

Palmyra-Eagle Area School District Online Registration Instructions

Palmyra-Eagle Area School District is excited to offer Skyward On-line Registration Tool with fee management for all returning students of P-EASD that utilize *Skyward Family Access*. Skyward can be found on the Palmyra-Eagle Area School District Webpage

1) Log in to Skyward Family Access with your Login Id/User Name and Password

*** If you don't have an account, you need to sign up for one ***

2) Click on the Online Registration Tab.

The screenshot displays the Skyward Family web interface. At the top, there is a navigation bar with links for 'My Account', 'Contact Us', 'Email History', and 'Exit'. Below this, the 'Skyward Family' logo and 'Palmyra-Eagle High School Student On-Line Registration' title are visible. A left sidebar contains a menu with options: Home, Palmyra-Eagle High School Student On-Line Registration (highlighted with a blue arrow), Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Fee Management, Academic History, Report Cards/Portfolio, Health Info, and Login History. The main content area features a 'Skyward Student' header and a 'Welcome to the 2015-2016 School Year' message. To the right, a 'District Message' section lists 12 steps for registration: 1. Verify Student Information (with sub-steps a-e), 2. Verify Ethnicity/Race, 3. Internet Safety and Acceptable Use, 4. Add a Food Service Application, 5. AODA Policy, 6. Medical Alert Form, 7. MS/HS Athletic Code, 8. Student Directory Permission, 9. Parking Permit Application, 10. HS/MS Physical Form, 11. Make a Fee Payment, and 12. Complete Palmyra-Eagle High School Student On-Line Registration. At the bottom right, there are 'Next' and 'Close and Finish Later' buttons.

3) Clicking the Online Student Registration displays the screen below. Navigate through the steps-carefully following the directions for each. You must complete every step, unless indicated as an option!

For Each Step:
 Read and perform the directions for each step.
 Check the "I have completed this step" check box for each step completed.
 Click on the next step to continue

4) ***FEE MANAGEMENT***

Fees that are due show in the window below. Click **Make a Payment** to continue to the next screen.

| School Year | Due Date | Fee Description | Amount Charged | Amount Paid | Amount Due | Payor Name | Pay Plan ID |
|-------------|------------------|-----------------|----------------|-------------|------------|------------|-------------|
| 2016 | Sun Aug 30, 2015 | Class Dues 2019 | 5.00 | 0.00 | 5.00 | | |
| 2016 | Sun Aug 30, 2015 | Registration Fe | 60.00 | 0.00 | 60.00 | | |
| 2016 | Sun Aug 30, 2015 | PHY ED 9 | 8.00 | 0.00 | 8.00 | | |

There may be Optional Middle/High School Fees that you would like to pay for your student (for example, the Fall Athletic Fees, Yearbook, Sports Pass).

If Optional Middle/High School Fees are not displayed in the lower part of the screen, click **Display Fees**. (NOTE: Optional Fees vary based on the time of the year, so there might not be any available.)

Add a Fee to ◀ Back

Add a Fee to

Fees due for student Delete

| Due Date ▲ | Description | Charge Amount | Paid Amount | Ent | Schl Yr |
|------------|------------------|---------------|-------------|-----|---------|
| 08/30/2015 | Class Dues 2019 | 5.00 | 0.00 | 777 | 2016 |
| 08/30/2015 | PHY ED 9 | 8.00 | 0.00 | 777 | 2016 |
| 08/30/2015 | Registration Fee | 60.00 | 0.00 | 777 | 2016 |

3 records displayed

Total Amount Due: **73.00**


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? |
|------------------------------|--------|--------|---------|-----------------------------|----------|
| General: Adult Sports Pass | 40.00 | 777 | 2016 | This pass fee is per adult. | Add |
| General: Parking Pass - Year | 100.00 | 777 | 2016 | | Add |
| General: Student Sports Pass | 20.00 | 777 | 2016 | | Add |
| General: Yearbook | 65.00 | 777 | 2016 | | Add |

4 records displayed

The following box will appear, you need to put a check mark in the box titled “Display Unenrolled Activity Fees” in order to view fall sports fees. (*Participation for winter and spring sports will be billed separately by the district at a later date*).

