



Online Payment Instructions

Skyward Family Access now allows you to make Food Service and Fee Management Payments for multiple students in one easy shopping cart. Payments will post directly back to your student's account!

Desktop View

1

Please visit:

www.minnetonkaschools.org



2

Click on



MyMinnetonka Single Sign-On

3

Log in using your parent username and password.

- Your username is your email address
- Forgot your password? Click on Forgot Password
- Trouble logging in? email: family.helpdesk@minnetonkaschools.org

4

Proceed to Page 3, Step 4 to continue

Mobile View

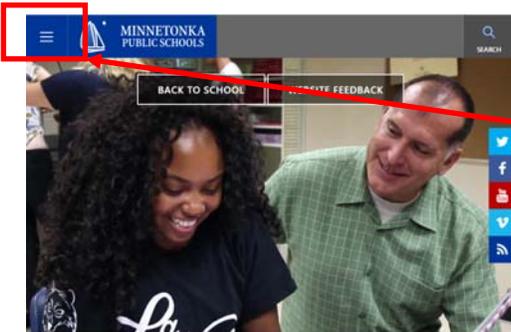
1

Please visit:

www.minnetonkaschools.org

2

Click on the **Menu Icon** in the Upper left hand corner.

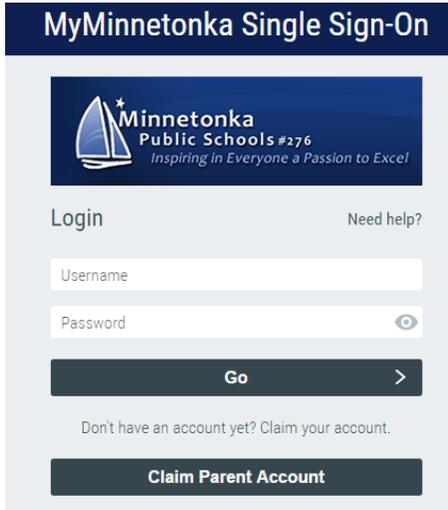
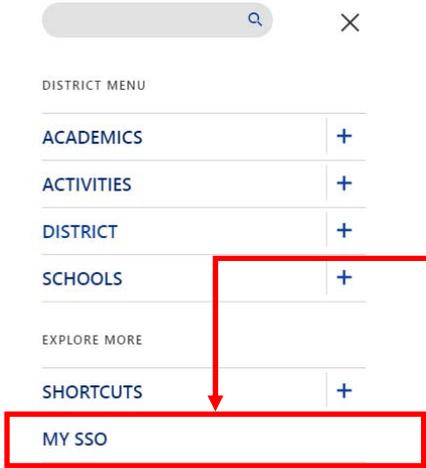


3

Click on **My SSO** from the menu.

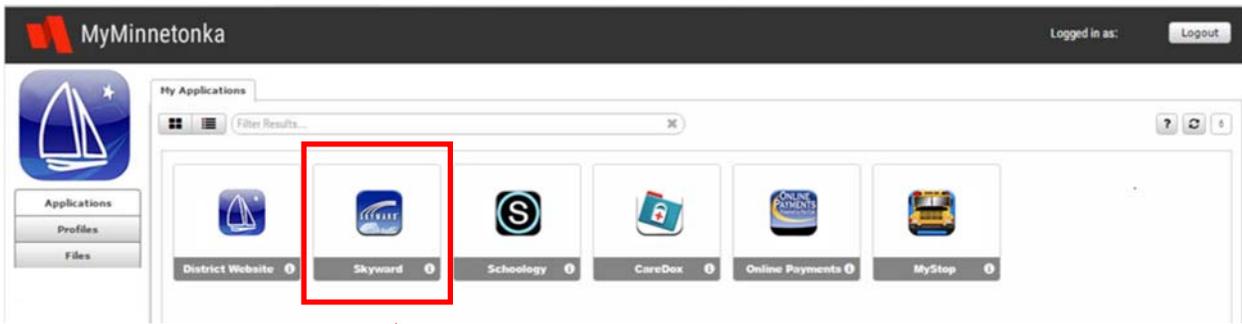
Log in using your parent username and password.

