTrak® is a national credit card payment processor to provide you the simple security and convenience of making online payments for school related fees with a charge/debit card.