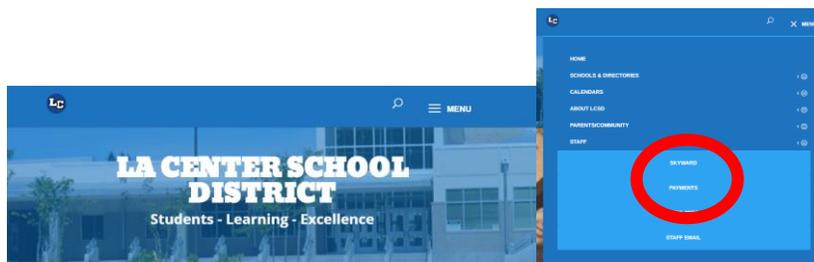# Skyward and InTouch Payment/Usage Guide

You can log-in to either program by going to www.lacenterschools.org

Links to both are in the upper-right hand corner of every page

SKYWARD   (INTOUCH)PAYMENTS

On a mobile phone or small screen, you'll hit the 'hamburger menu'

If you want to:

Add Money to my student's lunch account	**INTOUCH/Payments**
Check the balance on my student's lunch account	**INTOUCH/Payments**
Pay for Community Ed or other school payments	**SKYWARD**
Change my contact information	**SKYWARD**
Tracking your student's purchases/deposits	**SKYWARD or INTOUCH**

YOU CAN USE YOUR SKYWARD FAMILY ACCESS LOGIN TO LOGIN TO EITHER INTOUCH OR SKYWARD.
(If you don't know your Skyward Family Access login – contact your school office)

The rest of this guide offers screen-shot instructions for the five activities posted above.

Adding Money to InTouch for FOOD SERVICE from HOME

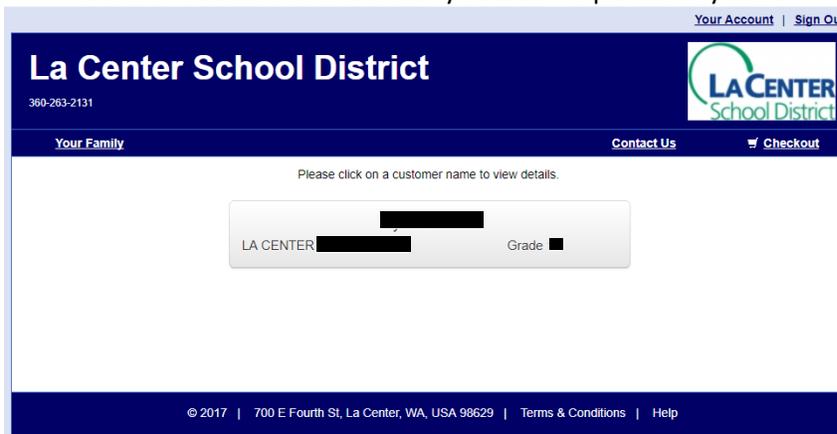Start by going to www.lacenterschools.org
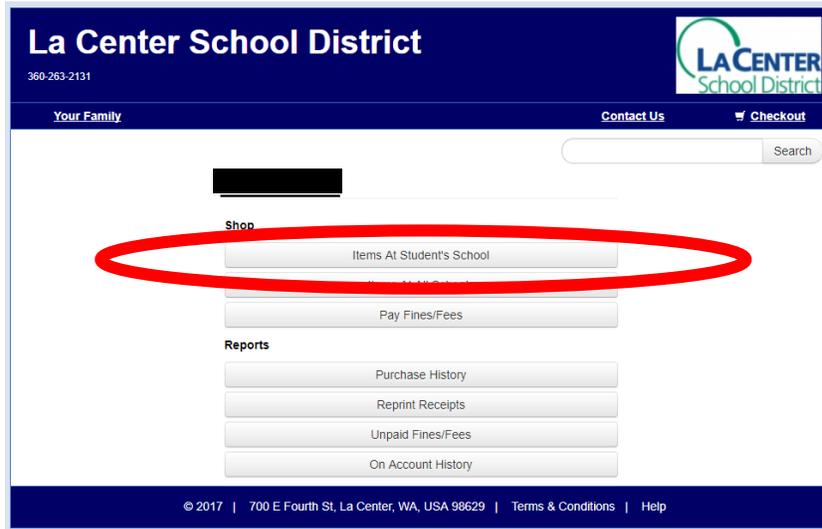Choose **Payments** from tab in upper right corner.

