

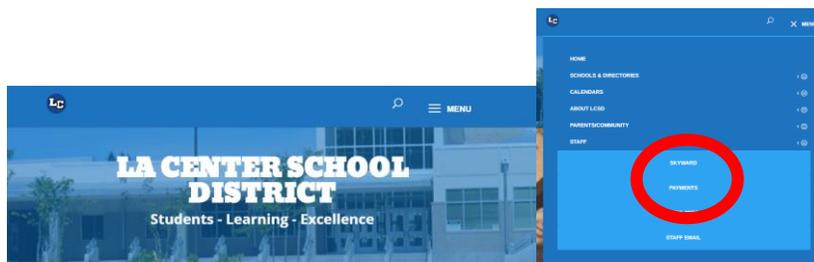
# Skyward and InTouch Payment/Usage Guide

You can log-in to either program by going to [www.lacenterschools.org](http://www.lacenterschools.org)

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



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](http://www.lacenterschools.org)

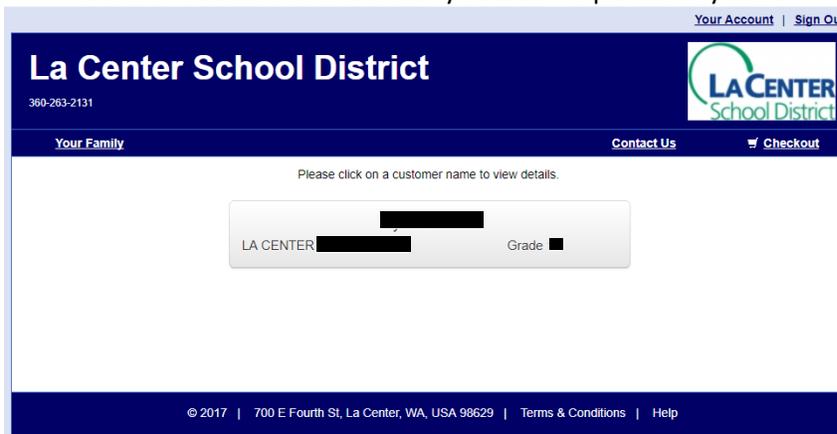
Choose **Payments** from tab in upper right corner.



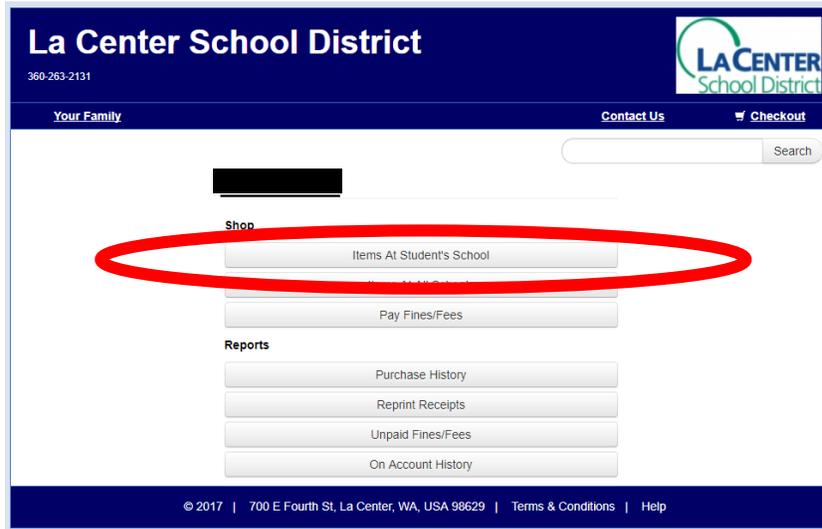
This will take you to the InTouch Payment Homepage (You can login using your Skyward Family Access username/password. Contact your school secretary if you need this information).



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



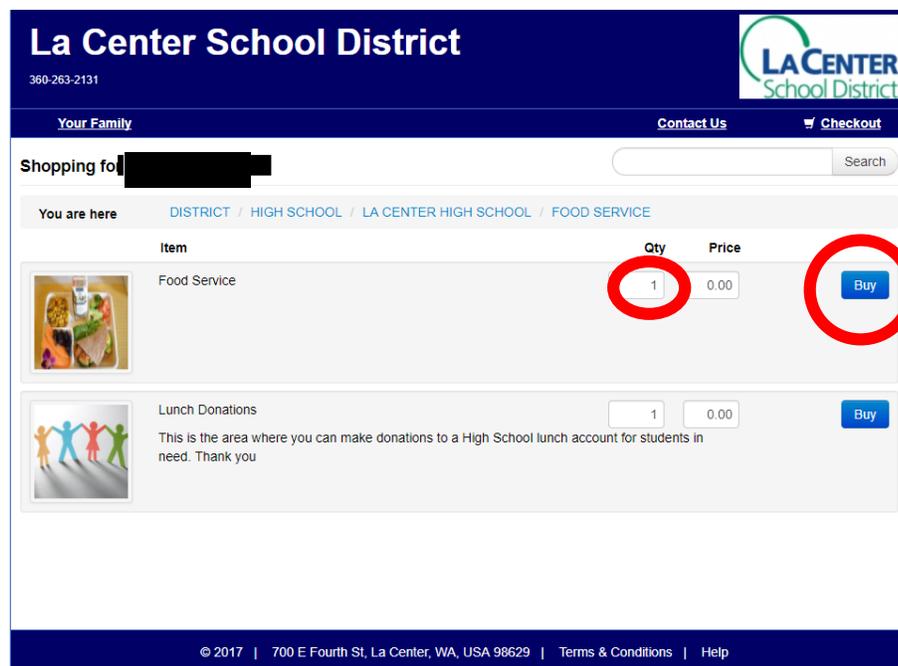
In order to put money into FOOD SERVICE you choose:  
SHOP>ITEMS AT STUDENT'S SCHOOL



