# Accessing Skyward

1. Go to the district website at http://www.mokena159.org
2. Click on the Skyward Family Access button and you will be directed to the following screen
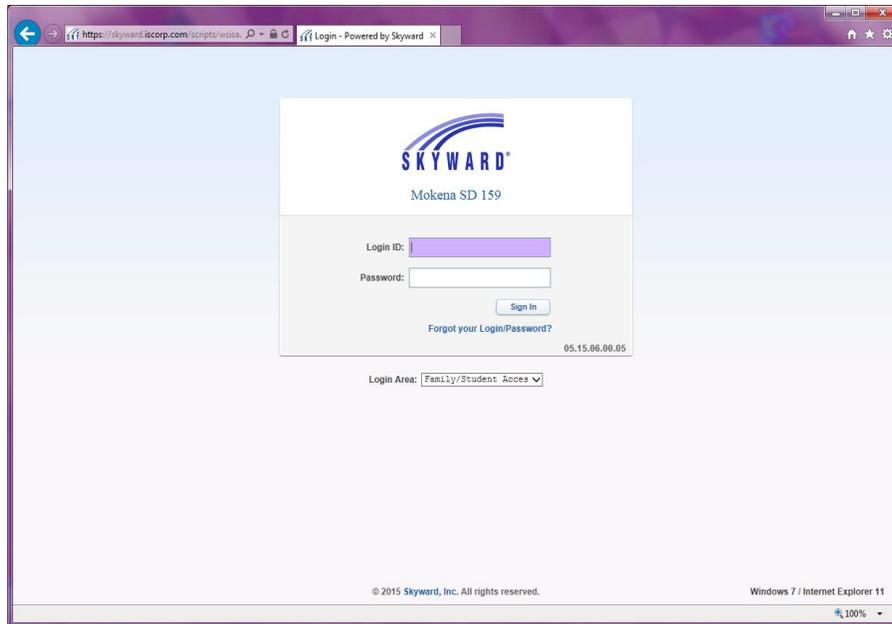


3. Enter your user name and password as provide by the school district
4. You will be asked to change your password the first time you log into the system
5. Once logged into the system, you will be presented with the main Family Access page as displayed below. Please be aware that the menu options you see on the main screen will change as the district implements new features to the system during the school year.
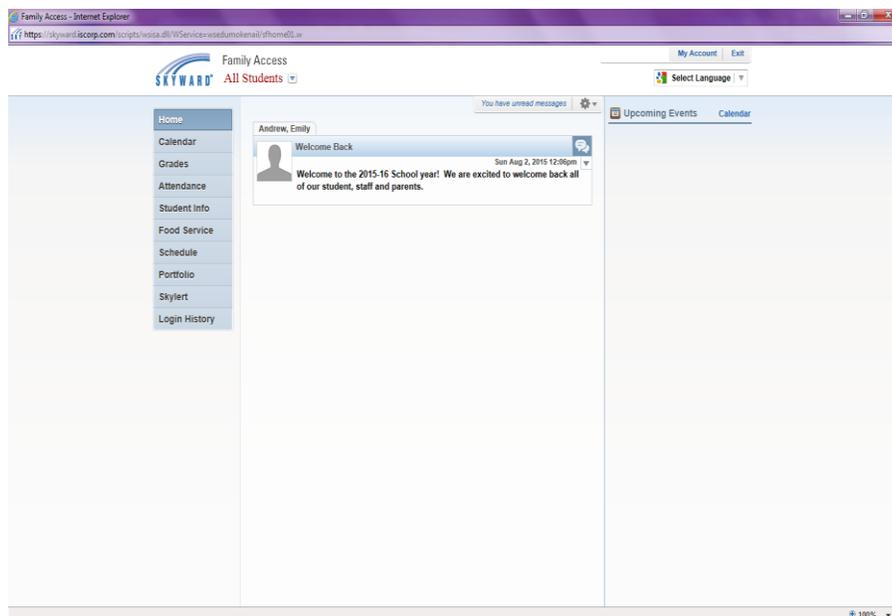
Updating Account Information

Ensuring your account information is update is very important in order to make sure you receive the most up to date information about your child and the district.

