

eSchool Arena Scheduling & Fee Management/Payment

1. Log onto Skyward Family Access.
2. Click on “[Arena Scheduling TAB](#)”.
 - a. Locate eSchool, student name, 2021-22 and Term 2, and click on “[Term 2](#)”
 - b. Arena scheduling list of courses available for your student will display based on the student’s grade level. For a description of the courses, refer to the eSchool Enrollment Information webpage [here](#).
 - i. You can only select one period, 1 or 2; maximum of two courses.
 - ii. Click “[Add](#)” to select the course(s) and the FEE(S) will automatically be added.
 - iii. Click “[Remove](#)” if you want to remove an eSchool course, which should remove the fee.
 - c. When finished selecting the eSchool course(s), click “[Submit Schedule](#)”.
 - i. Verify the course(s) selected and click the “[Submit Schedule](#)” button.
 - ii. Click “[Yes](#)” button.
3. The school counselor will need to approve your student’s eSchool course(s).
 - a. Within the Arena Scheduling tab, you will see the courses and Scheduling Status.
 - b. The Scheduling Status will be set to “Waiting” until the counselor has approved.
 - c. When Counselor has approved, the status will change to “Approved”.
 - d. **Course(s) must show approved before you proceed to pay.**
4. Click on [Fee Management](#) TAB (once course is approved).
 - a. Payments must be made within 48 hours after a course is approved or student will be dropped from course(s).
 - b. Review fees carefully, and If they do not match the course(s) selected, please contact the eSchool office.
 - c. Click on “[Make a Payment](#)”.
 - i. The e-Funds for Schools site will allow you to pay the fees.
 - ii. Log in or create account (may also pay as guest).
 - iii. Click “[Pay for Student Fees](#)”.
 1. Click “[>](#)” to the right of student’s name to see the fees.
 2. Click “[Add All Fees](#)” to add to your cart; then click “[Begin Checkout](#)”.
 - iv. If fees do not appear, you may need to click “[To refresh your student’s fees, click here C](#)”.
 - v. When the fees are paid, the student is enrolled to take the eSchool course(s).
 - vi. **Once a payment has been made, all class changes, drops and refunds should be requested from the eSchool office.**
 - vii. Additional assistance with eFunds [here](#).