

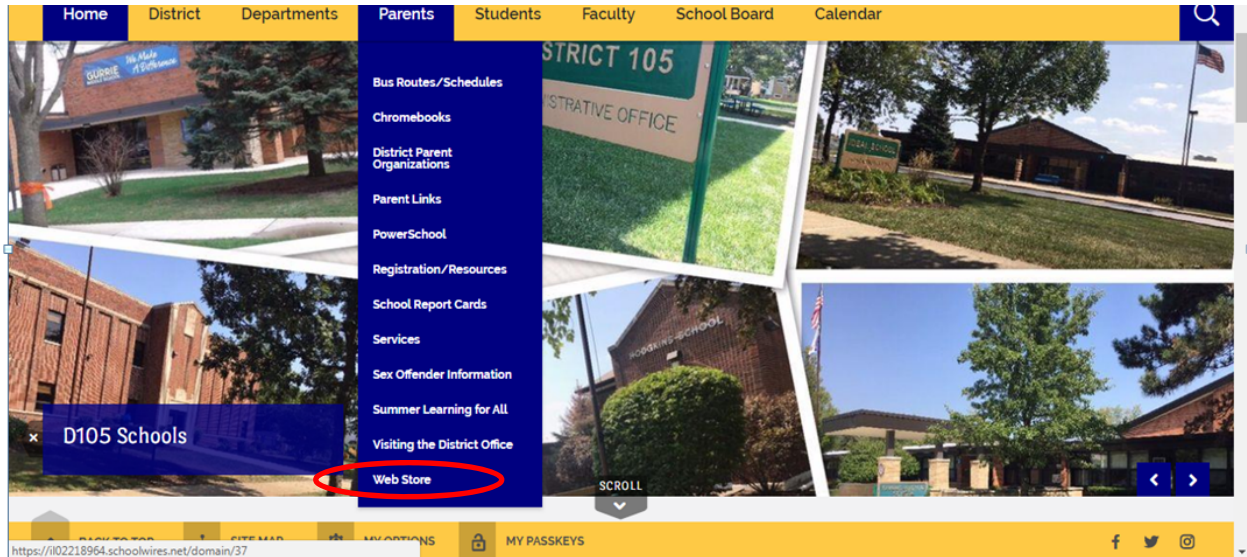
# LaGrange District 105



## Technology Procedures

**Purpose:** This procedure explains to parents how to use the online RevTrak payment system to pay registration fees, Chromebook repair fees and to fund prepaid lunch balances. Prior to making an online payment, parents must have already created a PowerSchool Parent Portal account. Information on how to do this was included in the annual student registration packet. Contact your student's school secretary to obtain the required PowerSchool Parent Portal Account Activation document if you cannot locate the information.

1. Navigate to the District 105 home page at [www.d105.net](http://www.d105.net) then click on **PARENTS** and then click on **WEB STORE**.



1. On the Web Store page, read the information provided and then click on the **ONLINE PAYMENTS**

PURCHASE ITEMS



button at the top of the screen.

You can also click on the global WebStore Icon



from any webpage to go directly to the WebStore.