This will take you to the InTouch Payment Homepage (You can login using your Skyward Family Access username/password. Contact your school secretary if you need this information).

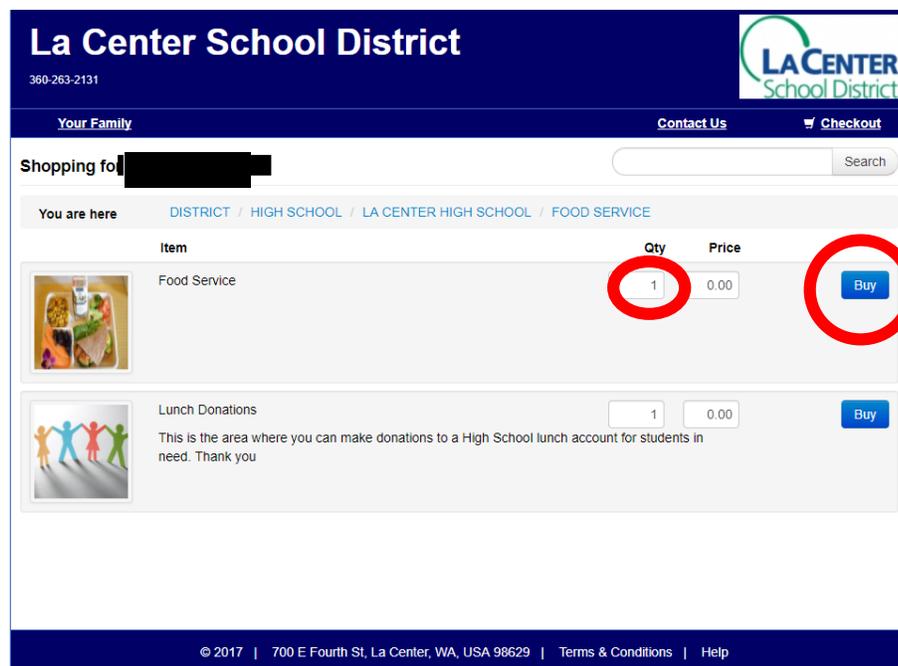Choose student's account that you want to put money into.

In order to put money into FOOD SERVICE you choose:
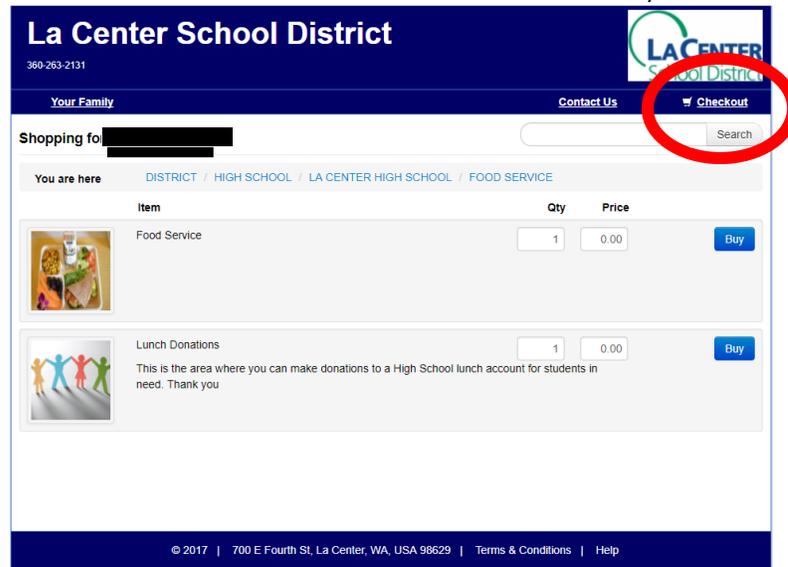SHOP>ITEMS AT STUDENT'S SCHOOL

Choose FOOD SERVICE.

Enter the amount you'd like to add to your student's food service account. Keep the quantity at 1. Once you've entered amount, click Buy.

This will move your purchase into your cart. Make any other purchases you'd like and then click on Checkout (you can also add to the lunch donation account here).


Go through Checkout Process as you would on any online website.

