

Webstore Log In Procedures

Initial Log In Procedure - This will only need to be done once. You must have a District 128 Powerschool account before logging into the webstore.

Logging In Via the Webstore

Navigate to the Webstore at <https://d128.revtrak.net/>, or by using your school website and choosing Webstore.

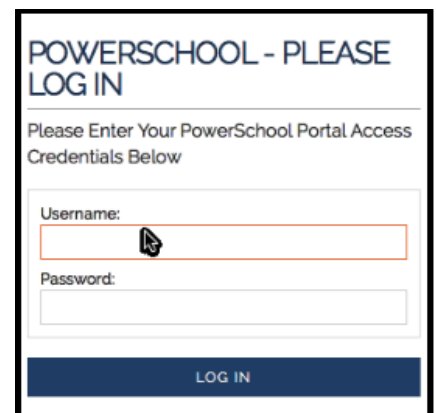
Click on the tile that says **Registration & Student Fees**



The screenshot shows a login form titled "Log in to the Web Store". It includes an "Email" field with a help icon, a "Password" field, and a "Forgot password?" link. There are two buttons: "LOG IN" and "CREATE NEW ACCOUNT".

Log in using your **WEBSTORE** Username and Password (if you do not have an account yet, please create an account)

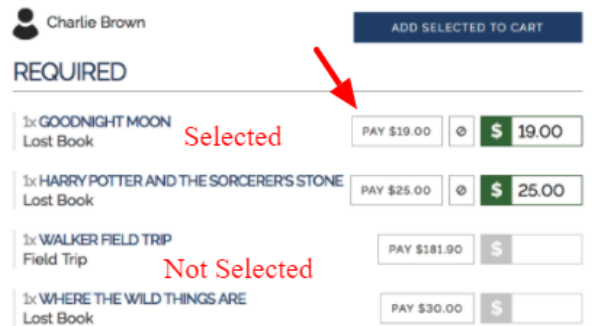
You will then be asked to enter your **PowerSchool** Username and Password (delete saved information and retype it). This step will link your student fee information to your webstore account. Once the accounts are linked, you will only need to use your webstore log in



The screenshot shows a login form titled "POWERSCHOOL - PLEASE LOG IN". It includes the instruction "Please Enter Your PowerSchool Portal Access Credentials Below". There are two input fields: "Username:" and "Password:". A mouse cursor is visible over the Username field. There is a "LOG IN" button at the bottom.

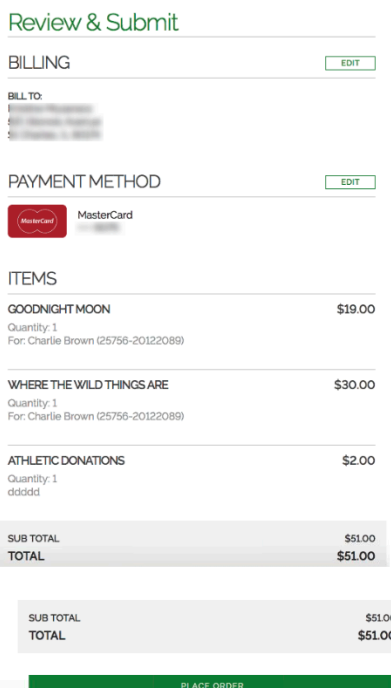
Along the left hand menu, you will see all of your students names.

Click on the name of the student and the REQUIRED fees that need to be paid for the individual student will show. Simply click on the box that shows Pay \$xx.xx and it will be selected. Once you have chosen all the fees on this screen you are intending to pay for, click the **ADD SELECTED TO CART** button.



If you are only purchasing the required items, once you click **ADD SELECTED TO CART**, you can select your cart and pay.

If you would like to purchase items that are not required, (for example an athletic team related items or club sponsored activity) select **SHOP** from the top right of your screen, choose your school and your shopping experience will be the same as it always has been. You will select the category of the item you would like to purchase, (for instance Optional Student Items), and then select the item (yearbook).



Once all items are added to your cart and you are ready to pay, click **CART** located on the top right side of your screen. You will be directed to a screen to verify your order. Once everything is correct, click the Place Order button.

After the initial log in, you will not need to sign in twice. You will only need to sign into the Webstore using your Webstore Username and Password. If you have any issues, for VHHS please contact Jenn Sheppard at 847-932-2088 and for LHS contact Laura Wolfe at 847-327-7015