

# Paying for Your Yearbook through Skyward

The logo for 'myyearbook' is displayed in a stylized, lowercase font. The letters are white with a blue outline and are set against a light blue background. The text is slightly blurred and has a soft glow effect.

# Login into your parental account – not your student's account

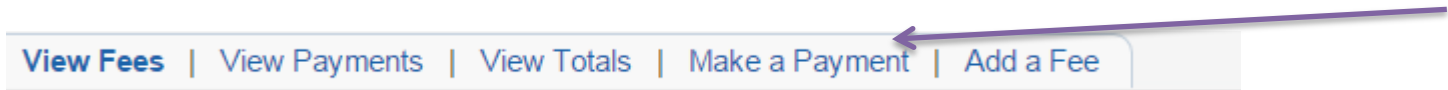
- Home
- Calendar
- Gradebook
- Attendance
- Student Info
- Food Service
- Schedule
- Test Scores
- Fee Management

1.

Click on the **Fee Management** tab on the left side of the screen



2. On the next screen click on the tab that says make a payment



3. On this screen click on **Update Payment Amount** by the fee management payment

Student, Sample B		Total Payment STUDESAM004:
Food Service Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>
Fee Management Payment:	<input type="text" value="0.00"/>	<input type="button" value="Update Payment Amount"/> <input type="button" value="Clear Items"/>

4. Go to the screen where it says **Fees that can be added to this student's account**

Fees that can be added to this student's account [ [Display Fees](#) ]

Description	Amount	Entity	Schl Yr	Why would I add this fee?	Add Fee?
<b>General: Damaged Book</b>	0.00	001	2016		<input type="button" value="Add"/>
<b>General: Food Service Account</b>	0.00	001	2016		<input type="button" value="Add"/>
<b>General: Missing Book</b>	0.00	001	2016		<input type="button" value="Add"/>
<b>General: NON SUFFICIENT FUI</b>	0.00	001	2016	Check not covered	<input type="button" value="Add"/>


7 records displayed



5. Scroll down and you will find **Yearbook**

<b>General: NON SUFFICIENT FUI</b>	0.00	001	2016	Check not covered	<input type="button" value="Add"/>
<b>General: Refund</b>	0.00	001	2016		<input type="button" value="Add"/>
<b>General: REGISTRATION</b>	125.00	001	2016		<input type="button" value="Add"/>
<b>General: Yearbook</b>	47.00	001	2016	Yearbooks can be purchased online	<input type="button" value="Add"/>

5. Click on **Add**

6. Now the yearbook will appear under the **Fees due** for your student

Update Fee Management Payment For Sample B Student 

Fees due for student Sample B Student   Delete

Due Date ▲	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance
07/06/2014	REGISTRATION	125.00	<input checked="" type="checkbox"/>	125.00	0.00
08/14/2015	REGISTRATION	125.00	<input checked="" type="checkbox"/>	125.00	0.00
08/27/2015	Yearbook	47.00	<input type="checkbox"/>	0.00	47.00

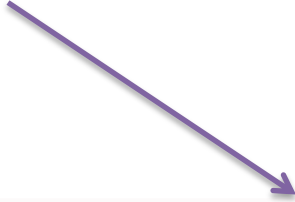
3 records displayed

Total Payment Amount for Selected Charges:  Update Cart

7. Now click on this box and 47.00 will fill in the **Pay Amount Column**

8. Click on **Update Cart**

8. On this screen click on **Pay with Vendor**



Online Payment Vendor:

I would like to make an online payment for: (Please click the Update Payment Amount button to select an item to pay)

<b>Student, Sample A</b>	Total Payment STUDESAM000:	<input type="text" value="0.00"/>
Food Service Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	Clear Items Balance: 0.00
Fee Management Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	Clear Items Balance: 0.00

<b>Student, Sample B</b>	Total Payment STUDESAM004:	<input type="text" value="0.00"/>
Food Service Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	Clear Items Balance: 0.00
Fee Management Payment:	<input type="text" value="0.00"/> <input type="button" value="Update Payment Amount"/>	Clear Items Balance: 297.00

Total Payment Amount for all Students:

9. You will be taken to the RevTrak website. Follow the instructions to finish your payment on your credit card.