The system will pick up and credit your student's account daily at the following times: 6:00 am, 10:40am, 11:00am, 11:20am, 11:40am, 12:00pm, 12:30pm, and 300pm.

CHECKING YOUR STUDENT'S FOOD SERVICE BALANCE

1) Login to **Skyward** (You can login using your Skyward Family Access username/password. Contact your school secretary if you need this information).

2) Depending on the number of students you have attending La Center Public Schools, this screen may vary slightly. After logging in, you'll see a screen like this (you may also just see your students listed in buttons, in this case, just choose relevant student and skip step 3):
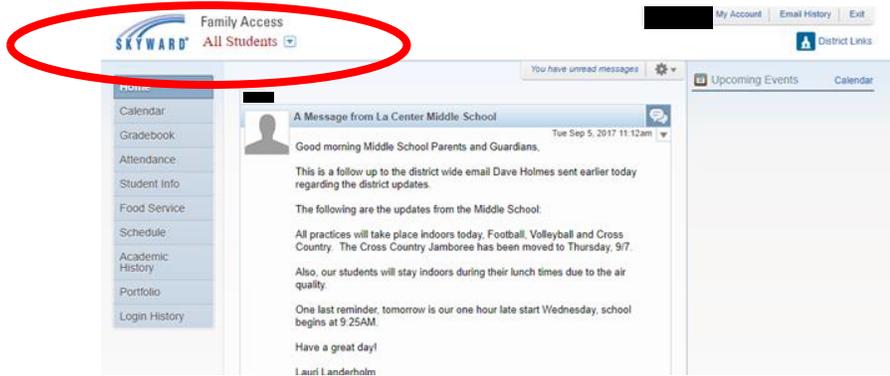

3) The first thing you'll want to do is to get choose a specific student. You'll do this by clicking on the dropdown arrow next to "All Students" . If you only have one student, this area may already identify your student. Choose the appropriate student from the list and the screen will change.

4) If you're an elementary school parent, you'll see that a bunch of the information disappears. This is due to the limited functionality we have switched on within Skyward for Elementary School.

5) From here, you'll want to choose "FOOD SERVICE" from the menu provided.
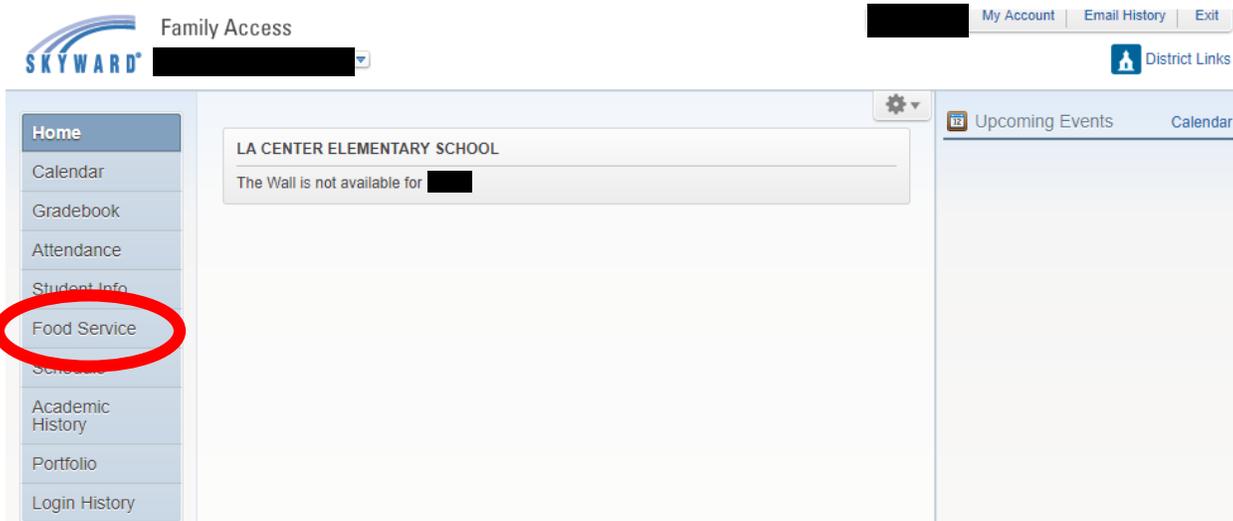
6) Which brings you to the following page.
   From this screen, you can see:
   1) Your current active balance and your student's Lunch type status (Paid, reduced, free)
   2) Your student's 4-digit lunch code number

3) **School lunch purchase history (you can also find this in InTouch).**
4) You can also navigate through time by using the 'next week' and 'previous week' buttons.

