Online Payment Instructions

Skyward Family Access now allows you to make Food Service and Fee Management Payments for multiple students in one easy shopping cart. Payments will post directly back to your student’s account!

Please visit: www.minnetonkaschools.org

1. Desktop View
2. Click on MySSO
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
Click on the **Menu Icon** in the Upper left hand corner.

Click on **My SSO** from the menu.

**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

Proceed to Step 4 on the next page
Click on **Skyward** to make a payment through Skyward Family Access for your student’s lunch account.

5 Select **Food Service**
6. Click **Make a Payment**

- **Account Balance**
- **Make a Payment**
- Your student’s keypad # is located here.

7. Click **Purchase Food** to make a payment.

8. Enter payment amount in box provided or click one of the quick pay amounts.

9. Click **Add Selected to Cart**.
Click **Checkout**.

Login with your **RevTrak username and Password**, if you are new to the District please create an account. Questions, please call Kristen at 952-401-5034.
Verify your information in RevTrak. If you would like to update your card or add a new card click EDIT next to Payment Method.

Once everything is correct, click **Place Order**.

The next screen that appears is your order confirmation page. You will also receive an email confirmation. Once you received the email confirmation, your payment has been added to your student’s lunch account.

Questions regarding your RevTrak log-in or making a payment contact:

Kristen Turnblad  
952-401-5034  
Kristen.turnblad@minnetonkaschools.org

Questions regarding your MySSO log-in:

Family.helpdesk@minnetonkaschools.org

Please make sure you log out as you exit the system. Thanks!