

CHENEY PUBLIC SCHOOLS ONLINE PAYMENT PROCESS



This document provides a concise guide outlining the steps to use the Cheney Public Schools payment portal, InTouch Receipting.

HOW TO LOGIN

- **PARENTS/GUARDIANS:**

- Username: Use your Skyward Family Access username.
- Password: If this is your first time accessing the portal, you'll need to set your password:
 - Click on "Set Password" on the login page.
 - Follow the prompts to create your password. Passwords are **case sensitive**.
- Note: After registering with the district, it may take up to 24 hours before your account becomes active on the payment portal.

- **STAFF MEMBERS:**

- Username: Enter your Keypad ID Number. This can be found in Skyward under Employee Access > Employee Info > Custom Forms > Name ID.
- Password: Use your last name (case sensitive).

Note: If you are both a STAFF MEMBER and a PARENT/GUARDIAN, use your Skyward Access Username and Password for payments for student account payments and your Keypad ID Number Username and Password for staff account payments.

FORGOT USERNAME OR PASSWORD?

Click on "Forgot Username or Password" on the login page and follow the instructions to recover your credentials.

AVAILABLE PAYMENT OPTIONS

Through the online portal, you can make payments for the various services, including:

- Food Service (Meal Payments)
- ASB Fees
- Test Fees
- Fines
- Donations
- Preschool Fees

SCAN THE QR CODE TO ACCESS INTOUCH RECEIPTING