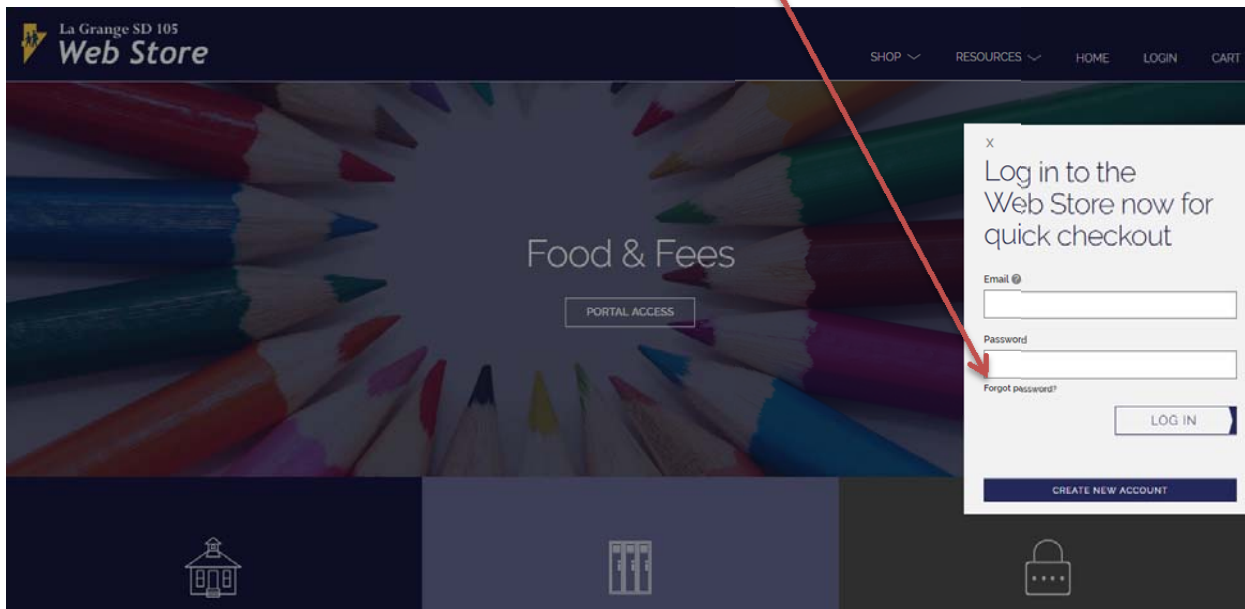
**If this is NOT the first time you have used RevTrak and are a returning customer:**

Enter the email address you used when you created your RevTrak account, and enter your RevTrak password in the Quick Checkout box.

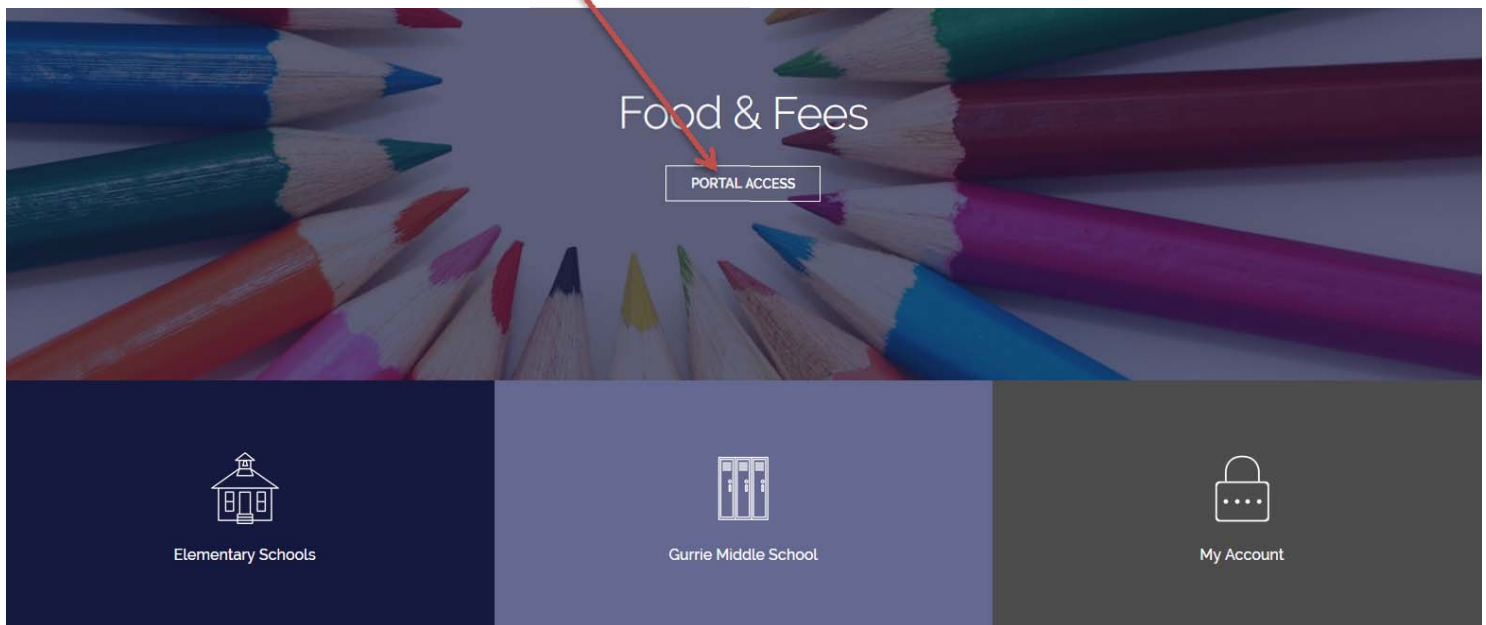
**If this is the first time that you are using RevTrak:**

