

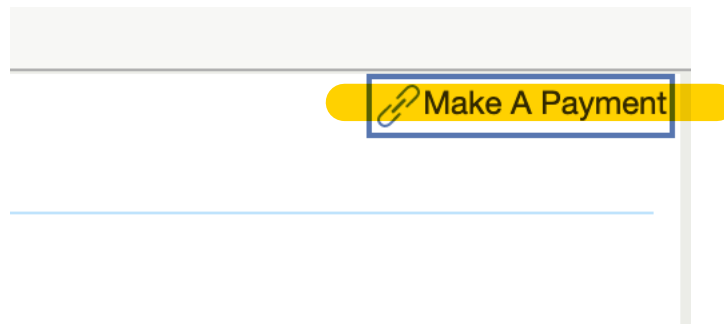
Instructions to deposit money into Food Service account through Skyward

1. Visit your Skyward Family Access account at the following URL:
<https://skyward.iscorp.com/SouthTexasISDTXStuSTS>.
2. Log in using your guardian credentials.
 - a. If this is the first time you are logging into your account, you will click on the “Forgot your Username or Password?” button and follow the prompts to reset your password and access your account.

An account initial access quick start guide, which will walk you through this process step-by-step, can be found at

<https://stisdnet.finalseite.com/uploaded/ithelp/ParentSkywardResetPassword.pdf>

3. Inside your Family Access Account, you will see your child’s name and several icons that go to different areas within the system. Click on the icon of the plate and silverware that says “Food Service.”
4. Once there, you will see your child’s name and school information. Click on the “Make A Payment” button on the top right section of your screen.



5. You will be prompted to sign into your Web Store account. If you do not yet have a Web Store account (different from your Skyward Family Access account), you will need to click on the button that says "Create New Account" and follow the prompts to do so.

A white login form titled "Log in to the Web Store". It features a text input field labeled "Email". Below the field is a dark blue button labeled "CONTINUE". At the bottom of the form is a yellow button labeled "CREATE NEW ACCOUNT".A "Create a new account" form. It includes the following fields: First Name, Last Name, Address, Address (cont), City, State (dropdown), Country (dropdown with "United States" selected), Zip Code, Phone, Email, Password, and Confirm Password.

Create a new account

A Captcha widget with the text "I'm not a robot" and a "RECAPTCHA" logo. Below it are two buttons: a white "CANCEL" button and a yellow "CREATE ACCOUNT" button.

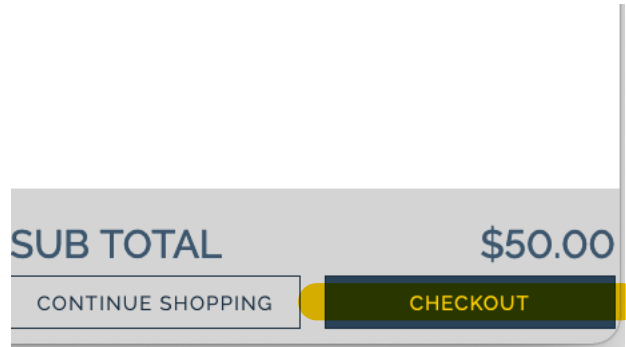
- Once you complete this process, you will need to log into your Web Store account. After you log in, you'll see two items listed on the left side under Qmlativ – ALL and FOOD. Click on the apple icon next to FOOD to bring up your food account.



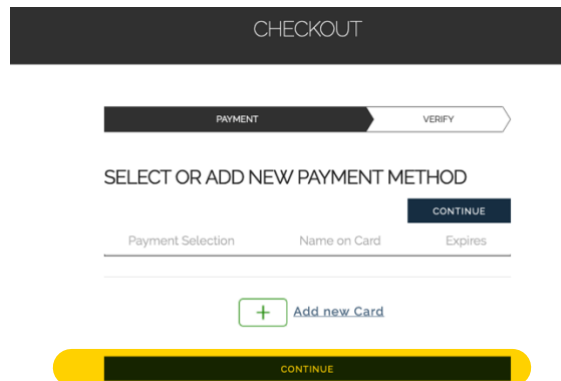
- When you get into your food account, you'll see your child's name, your account balance, and a button for "MAKE ONE-TIME PAYMENT" underneath it. Click that button to start the payment process.
- A One-Time Payment window will come up, asking for the amount you would like to pay. You can type in an amount or select one of the preset amounts. Complete that information and then click "ADD TO CART."

A screenshot of a 'One-Time Payment' window. The title 'One-Time Payment' is at the top. Below it, the text reads: 'Please type in how much you would like to deposit or select \$25, \$50, or \$100.' To the right, the balance is shown as 'Balance \$0.00'. There is a text input field containing '\$ 50.00'. To its right are three buttons: 'PAY \$25', 'PAY \$50' (which is highlighted in blue), and 'PAY \$100'. At the bottom, there are two buttons: 'CANCEL' and 'ADD TO CART' (which is highlighted in yellow).

9. Your cart will load on the right side of the page. A subtotal showing the payment you have prepared will show at the bottom of the cart. Click on “CHECKOUT” to proceed with the payment.



10. A window will come up for you to enter your method of payment. Complete that information and then click on CONTINUE.



11. Finalize your payment. Once finalized, you will receive a receipt via the email address associated with your account and will see the updated balance reflected in your Food Service account in Skyward.

If you have any questions, contact Child Nutrition at 956.514.4236.