LaGrange District 105

Technology Procedures

Process	RevTrak: Online Payment Guide for Parents
Date Created	5/20/2014
Created By	John G. Huck
Date Revised	9/8/2017
Revised By	Jim McMahon

Purpose: This procedure explains to parents how to use the online RevTrak payment system to pay registration 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.

Navigate to the District 105 home page at www.d105.net then click on Parents and then click on WEB STORE.
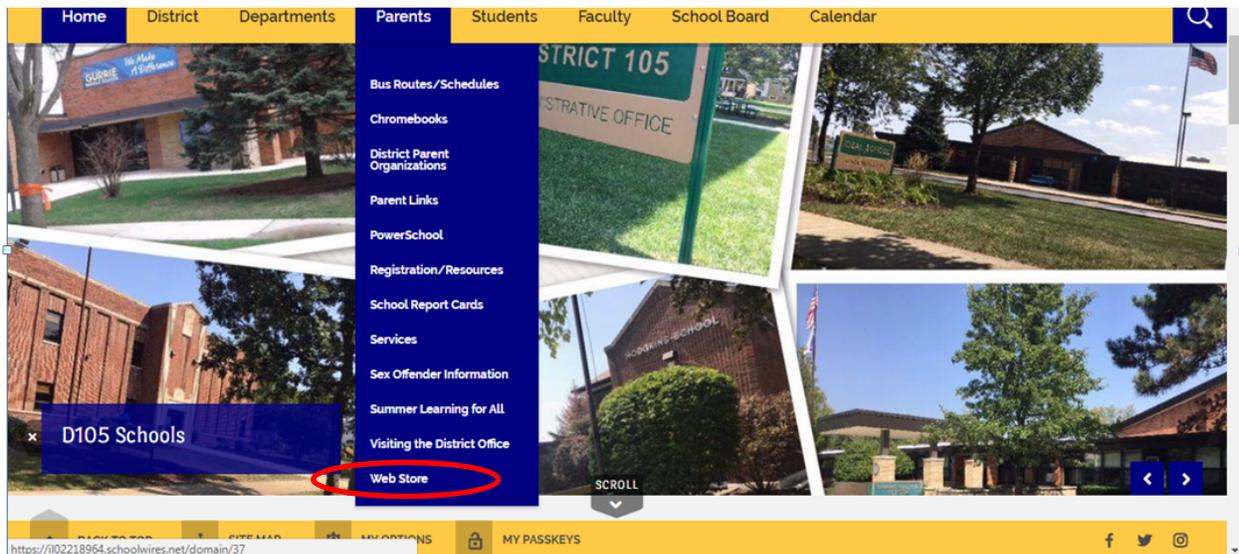
On the Web Store page, read the information provided and then click on the RevTrak ONLINE PAYMENTS

button. You can also click on the global WebStore Icon from any webpage to go directly to the WebStore.

PURCHASE ITEMS

You will be taken to the RevTrak web store.

