

# Create a New Account and Pay Fees on Skyward

## 1 Navigate to Skyward (Qmlativ)

The screenshot displays the Skyward dashboard for two students, 'FAKE, STUDENT1' and 'FAKE, STUDENT2', both at Penn Hills High School for the 2025-2026 school year. The dashboard is organized into a grid of functional tiles. The top row includes tiles for Academic History, Assignments, Attendance, Fees & Fee Payments, Grading, Portfolio, Schedule, Section 504, Special Education, and Student Profile. The second row features a Transportation tile. Below the student header, the dashboard is divided into two main sections. The first section for 'FAKE, STUDENT1' contains the same top row of tiles as above, plus a Transportation tile, an 'Apps & External Links' tile, and a 'District Website' tile with a link to the PHSD Website. The second section for 'FAKE, STUDENT2' shows the same top row of tiles, but the bottom row of tiles is marked as 'Disabled' with an information icon.

## 2 Click Fees & Fee Payments

Penn Hills School District - Welcome to Qmlativ! - Term 2: 10.23.2025 thru 1.14.2026 - Grades Due 1.22.2026 @ 11:59PM

View All FAKE, STUDENT1 FAKE, STUDENT2 TEST1 TEST What's New My Messages My Tasks & Processes Knowledge Hub

FAMILY ACCESS

PORTFOLIO - ALL STUDENTS > Family Access

Help Skyward improve your experience in Family Access. [Take Survey](#)

VIEW ALL STUDENTS

Academic History Assignments Attendance **Fees & Fee Payments** Grading Portfolio Schedule Section 504 Special Education Student Pro

Transportation

FAKE, STUDENT1  
Penn Hills High School (8/19/2025)  
2025-2026

Academic History Assignments Attendance **Fees & Fee Payments** Grading Portfolio Schedule Section 504 Special Education Student Pro

## 3 Here you can see your student fees. Please refer to the comments.

FEES - ALL STUDENTS

FAKE, STUDENT1

Fees Payments

2025-2026 PENN HILLS HIGH SCHOOL

Charge Amount: \$15.00 Paid and Waived Amount: \$0.00 Credit Amount: \$0.00 Amount Due: \$15.00

ASSIGNED CUSTOMER FEES

Due Date	Fee Description	Fee Amount	Amount Due	Source Description	Comment
11/13/2025	Miscellaneous	\$15.00	\$15.00		test

FAKE, STUDENT2

This screen has been disabled by administrators for the following reason:  
- Please complete the Annual Student Information Update to gain access.

4 Click "Payments" to view past payments on the account.

Penn Hills School District - Welcome to Qmlativ! - Term 2: 10.23.2025 thru 1.14.2026 - Grades Due 1.22.2026 @ 11:59PM

View All FAKE STUDENT1 FAKE STUDENT2 TEST1 TEST What's New My Messages My Tasks & Processes Knowledge Hub

FEES - ALL STUDENTS

FAKE, STUDENT1

Payments

2025-2026 PENN HILLS HIGH SCHOOL

PAYMENTS

Payment Date	Receipt Number	Payment Type	Payment Amount	Check Number	Check Amount	Payment Voided
No records to display						

FAKE, STUDENT2

This screen has been disabled by administrators for the following reason:  
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5 To pay a fee. Click "Skyward Qmlativ - RevTrak Online Payment"

Penn Hills School District - Welcome to Qmlativ! - Term 2: 10.23.2025 thru 1.14.2026 - Grades Due 1.22.2026 @ 11:59PM

View All FAKE STUDENT1 FAKE STUDENT2 TEST1 TEST What's New My Messages My Tasks & Processes Knowledge Hub Sign Out

FEES - ALL STUDENTS

DENTS

Skyward Qmlativ - RevTrak Online Payment

E, STUDENT1

Payments

PENN HILLS HIGH SCHOOL

Amount: \$15.00 Paid and Waived Amount: \$0.00 Credit Amount: \$0.00 Amount Due: \$15.00

CUSTOMER FEES

Fee Description	Fee Amount	Amount Due	Source Description	Comment
Miscellaneous	\$15.00	\$15.00		test

E, STUDENT2

This screen has been disabled by administrators for the following reason:  
Please complete the Annual Student Information Update to gain access.