Food Service

Home
Calendar
Gradebook
Attendance
Student Info
Food Service
Schedule
Academic History
Portfolio
Login History

Current Account Balance

$0.00
Lunch Type: Paid

1

View Totals

There are no payment records for this student.

1

Weekly Purchases For ████ Tue Sep 5, 2017 🗓

⬅ Previous Week   Next Week ➡   **4**

████ LA CENTER ELEMENTARY SCHOOL)

Week Total: $0.00

Key Pad Number: ████ **2**

Item	Price
Sun Sep 3, 2017	
No purchases for this date.	
Mon Sep 4, 2017	
No purchases for this date.	
Tue Sep 5, 2017	
No purchases for this date.	**3**
Wed Sep 6, 2017	
No purchases for this date.	
Thu Sep 7, 2017	
No purchases for this date.	
Fri Sep 8, 2017	
No purchases for this date.	
Sat Sep 9, 2017	
No purchases for this date.	

Totals and balances will update once at the end of each day (after 4pm).

Pay for Community Ed or other school payments

Follow the same instructions for Food Service payments, only choose the relevant category from the menu. All other steps are the same.
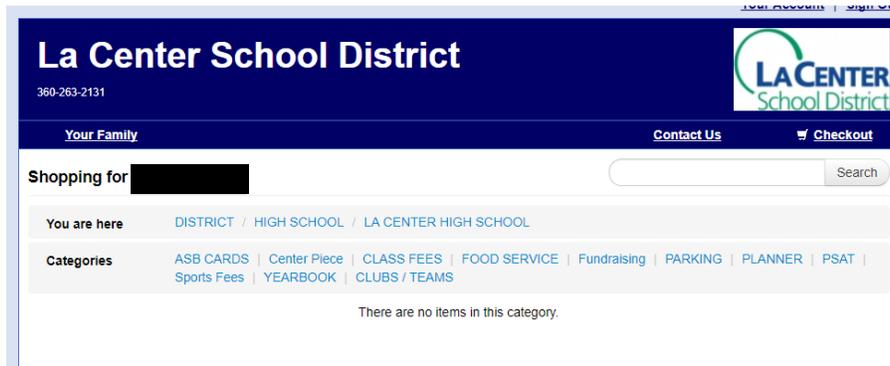

To Change Emergency/Contact Information:

1) From the top of any screen, in the upper right hand corner, you will see the option "MY ACCOUNT." Choose it.

2) The screen that comes up allows you to change email, phone, address, and adjust your family access login and password. Elementary school students do not get grades via Skyward, so the email notification section isn't relevant. Nor will you want to 'Hide students,' although the option is available. When you've finished making the necessary changes, don't forget to click SAVE.
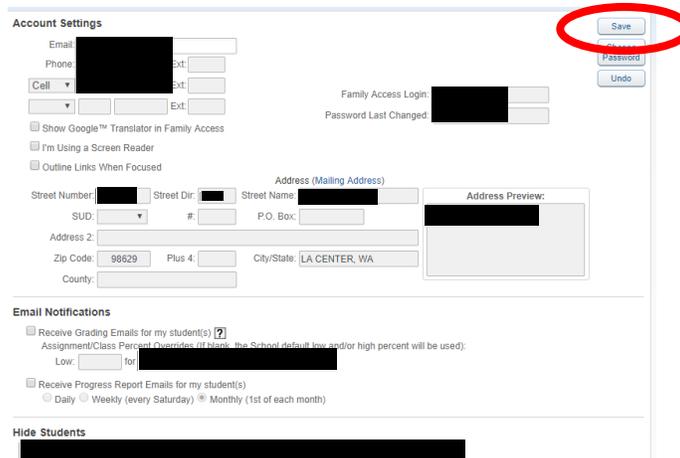
How To See What Your Student has Purchased in InTouch

Login to InTouch and navigate to relevant student.

1) In order to see all of your student's deposits and food purchases, simply click on the "Purchase History" button and you can see a full list of the activity on your student's account, this allows you to monitor that the food purchased matches the choices you'd like for your student to make.