1. To review your account information, log into Skyward
2. Select the "My Account" ![My Account] button at the top right of the screen
3. After selecting the "My Account" button you will be presented with a screen that will allow you to update your email and phone number information along with the ability to reset your password

Mobile Device options

Skyward has a mobile app available to make accessing your family access account easier.  There are mobile apps available for both Apple and Android devices.

Apple devices:  https://itunes.apple.com/us/app/skyward-mobile-access/id502635374?mt=8
Android devices: https://play.google.com/store/apps/details?id=com.skyward.mobileaccess&hl=en

1. Install and launch the app on your mobile device
2. Locate the district name or postal code (60448).
3. Select Mokena School District 159
4. Enter the user name and password that you use to login to the main Skyward website
5. Enter a 4 digit security code of your choosing
6. Confirm the 4 digit security code
7. You should now have access to the mobile features of Skyward.
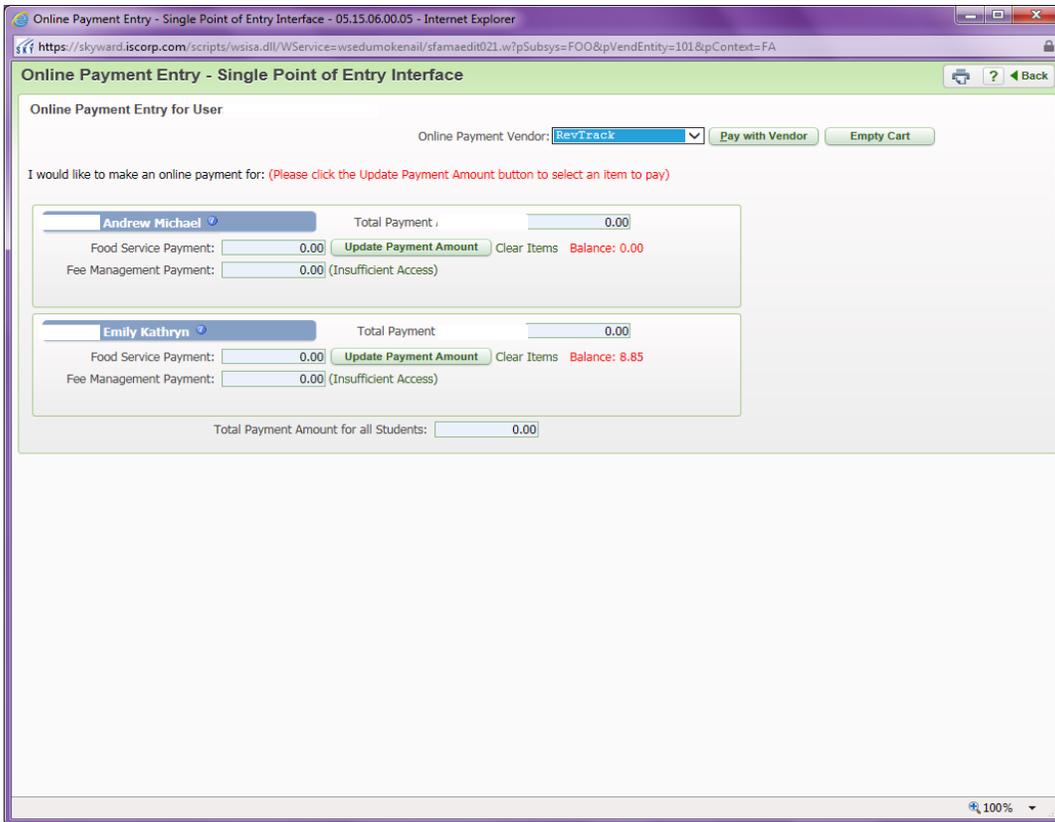
# Food Service Payments

1. Log into Skyward
2. Once logged in, select the Food Service option from the menu along the left of the screen:
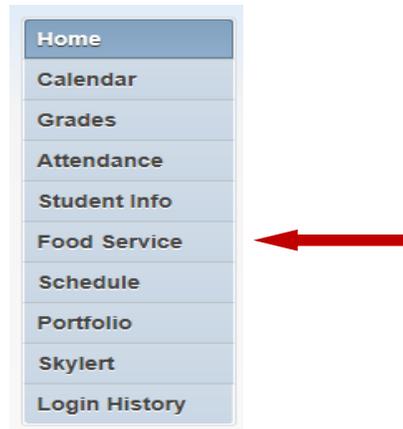


