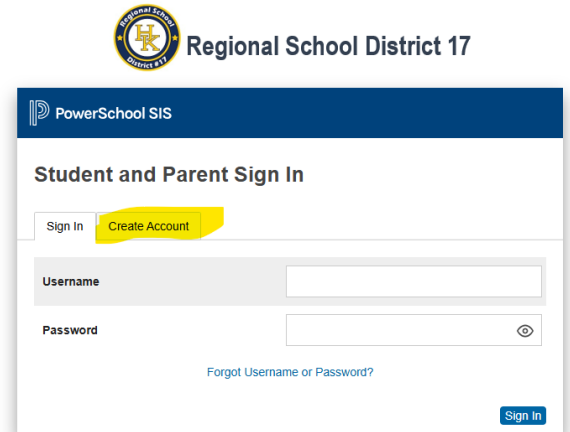


RevTrak School Lunch Account Instructions

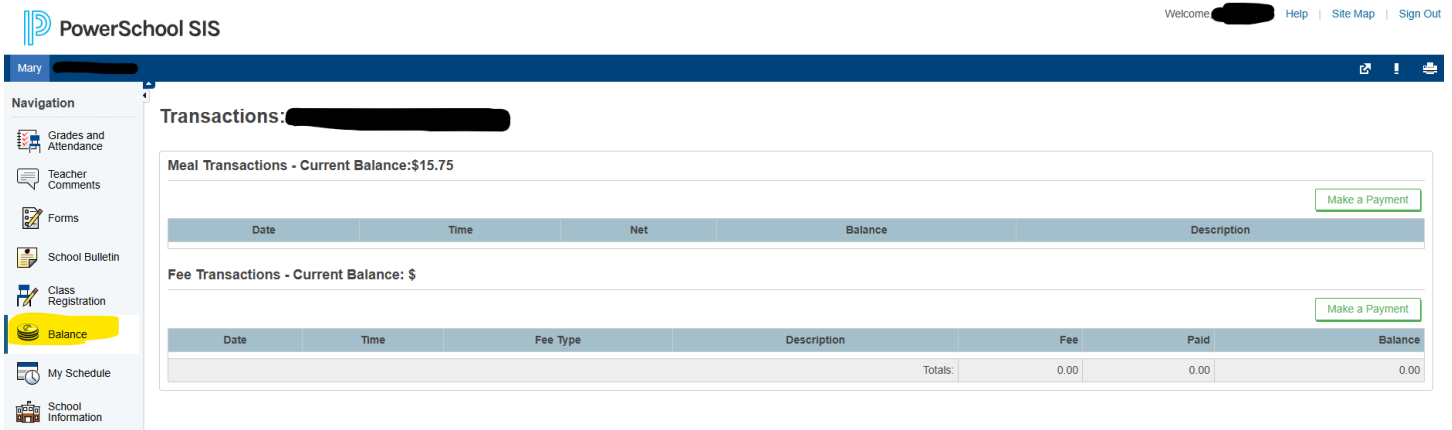
[updated August 2026]

RevTrak accounts allow you to add funds to your student's account to use for breakfast, lunch, or snack items in our school cafeterias. These accounts are tied to your PowerSchool Parent Portal account which must be linked to the student(s) whose accounts you are trying to add funds to. If you already have a Parent Portal account, make sure you are logged in first. If you do not, follow the steps below to create one. The district RevTrak account can be found at <https://rsd17.revtrak.net/>.

- 1) With the **Access ID** and **Access Password** provided from your student's school, go to <https://rsd17.powerschool.com/public/>.
- 2) Click **Create Account**.
- 3) Enter **Account Details** and scroll to the bottom and click **Enter**.



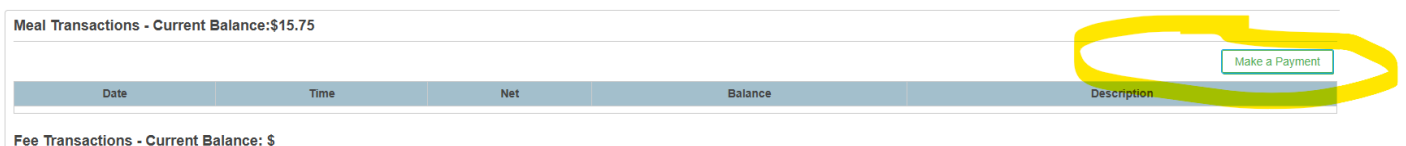
- 4) **Log In:** Open a web browser on a computer and sign into your PowerSchool Parent Portal by visiting <https://rsd17.powerschool.com/public/>. This link can be found at the top of each school's website as well as the district's website. **Please note this process may not work in the PowerSchool mobile app so using a computer is recommended.**
- 5) **Balance:** Click on the **Balance** or **Fee Balance** tab on the left-side menu.



Date	Time	Net	Balance	Description

Date	Time	Fee Type	Description	Fee	Paid	Balance
Totals:				0.00	0.00	0.00

- 6) **Payment:** Click the green **Make a Payment** button on the right side.



Date	Time	Net	Balance	Description

- 7) **Connect Accounts:** You will be redirected to the RevTrak store. Sign into your RevTrak account, unless it is your first time, in which case, you will need to create an account. You may need to type in your PowerSchool Parent Portal username and password in order to link the student.

The screenshot shows the 'Food Service' section of the PowerSchool Parent Portal. At the top, there is a navigation bar for 'REGIONAL SCHOOL DISTRICT 17' with links to 'HK Cubs Childcare Center', 'HKTV Holiday Show', 'Preschool', and 'Technology'. Below this, the 'Food Service' title is displayed. The main content area is titled 'PowerSchool' and includes a 'Log Out Of PowerSchool' link. Under the 'FOOD ACCOUNTS' section, two accounts are listed. The first account has a balance of \$15.75 and a 'MAKE ONE-TIME PAYMENT' button. The second account has a balance of \$0.00 and a similar button.

- 8) **Add Funds:** Choose the fee or food/meal account deposit you want to pay, type the amount, and click **Add to Cart**.

The screenshot shows a 'One-Time Payment' modal window. It prompts the user to 'Please type in how much you would like to deposit or select \$25, \$50, or \$100.' Below this, it shows the selected account: 'Food Service' with a 'Balance: \$0.00'. A 'Payment Amount' field is set to '\$ 50'. There are three buttons for 'PAY \$25', 'PAY \$50', and 'PAY \$100'. At the bottom, there are 'Cancel' and 'Add to cart' buttons. In the background, the 'FOOD ACCOUNTS' section is visible with a 'Log Out Of PowerSchool' link and a 'MAKE ONE-TIME PAYMENT' button.

- 9) **Checkout:** Click **Checkout**, enter your credit card or e-check billing details, and submit your order.

If you have questions about this process, please contact Director of Food Services, Sharon Shettleworth at sshettleworth@rsd17.org.

HELP IS AVAILABLE! We encourage all families to apply for the **Free & Reduced Program** that provides free or reduced cost meals to students who qualify. Applications, FAQs, and other information can be found in the Food Services department section of the RSD17 district website: <https://www.rsd17.org/departments/rsd17-food-services>. **You can also reach out to your student's school for more information or printed copies of all materials.**