Click the save button.



Select Fees to Display - 05.15.06.00... ◀ Back

<https://skyward.iscorp.com/scripts/wvisa.dll/WSen>

Select Fees to Display Save

Fee Types

- Display Enrolled Activity Fees
- Display Unenrolled Activity Fees
- Display Enrolled Course Fees
- Display Unenrolled Course Fees
- Display Available General Fees

Back

100%

When the optional fees appear, click **Add** for any you would like to add to your student's account.

Add a Fee to

Add a Fee to

Fees due for student Delete

| Due Date ▲ | Description | Charge Amount | Paid Amount | Ent | Schl Yr |
|------------|------------------|---------------|-------------|-----|---------|
| 08/30/2015 | Class Dues 2019 | 5.00 | 0.00 | 777 | 2016 |
| 08/30/2015 | PHY ED 9 | 8.00 | 0.00 | 777 | 2016 |
| 08/30/2015 | Registration Fee | 60.00 | 0.00 | 777 | 2016 |

3 records displayed

Total Amount Due:

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? |
|-------------|--------|--------|---------|---------------------------|------------------------------------|
| Activity: | 65.00 | 777 | 2016 | | <input type="button" value="Add"/> |
| Activity: | 65.00 | 777 | 2016 | | <input type="button" value="Add"/> |
| Activity: | 65.00 | 777 | 2016 | | <input type="button" value="Add"/> |
| Activity: | 65.00 | 777 | 2016 | | <input type="button" value="Add"/> |

18 records displayed

In the **Pay Charge** column, click the box to select each fee you would like to pay in this transaction. Click **Update Cart**. (If the system does not automatically return to the screen shown in Step 11, click the **Back** button in the upper right corner.) *Fees shown below are for example purposes only.*

Update Fee Management Payment Amount Back

Update Fee Management Payment For

Fees due for student Delete

| Due Date ▲ | Description | Amount Due | Pay Charge | Pay Amount | Remaining Balance |
|------------|-----------------------------------|------------|-------------------------------------|------------|-------------------|
| 01/14/2015 | OVERDUE/DAMAGD VOCAB BK | 10.00 | <input checked="" type="checkbox"/> | 10.00 | 0.00 |
| 02/11/2015 | WOODWORKING | 20.00 | <input checked="" type="checkbox"/> | 20.00 | 0.00 |
| 03/24/2015 | GRADUATION PARTICIPATION FEE 2015 | 28.00 | <input checked="" type="checkbox"/> | 28.00 | 0.00 |

3 records displayed

Total Payment Amount for Selected Charges:

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? |
|-----------------------------|--------|--------|---------|---------------------------|----------|
| <i>No records available</i> | | | | | |

Click the **Pay with Vendor** button to proceed with payment. You will be taken to the RevTrak store to complete your payment. RevTrak is our online payment vendor. You will be asked to set up a RevTrak payment account to be used for all online payments if you do not already have a RevTrak account set up. Follow the payment prompts in RevTrak to complete the transaction.

Fees shown below are for example purposes only.

Online Payment Entry - Single Point of Entry Interface

Online Payment Entry for User: [Redacted]

Online Payment Vendor: RevTrak **Pay with Vendor** Empty Cart

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

| Payment Type | Amount | Buttons | Balance |
|--------------------------------|--------|--|-----------------------|
| Total Payment | 0.00 | | |
| Food Service Payment | 0.00 | | |
| Fee Management Payment | 0.00 | Update Payment Amount Clear Items | Balance Due: 0.00 |
| Total Payment | 58.00 | | |
| Food Service Payment | 0.00 | Update Payment Amount Clear Items | Current Balance: 0.70 |
| Fee Management Payment | 58.00 | Update Payment Amount Change fee management payment amount | |
| Total Payment for all Students | 58.00 | | |

5) After you click the [Submit Palmyra-Eagle High School Student On-Line Registration](#), you are brought back to the Family Access main page.

If you have more than one student, you will need to complete the entire process for each student. To select the next student to register, click the Online Student Registration tab and select the next student.