- Your username is your email address
- Forgot your password? Click on Forgot Password
- Trouble logging in? email: family.helpdesk@minnetonkaschools.org



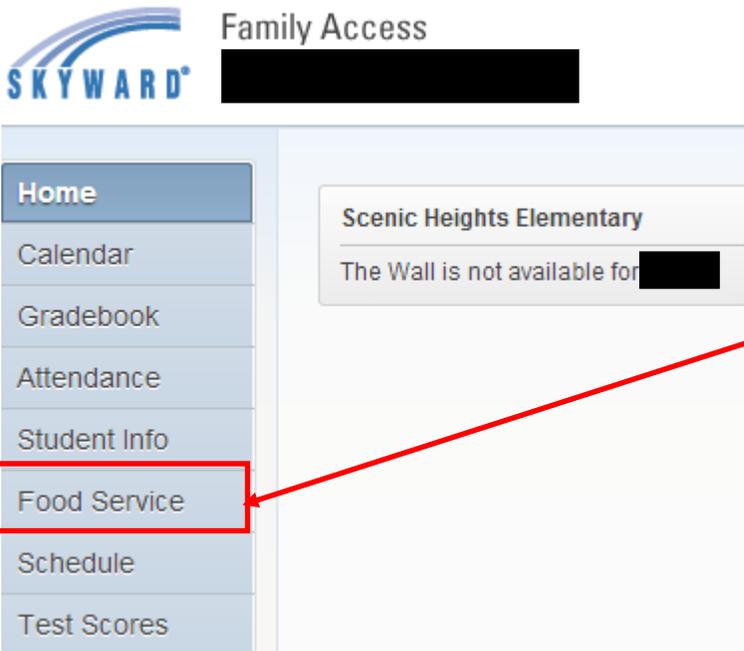
4

Proceed to Step 4 on the next page



4

Click on **Skyward** to make a payment through Skyward Family Access for your student's lunch account.



5

Select **Food Service**

6

Click **Make a Payment**

Food Service

Current Account Balance
 [Redacted] \$28.20
 Lunch Type: Ineligible for F/R Benefits

Today's Lunch Menu [Lunch Calendar](#)
 No lunch menu details are available for the current date.

Purchases for: [Redacted]

← Previous Day Next Day →

[Redacted] (Scenic Heights Elementary)

Key Pad Number: 482 [Redacted]

Item	Price
No transactions for this date.	

[Redacted] (Scenic Heights Elementary) [View Totals](#) [Make a Payment](#)

There are no payment records for this student.

Account Balance **Make a Payment**

Your student's keypad # is located here.

7

Click **Purchase Food** to make a payment.

MINNETONKA PUBLIC SCHOOLS POWERED BY **ReTrak**

NAVIGATION LINKS ▾ HOME LOGIN CART

Skyward
 Not you? [Switch Accounts](#)

PURCHASE FOOD PURCHASE FEES

8

Enter payment amount in box provided or click one of the quick pay amounts.

Skyward
 FOOD SERVICE

F FOOD SERVICE

Not you? [Switch Accounts](#)

PURCHASE FEES

FOOD SERVICE
 Skyward Default Item

[Redacted] [Redacted]

\$ [Redacted]