3. After selecting the Food Service option, you will be brought to the Food Service options screen as presented below. The Food Service screen will display a section for all students that you have access to in the district. You will see each student's current food service balance and their food service activity for the week.
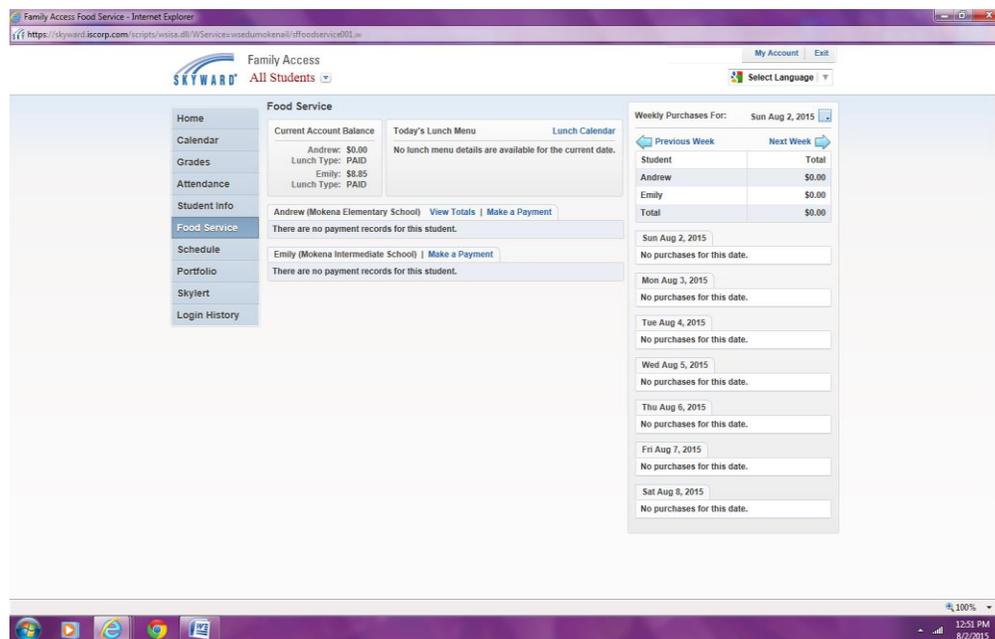


4. To put money on a student's account, select the "Make a Payment" link ![Make a Payment] next to any students' name.
5. Once you select the "Make a Payment" link you will be presented the payment screen as displayed below:

6. To put money on a student account, select the "Update Payment Amount" button under the specific students section as presented below:
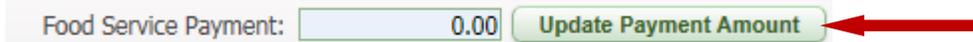


7. The "Update Food Service Payment Amount" box will appear. Enter the amount you wish to place on the individual student's account in the "Payment Amount" field and select the Update Cart button. Repeat this procedure for each student as necessary.
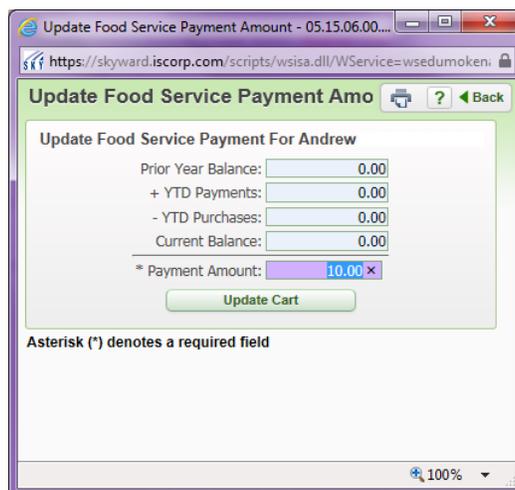
8. Once you have updated all amounts on each student as necessary, select the "Pay with Vendor" button at the top of the screen:



