

How To Create a RevTrak Account

1. Navigate to the Technology page
Home-> Departments-> Technology
<https://www.ambridge.k12.pa.us/departments/technology>

2. Click the **Revtrak** link

HOME > DEPARTMENTS > TECHNOLOGY

Technology

Technology Consent Forms and Policies

Board Approved Policies

[Board Approved Responsible Computer, Telecommunications and Information Technology Use Policy #815](#)

All students are required to have a signed Responsible Use Policy on file each year to receive a device. You can also fill this out online 1to1 Plus. You will receive an email with a link to sign the policy online directly in our inventory system. This link is only active for

[Responsible Use Policy](#)

Students may participate in the optional Device Protection Plan for \$25, per device per year.

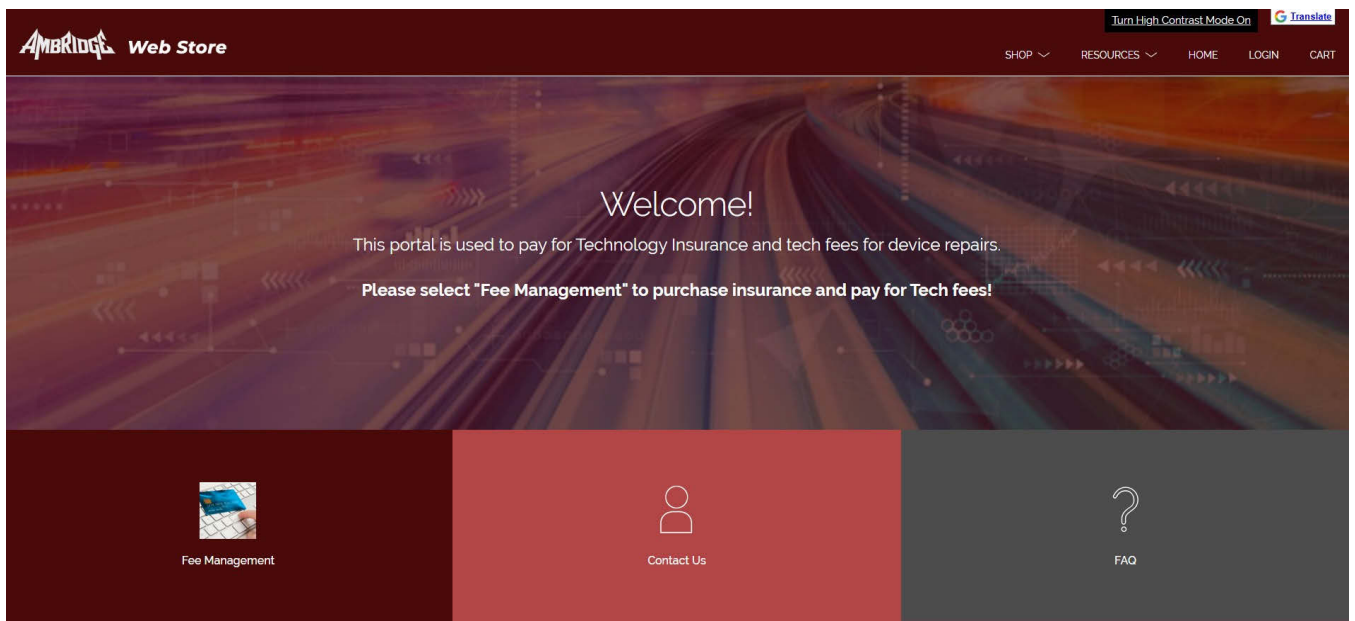
[Device Protection Plan](#)

Online Payment through RevTrak. If a fee is assigned to you, the Tech Department will send you an invoice from 1to1 Plus that will direct you to play in RevTrak.

RevTrak

Student Device Repair/Evaluation – Form linked below is to be filled out by a parent/guardian and submitted to the Technology Department along with the affected device

[Device Repair Request Form](#)



3. Click **CREATE NEW ACCOUNT**



Log in to the Web Store

Email

Password

[Forgot password?](#)

4. Enter your information (NOT your child's) and click **CREATE ACCOUNT**.

AMBRIDGE Web Store

First Name

Last Name

Address

Address (cont.)

City State

Country Zip Code

Phone

Email

Password Confirm Password

Create a new account

5. This will take you to the Fee Management page. You can add your child by last name and student ID. This allows you to pay for insurance or tech fees.

6. Click ADD STUDENT on the left hand side.

The screenshot shows the 'Ambridge Web Store' header in a dark red bar. Below it, the 'Fee Management' page is displayed. On the left, a sidebar contains a list of filters: 'ALL' (with a red circle icon), 'REQUIRED FEES' (with a dollar sign icon), 'OPTIONAL FEES' (with a dollar sign icon), and 'ADD STUDENT' (with a plus icon). The main content area is divided into two sections. The first section, 'REQUIRED FEES', has a heading and a message: 'You successfully signed in to Fee Management, however there are no accounts that have required fees.' The second section, 'OPTIONAL FEES', also has a heading and a message: 'You successfully signed in to Fee Management, however there are no accounts that have optional fees.' The page is styled with a light gray background and red accents.

Ambridge Web Store

Fee Management

REQUIRED FEES

OPTIONAL FEES

ALL

REQUIRED FEES

OPTIONAL FEES

ADD STUDENT

You successfully signed in to Fee Management, however there are no accounts that have required fees.

You successfully signed in to Fee Management, however there are no accounts that have optional fees.

7. It will ask you for the Student ID and PIN. These are both your child's six digit Student ID number. Click ADD STUDENT. Repeat this step for each of your children.

The screenshot shows the 'AMBRIDGE Web Store' header. On the left, a 'Fee Management' sidebar contains four options: 'ALL' (with an 'A' icon), 'REQUIRED FEES' (with a '\$' icon), 'OPTIONAL FEES' (with a '\$' icon), and 'ADD STUDENT' (with a '+' icon). The main content area is titled 'ADD STUDENT' and features two input fields: 'Student ID' and 'PIN'. Below these fields is a red 'ADD STUDENT' button. At the bottom of the sidebar, there is a red bar with a white '+' icon and the text 'ADD STUDENT'. Below the main content area, the text 'Fee Management Default Item' is visible.

8. Under the ALL tab if where you can add Device Protection for your child by clicking ADD TO CART.

The screenshot shows the 'AMBRIDGE Web Store' header. On the left, the 'Fee Management' sidebar is visible with the 'ALL' tab selected. The main content area is titled 'OPTIONAL FEES'. Below this title, there is a message: 'You successfully signed in to Fee Management, however there are no accounts that have required fees.' Below this message, there are two red bars. Each red bar has a small '#Fees' label to its left and an 'Optional Device Protection Plan Fee' label to its right. To the right of each red bar is a red 'ADD TO CART' button. The text 'Optional Device Protection Plan Fee' is also visible below each red bar.

9. Your cart will appear on the right hand side of your screen. You can also access it by clicking CART in the top right corner. Click CHECKOUT to complete your purchase.