Click on the **CREATE NEW ACCOUNT** button and fill out the new account creation information. Once you have entered the information click on the **CREATE ACCOUNT** button. You will need to remember the email address and the RevTrak password you chose for future purchases.

If you forgot your RevTrak password, then select the FORGOT PASSWORD link and follow the instructions to reset your password.



2. After you login, click on the Portal Access square to pay registration fees or add money to a lunch account. If you are already shopping under either Elementary Schools or Gurrie, there will be a category button for Food and Fees.



- For Fees or Lunch, you will be asked to enter your PowerSchool Parent Portal USERNAME and PASSWORD. Type them in and then press the **LOG IN** button.

**\*\*NEW\*\***-If “**Remember Me**” is offered: Your PowerSchool Parent Portal credentials are only required the first time you visit the WebStore for PowerSchool Payments. Your credentials will then be saved to your WebStore account for subsequent visits.

It could take several seconds for your account to be validated. If you are unable to login to PowerSchool, go to the PowerSchool Parent Portal link listed below and click on the forgot password link to reset your password. If after trying the reset password link it still does not work, please contact your school.

<https://powerschool.d105.net/public/home.html?translator=true>



- Once logged in you will see your student(s) on the left hand side of the screen. Select the student if more than one to add funds to.



- To add funds to your student’s prepaid lunch balance, click on the **FOOD ACCOUNTS** link and then either enter an amount in the Add \$ box or click on one of the pre-configured amounts displayed. Then click on the **ADD TO CART BUTTON**. To pay a registration fee or Chromebook repair fee, click on the Student Name under the **STUDENT POWERSCHOOL ACCOUNT FEES** link on the left hand side of the screen. Choose the fee and amount.

PowerSchool

FAMILY ACCOUNT FEES

**F** FOOD ACCOUNTS

STUDENT POWERSCHOOL ACCOUNT FEES

**O** [Redacted]

Not you? [Switch Accounts](#)

FOOD ACCOUNTS

[Redacted] \$155

Add \$ [input] \$10 \$25 \$50

**ADD TO CART**

- Once you add to your cart, a summary of your cart will appear. You can select the **CONTINUE SHOPPING** button at the bottom of the Cart to go back to add more items to your cart. Once you are done, review your shopping cart contents and then click on the **CHECKOUT** button to pay.

SUB TOTAL \$15.00

**TOTAL \$15.00**

**CONTINUE SHOPPING** **CHECKOUT**

- Your checkout screen will show any saved credit cards, which you can select and then click on **CONTINUE** or you can click on the **ADD CARD** to enter in a new credit card.

CHECKOUT

DEBIT/CREDIT CARDS

[Redacted] VISA [ADD CARD]

**CONTINUE**

- Follow the rest of the wizard to complete your payment.

Upon completing the payment, RevTrak will email you a receipt of your purchase for your records. RevTrak will also automatically credit your student's fee payment and prepaid lunch balance in PowerSchool. If paying a registration fee, write the RevTrak payment reference number on the **PAYMENT FORM** in your registration packet before turning in to the school.

If you have any questions, contact your student's school secretary.

**END OF DOCUMENT**