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.
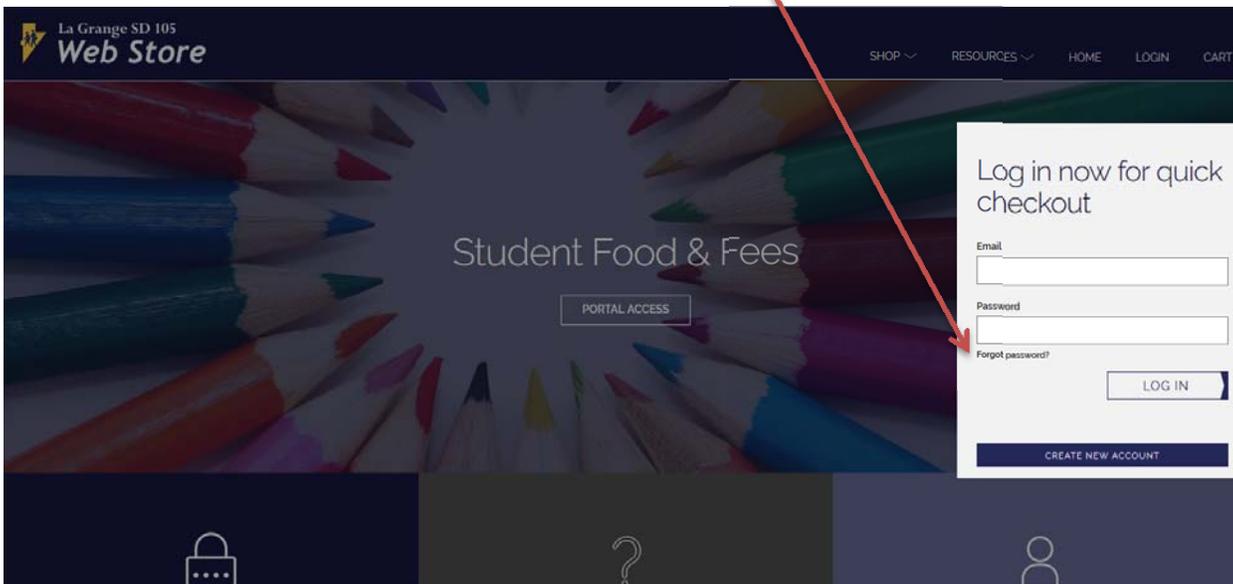
After you login, click on the Portal Access square.
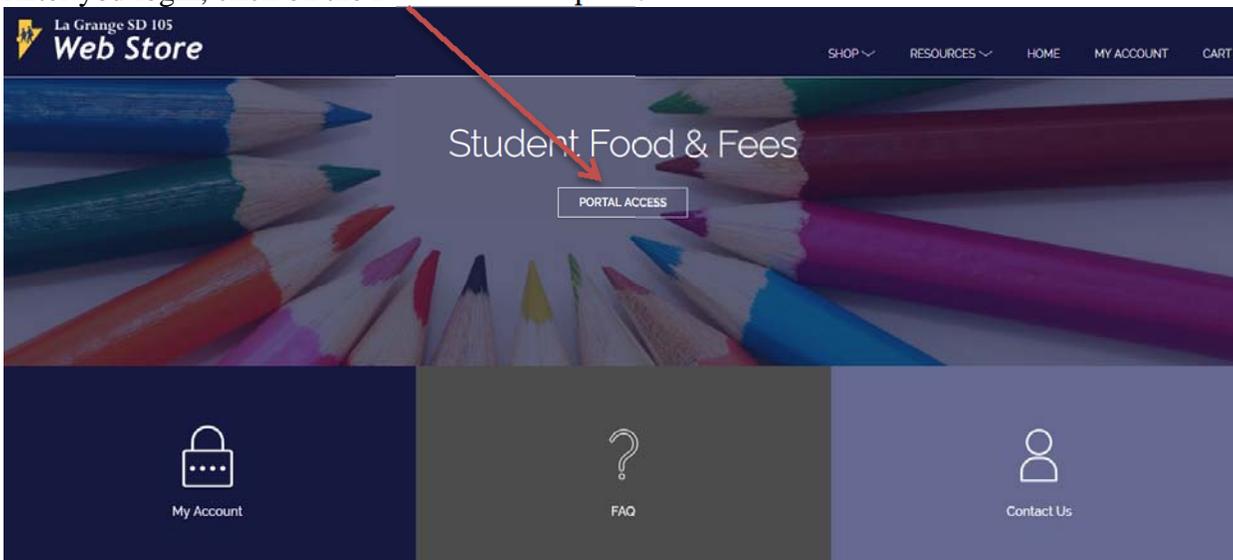
You will be asked to enter your PowerSchool Parent Portal USERNAME and PASSWORD. Type it in and then press the **LOG IN** button. It could take several seconds for your account to be validated. If you are unable to login to PowerSchool, go to the PowerSchool Parent Portal link listed below and click 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 FOOD ACCOUNTS link and then either enter an amount in the Add $ box or click on one of the amounts displayed. Then click on the ADD TO CART BUTTON. To pay a registration 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.
