Fee Management Payment Directions (Skyward)

1. On the Minnetonka School District website (www.minnetonkaschools.org), click My SSO.

2. Sign into your parent account by entering your Username (email address) and your Password. Contact family.helpdesk@minnetonkaschools.org for assistance with your email address or your password.

3. After you are signed in as a parent, choose Skyward.
4. The window below shows **Skyward Family Access>All Students**. Select **Fee Management** from the left side of the window.

5. Fees that are due show in the window below. Even if there are no fees displayed for the student, there might be Optional Fees that you would like to select and pay for the student. **Click Make a Payment** to continue to the next screen.

6. **Click the Update Payment Amount** button on the Fee Management line for the appropriate student.
7. The top part of the screen shows outstanding fees for the student. There might be additional fees (depending on the time of year) at the bottom on the screen. You can add these fees for this student by clicking the Add button. For example, iPad Insurance will appear here when it is available as an optional purchase.

![Image of the fee management payment amount page]

8. Check the box for each fee you would like to pay in this transaction. Click Update Cart. (If the system doesn’t automatically return to the screen shown in Step 9, click the Back button in the upper right corner.)

![Image of the fee management payment amount page with fees checked and total payment amount]
9. Click the **Pay with Vendor** button to proceed with payment.

![Online Payment Entry - Single Point of Entry Interface](image)

10. You will be taken to the RevTrak CHECKOUT screen to complete your payment. RevTrak is our online payment vendor. You will be asked to set up a RevTrak payment account to be used for all online payments if you do not already have a RevTrak account set up. Follow the payment prompts in RevTrak to complete the transaction.

![CHECKOUT](image)

** Make sure you are presented with a receipt at the end of your transaction. This is confirmation that we have record of your payment. If you don't see a receipt, please contact the MHS Bursar's Office connie.dahlstrom@minnetonkaschools.org **

If you need assistance with your My SSO parent access account, please contact family.helpdesk@minnetonkaschools.org

If you need assistance with your RevTrak account, please contact the MHS Bursar’s Office connie.dahlstrom@minnetonkaschools.org

If you have questions about Fees, Fines, or the payment process, please contact the MHS Bursar’s Office connie.dahlstrom@minnetonkaschools.org