

Online Payment Instructions

Meal account payments are made through Skyward. Skyward is found in your SSO once you are signed in.

Payments will post directly back to your student's account in real time!

1

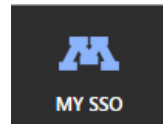
Please visit:

www.minnetonkaschools.org



2

Click on

A screenshot of the MySSO Portal login page. It features the Minnetonka Public Schools logo and the text 'MySSO Portal'. Below the logo is a 'Login' section with a 'Username' input field, a 'Continue' button with a right arrow, and a link for 'Need help?'. At the bottom, there is a 'Claim My Account' button and a link for 'Don't have an account yet? Claim your account.'.

3

Log in using your parent username and password.

- Your username is your email address
- Forgot your password? Click on Forgot Password
- Trouble logging in? email: family.helpdesk@minnetonkaschools.org

4

Proceed to Page 3, Step 4 to continue

Bookmarks

Looking for something else? [See all Applications](#)



Skyward SAML



Schoolology

4

Click on **Skyward** to make a payment through Skyward Family Access for your student's lunch account.

 **Family Access**
[Redacted]

Home

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Test Scores

Scenic Heights Elementary

The Wall is not available for [Redacted]

5

Select **Food Service**

Food Service

Food Service

Current Account Balance

[Redacted] \$28.20

Lunch Type: Ineligible for F/R Benefits

Today's Lunch Menu

[Lunch Calendar](#)

No lunch menu details are available for the current date.

Purchases for: [Redacted]

[Previous Day](#) [Next Day](#)

[Redacted] (Scenic Heights Elementary)

Key Pad Number: 48270

Item	Price
No transactions for this date.	

[Redacted] (Scenic Heights Elementary) [View Totals](#) | **Make a Payment**

There are no payment records for this student.

6

Click **Make a Payment**



MINNETONKA
PUBLIC SCHOOLS

POWERED BY
ReTrak

Turn High Contrast Mode On

Translate

SHOP

NAVIGATION LINKS

HOME

LOGIN

CART

Skyward

Log Out Of Skyward

A ALL

FOOD

REQUIRED FEES

OPTIONAL FEES

FOOD ACCOUNTS

Student A

Balance: -\$10.00

MAKE ONE-TIME PAYMENT

Student B

Balance: -\$5.50

MAKE ONE-TIME PAYMENT

7

Click on **Make One-Time Payment**

One-Time Payment

Please type in how much you would like to deposit or select \$25, \$50, or \$100.

OPTION A

\$ 50.00

OPTION B

Balance: -\$10.00

PAY \$25

PAY \$50

PAY \$100

CANCEL

ADD TO CART

8

Two Options to add money to your student's account:

- Enter your own dollar amount by clicking in the box and typing in the amount you want to add.
- Click one of the pre-selected amounts (\$25, \$50, or \$100)

9

Then click **Add to Cart**.

The screenshot shows the Skyward web application interface. The top navigation bar includes the Minnetonka Public Schools logo, the text "POWERED BY RevTrak", and links for "SHOP" and "NAVIGATION". A "CART" button is visible in the top right corner. The main content area is titled "FOOD ACCOUNTS" and lists three students: Student A, Student B, and Student C, each with a "MAKE ONE-TIME PAYMENT" button. A sidebar on the left contains a search bar and filters for "ALL", "FOOD", "REQUIRED FEES", and "OPTIONAL FEES". A shopping cart overlay is open on the right, showing a single item: "SKYWARD QC FOOD SERVICE For Student A" priced at \$25.00. The cart includes a "Clear Cart" link, a "REMOVE" button, and a "Log Out" link. At the bottom of the cart, the "SUB TOTAL" is \$25.00, with "CONTINUE SHOPPING" and "CHECKOUT" buttons. A red box highlights the "CHECKOUT" button, and a red arrow points from the instruction text below to it.

10

If you would like to add money to another student, click **Continue Shopping**. If you are done adding money, click **Checkout**.

The screenshot shows the top section of the "CHECKOUT" page. It features a dark header bar with a close button (X) on the left, the word "CHECKOUT" in the center, and a "Turn High Contrast Mode On" button and a "Translate" button on the right.

Log in to the Web Store

Email

Password

[Forgot password?](#)

11

You are being re-directed to our payment Vendor, Vanco. If this is your first time using Vanco (formerly RevTrak), you will want to **Create New Account**. If you are a returning customer, please login in to complete your payment.

Once you have completed your payment, you will receive an email confirmation to the email address you registered with Vanco.

Once you receive the email, the payment was also deposited in your student's account and is ready for use immediately.

Questions regarding your making a meal account payment contact:

Nutrition.services@minnetonkaschools.org

Questions regarding your MySSO log-in:

Family.helpdesk@minnetonkaschools.org

Questions regarding fees, contact:

bursar@minnetonkaschools.org