6 You will be brought to a new window. Click "Create new account"

The screenshot shows the top section of the website. The main header area features a background image of food items (fried dumplings, tomatoes, and broccoli) with the text "Skyward Food Service & Student Fee Payments" and a "Click Here" button. To the right, there is a "Web Store now for quick checkout" section with input fields for "Email" and "Password", a "Forgot password?" link, a "LOG IN" button, and a "CREATE NEW ACCOUNT" button highlighted with an orange circle. Below the header is a dark red banner with the Skyward logo and the text "Skyward Food Service & Student Fee Payments". At the bottom, there is a footer with the RevTrak logo and navigation links: "Penn Hills School District Website | Skyward Food Service & Student Fee Payments | FAQ".

7 Please create an account!

The screenshot shows the "Create a new account" page. The top navigation bar includes the Penn Hills School District logo, the text "Penn Hills School District", and a "Turn High Contrast Mode On" button. The navigation menu contains "BROWSE", "SERVICES", "HOME", "LOGIN", and "CART". The main content area features a large heading "Create a new account" and a registration form with the following fields: "First Name" (with an orange circle highlighting the label), "Last Name", "Address", "Address (cont.)", "City", "State" (a dropdown menu), "Country" (pre-filled with "United States"), "Zip Code", "Phone", and "Email".

8

Please make sure whatever email account associated to Skyward (Qmlativ) is used to create this account.

Address (cont.)

City:  State:

Country:  Zip Code:

Phone:

Email:

Password:  Confirm Password:

I'm not a robot  
reCAPTCHA is changing its terms of service. [Take action.](#)  
reCAPTCHA Privacy - Terms

9

Click "Create Account"

City:  State:

Country:  Zip Code:

Phone:

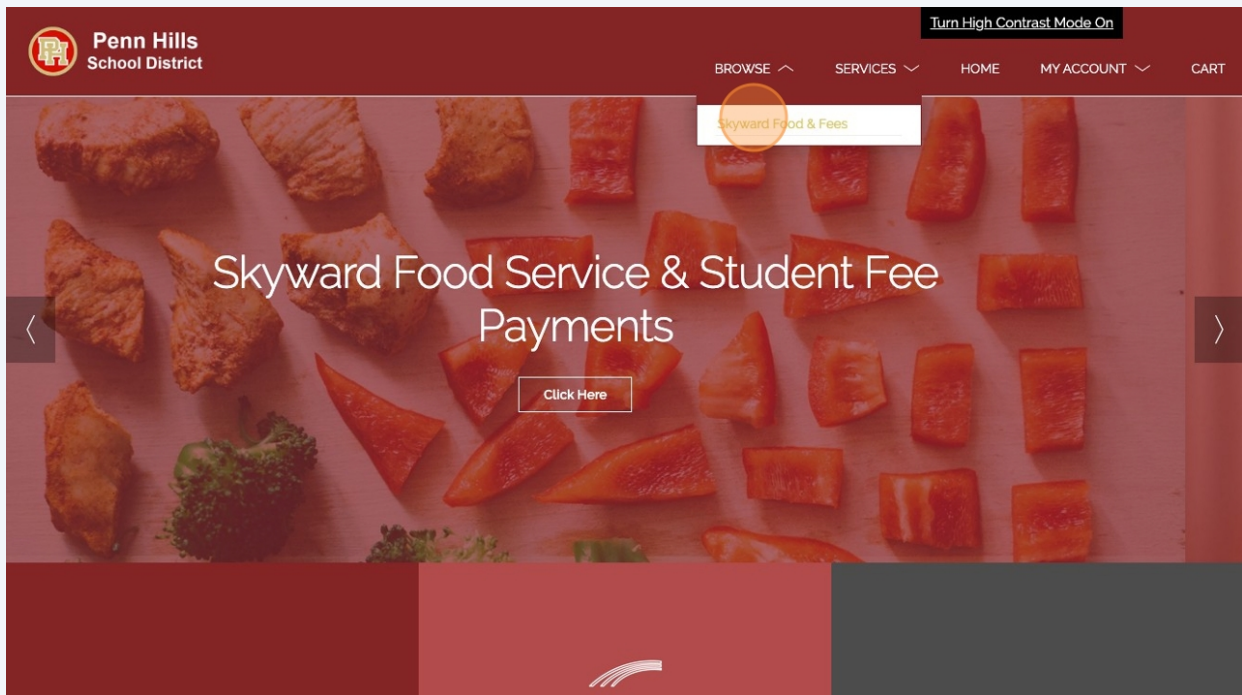
Email:

Password:  Confirm Password:

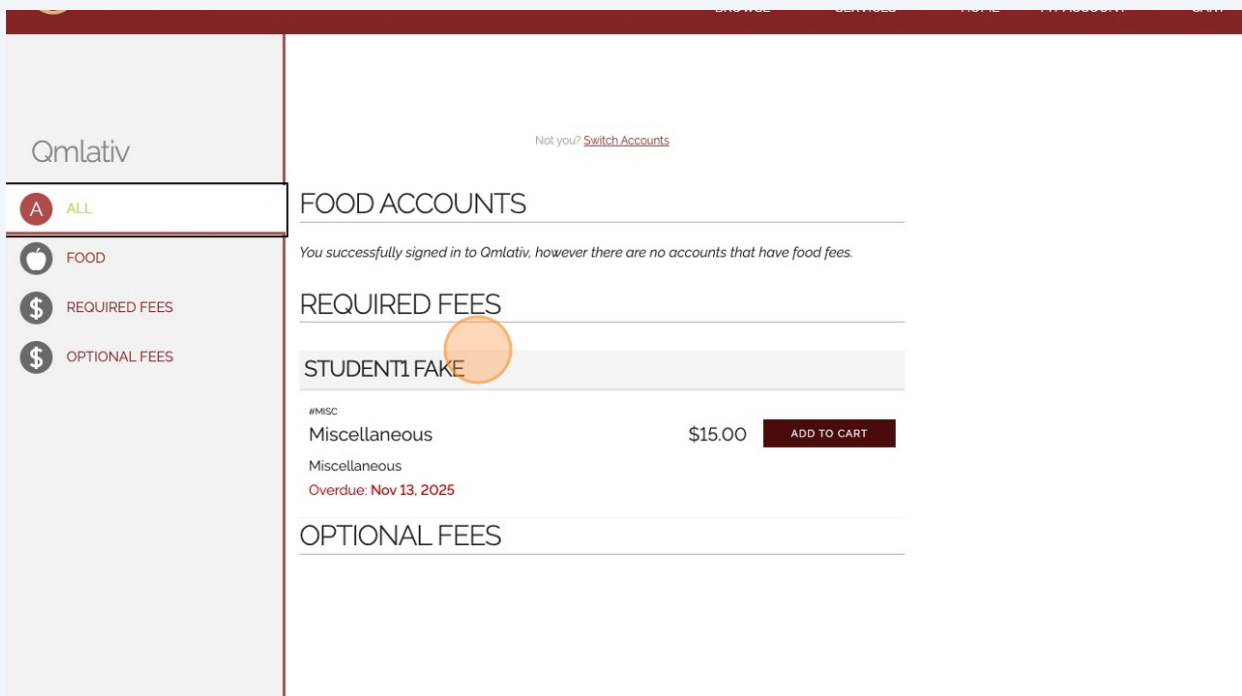
I'm not a robot  
reCAPTCHA is changing its terms of service. [Take action.](#)  
reCAPTCHA Privacy - Terms



10 Click "Skyward Food & Fees"



11 Here are the fees. \*Please disregard Food services as there is a different system for that.



## 12 Click "Add to Cart"

Qmlativ Not you? [Switch Accounts](#)

**A** ALL

**F** FOOD

**\$** REQUIRED FEES

**\$** OPTIONAL FEES

### FOOD ACCOUNTS

You successfully signed in to Qmlativ, however there are no accounts that have food fees.

### REQUIRED FEES

#### STUDENT1 FAKE

#MISC		
Miscellaneous	\$15.00	<b>ADD TO CART</b>
Miscellaneous		
Overdue: Nov 13, 2025		

### OPTIONAL FEES

## 13 Click "Add to cart"

Penn Hills School District Turn High Contrast Mode On

BROWSE SERVICES HOME MY ACCOUNT CART

Qmlativ

**A** ALL

**F** FOOD

**\$** REQUIRED FEES

**\$** OPTIONAL FEES

### FOOD ACCOUNTS

You success

### REQUIRED FEES

#### STUDENT1 FAKE

#MISC		
Miscellaneous	\$15.00	<b>ADD TO CART</b>
Miscellaneous		
Overdue: Nov 13, 2025		