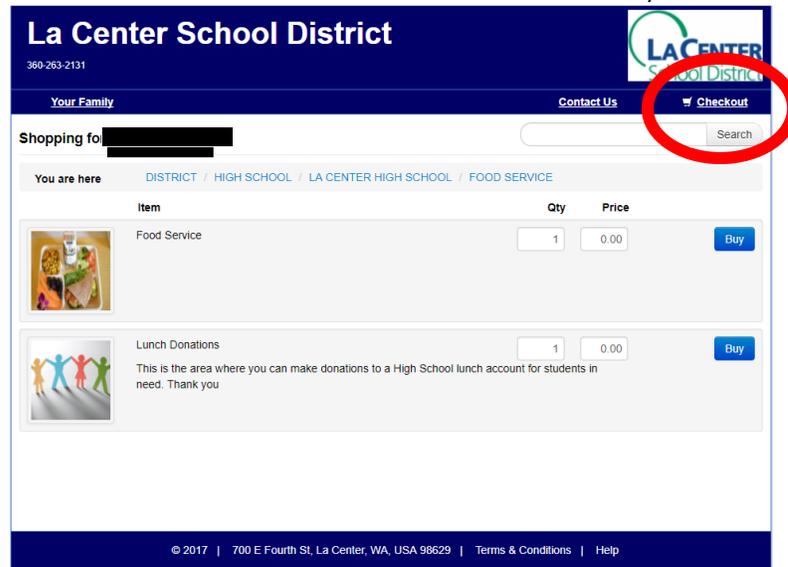
Choose FOOD SERVICE.



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).

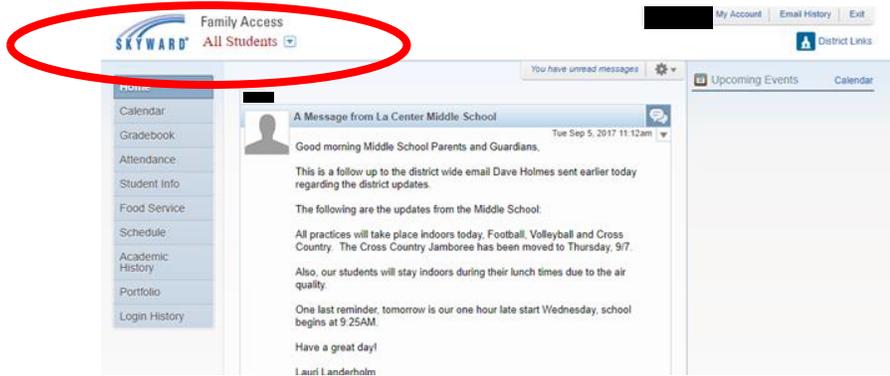


Go through Checkout Process as you would on any online website.

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):