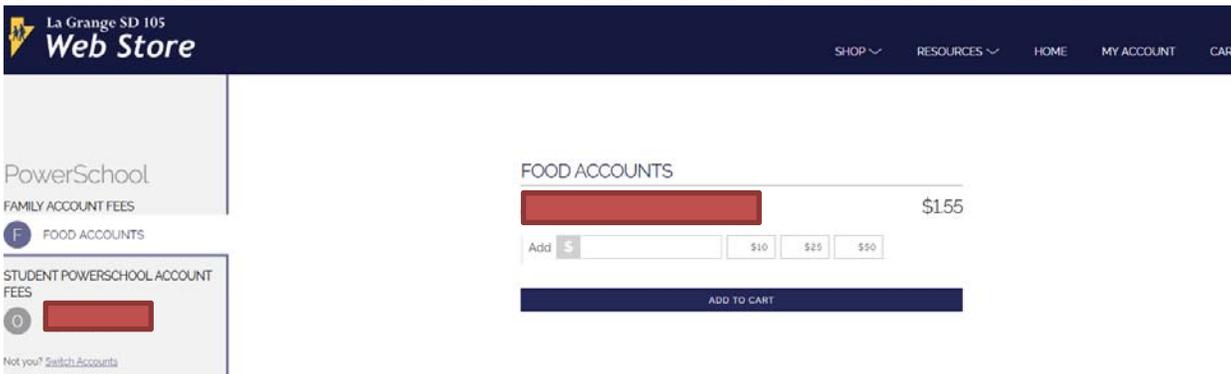
Once you add to your cart, a summary of your cart will appear. You can select the BACK arrow at the top left of the Cart to go back to add more items to your cart. Once you are done, review your shopping cart contents and then click on the CHECKOUT button to pay.
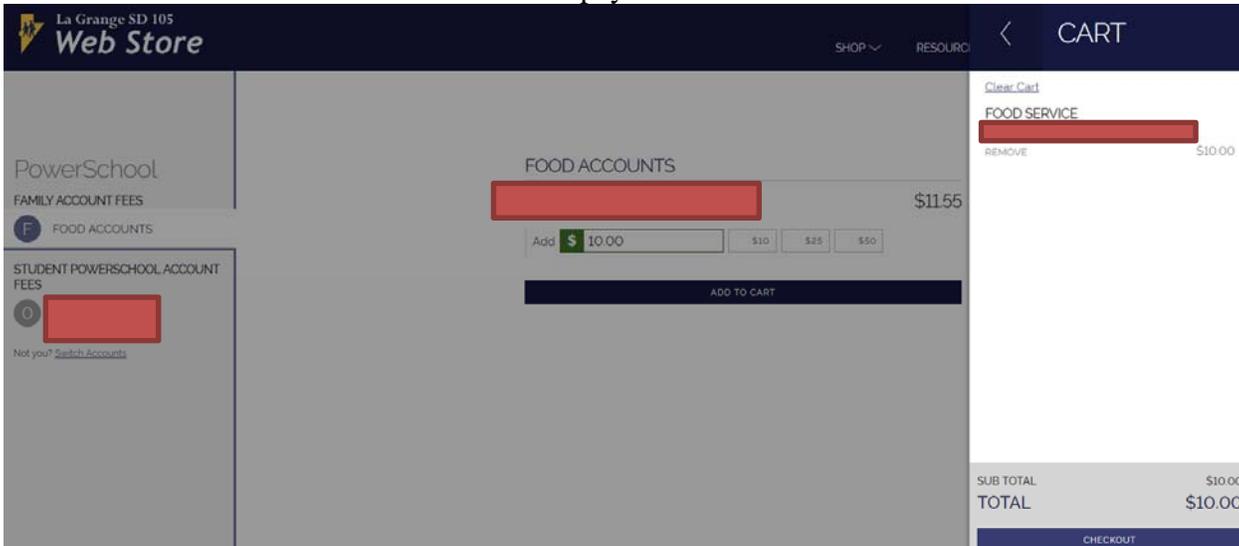
Your checkout screen will show any saved credit cards, which you can select and then click on CONTINUE or you can click on the ADD CARD to enter in a new credit card.

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 before turning in your completed registration packet to the school.

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

END OF DOCUMENT