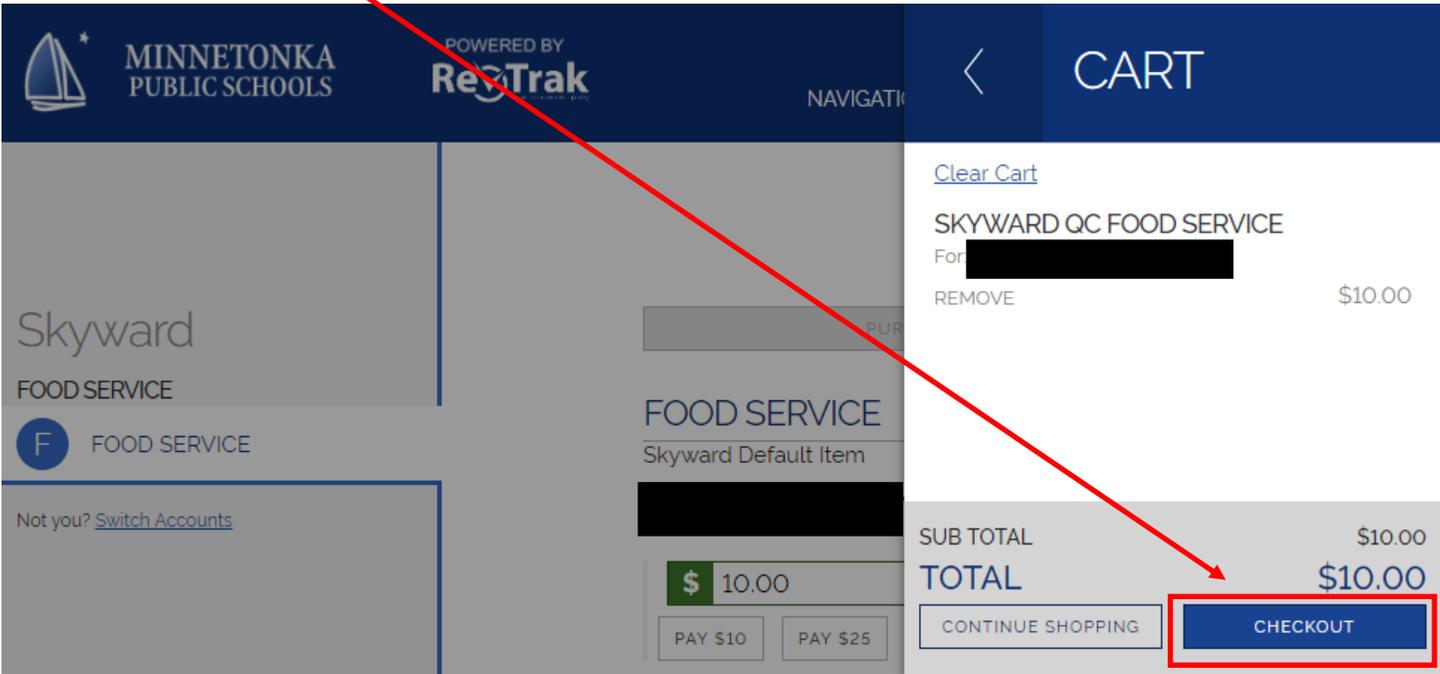
PAY \$10 PAY \$25 PAY \$50

ADD SELECTED TO CART

9

Click **Add Selected to Cart**.

10 Click **Checkout.**



12 Login with your **RevTrak username and Password**, if you are new to the District please create an account. Questions, please call Kristen at 952-401-5034.



Log in to the Web Store

Email 

Password

[Forgot password?](#)

CREATE NEW ACCOUNT



CHECKOUT

VERIFY

Review & Submit

BILLING

EDIT

BILL TO:



PAYMENT METHOD

EDIT



Visa



ITEMS

SKYWARD FOOD SERVICE PAYMENT \$5.00

Quantity: 1

For:

SUB TOTAL \$5.00

TOTAL \$5.00

PLACE ORDER

Verify your information in RevTrak. If you would like to update your card or add a new card click EDIT next to Payment Method

13

Once everything is correct, click **Place Order**.

The next screen that appears is your order confirmation page. You will also receive an email confirmation. Once you received the email confirmation, your payment has been added to your student's lunch account.

Questions regarding your RevTrak log-in or making a payment contact:

Kristen Turnblad

952-401-5034

Kristen.turnblad@minnetonkaschools.org

Questions regarding your MySSO log-in:

Family.helpdesk@minnetonkaschools.org

Please make sure you log out as you exit the system. Thanks!