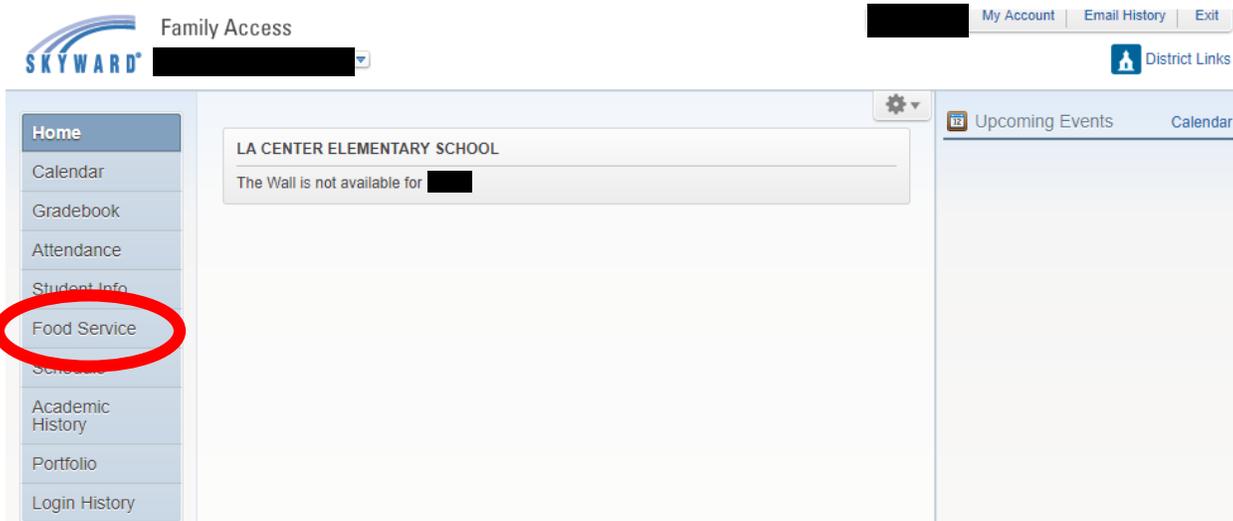


- 3) The first thing you'll want to do is to get choose a specific student. You'll do this by clicking on the dropdown

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

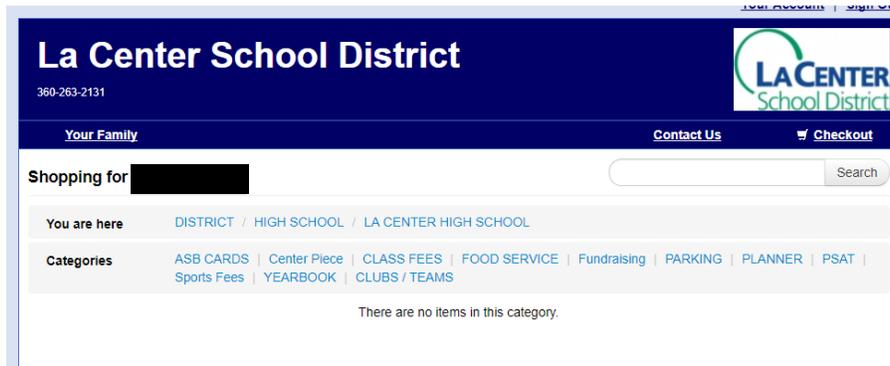
- 3) School lunch purchase history (you can also find this in InTouch).
- 4) You can also navigate through time by using the 'next week' and 'previous week' buttons.

The screenshot displays the 'Food Service' section of a web application. On the left is a navigation menu with options: Home, Calendar, Gradebook, Attendance, Student Info, Food Service (highlighted), Schedule, Academic History, Portfolio, and Login History. The main content area is titled 'Food Service' and contains a 'Current Account Balance' section with a red box around it, showing a balance of \$0.00 and 'Lunch Type: Paid'. Below this is a 'View Totals' button and a message: 'There are no payment records for this student.' To the right is a 'Weekly Purchases For' pop-up window for the week ending 'Tue Sep 5, 2017'. This window has 'Previous Week' and 'Next Week' navigation buttons. It shows a 'Week Total: \$0.00' and a 'Key Pad Number' field. Below is a table with columns 'Item' and 'Price', listing dates from 'Sun Sep 3, 2017' to 'Sat Sep 9, 2017', each with the note 'No purchases for this date.' Large numbers 1, 2, 3, and 4 are overlaid on the image to highlight specific features.

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.

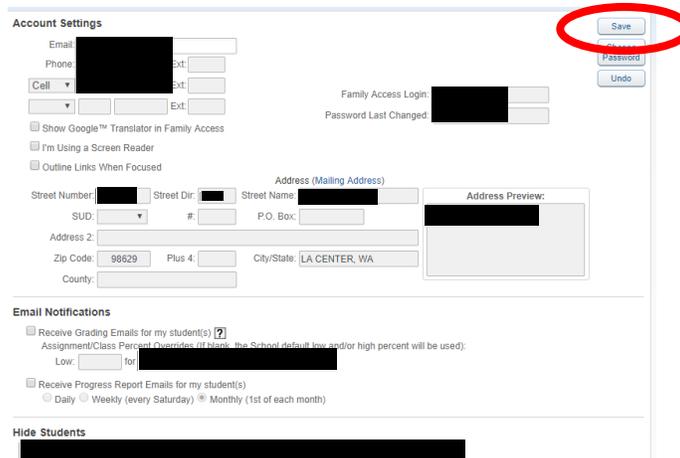


## To Change Emergency/Contact Information:

- 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.

The screenshot displays the La Center School District website interface. At the top left, the text "La Center School District" is prominently displayed in white on a dark blue background, with the phone number "360-263-2131" below it. To the right is the school district's logo. A navigation bar below the header contains links for "Your Family", "Contact Us", and "Checkout". A search bar is located on the right side of the page. The main content area is divided into two sections: "Shop" and "Reports". The "Shop" section includes buttons for "Items At Student's School", "Items At All Schools", and "Pay Fines/Fees". The "Reports" section includes buttons for "Purchase History", "Reprint Receipts", "Unpaid Fines/Fees", and "On Account History". The "Purchase History" button is circled in red. The footer at the bottom of the page contains copyright information: "© 2017 | 700 E Fourth St, La Center, WA, USA 98629 | Terms & Conditions | Help".