9. After you select the "Pay with Vendor" button, you will be redirected to the RevTrack Mokena SD 159 payment processing portal. RevTrack is our payment processing organization that handles all credit card payments for the school district. Mokena School District does not store your credit card information or track any financial information you enter in RevTrack. Once at the RevTrack screen, you can either cancel the transaction or select "Go to Checkout" to finalize your purchase.
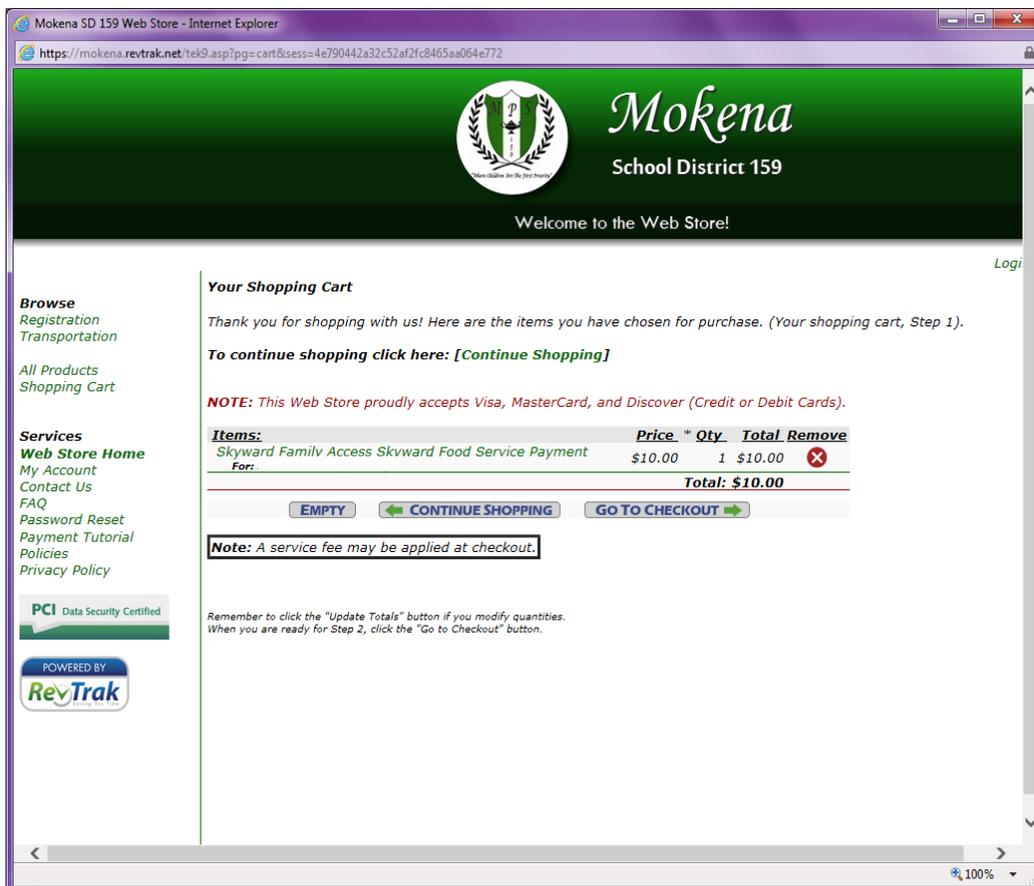
# Skylert / School Messenger

Skylert / School Messenger is the district's new system for delivery of mass communications to the community. You can control and modify your individual communication settings to receive as little or as much information as you desire and in the methods that you desire.

1. To manage your Skylert settings, log into Skyward
2. Select "Skylert" from the menu options on the left:
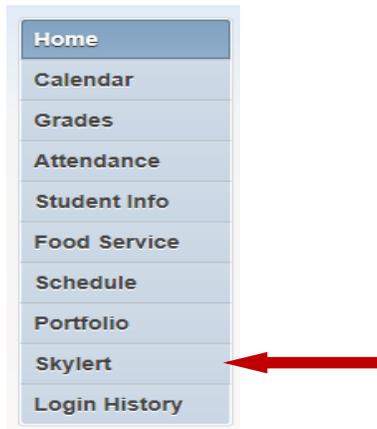


3. Once you select the "Skylert" option, you will be presented with the settings and information screen for your messaging options.