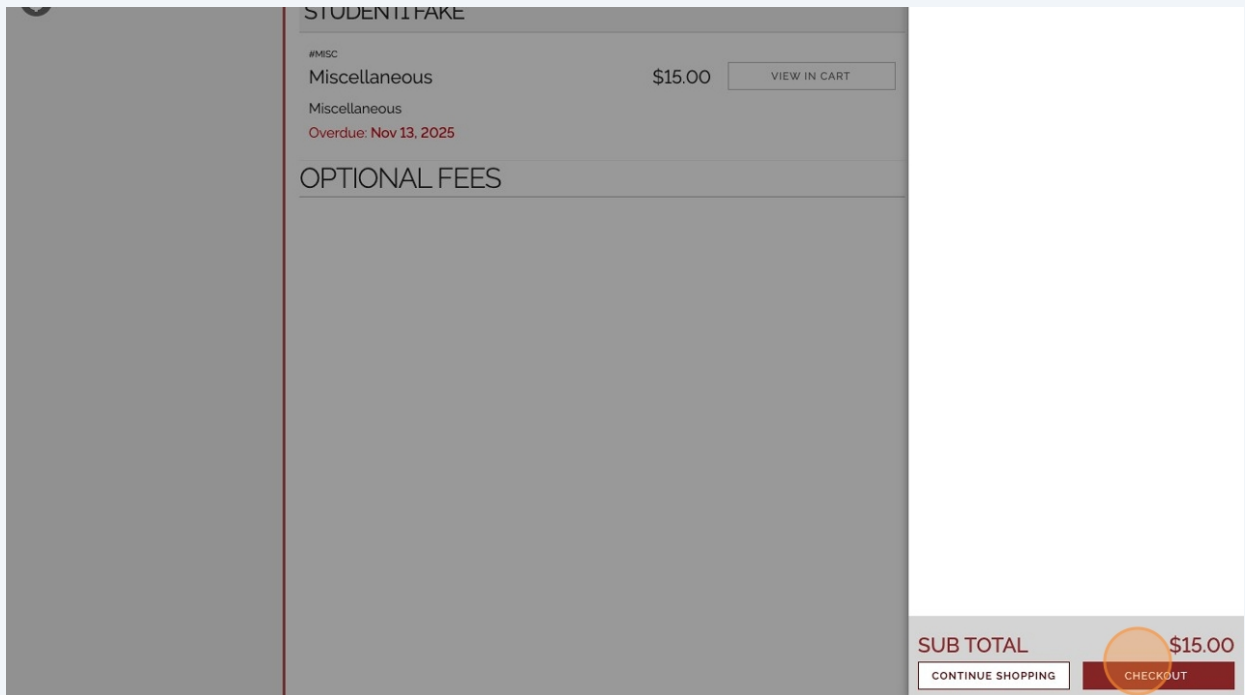
### OPTIONAL FEES

Make A Payment Amount due: \$15.00

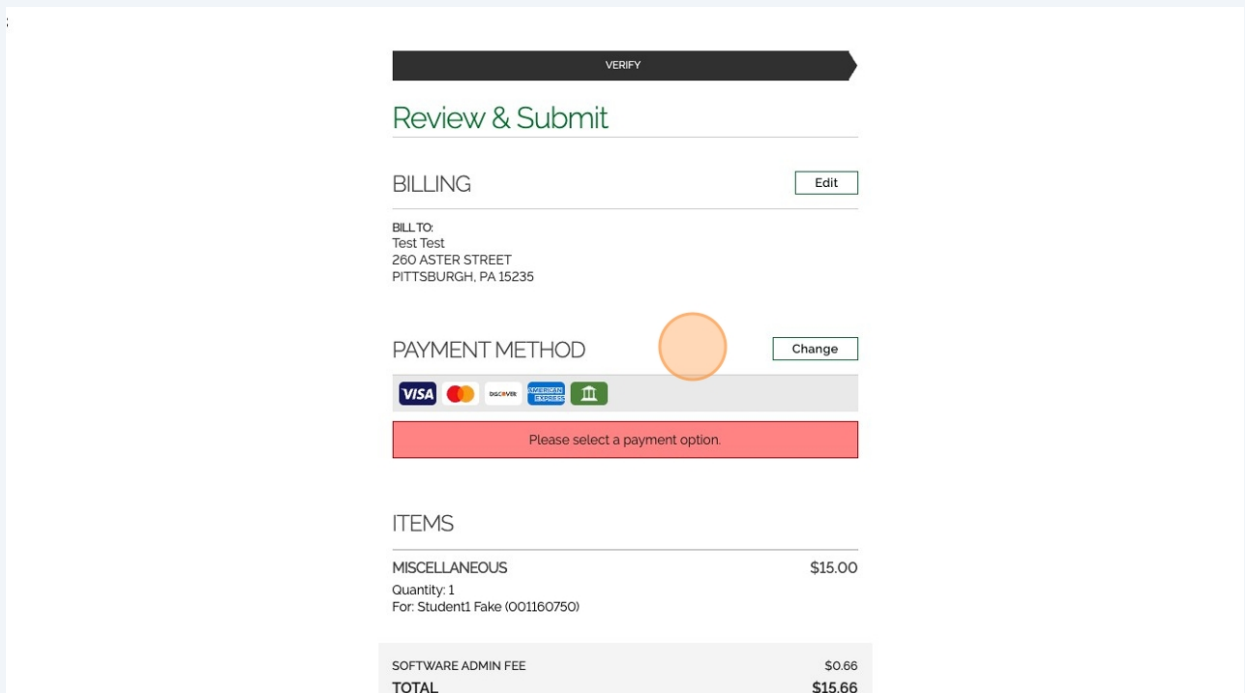
STUDENT1 FAKE

Miscellaneous

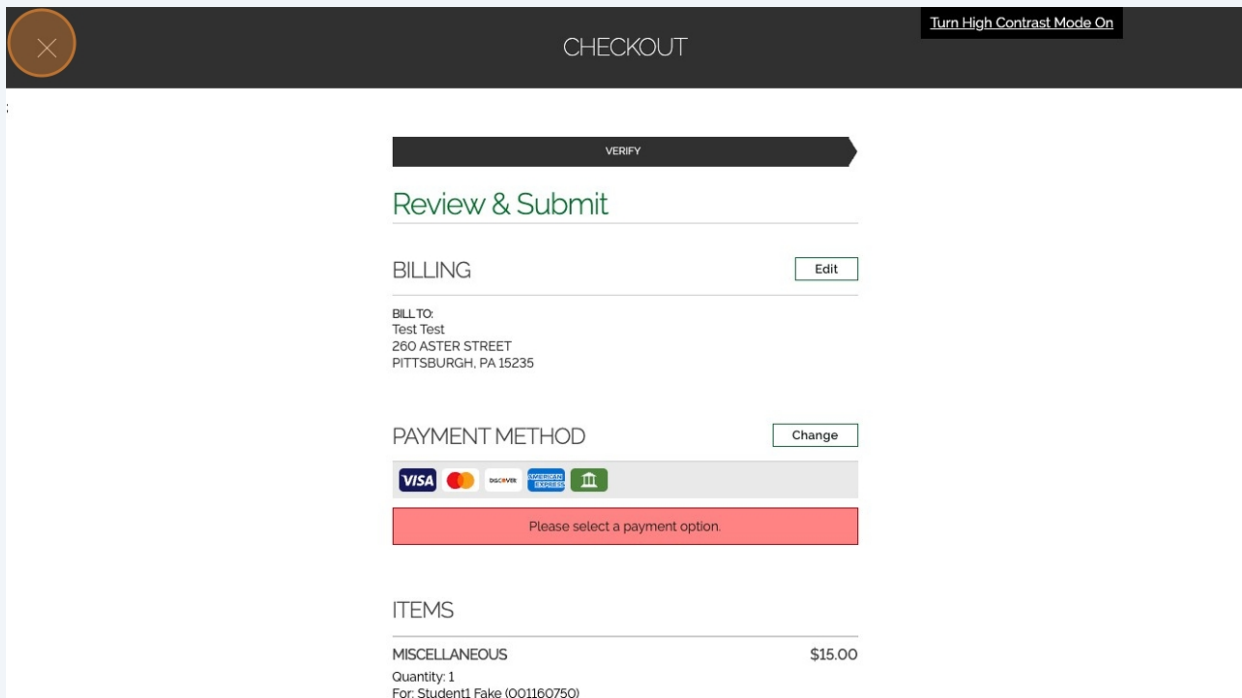
14 Click "Checkout"



15 Click "Payment MethodChange"



16 Process the order.



17 Next time you need to access fee management, please just sign in with that account you've created.

