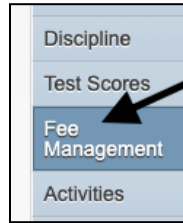


Go to Family Access in Skyward

Click on **Fee Management** in Skyward



In Fee Management:

For each child in your family that will be using the device protection plan, please follow these steps.

1. Next to their name, select **Add a Fee**

Fee Management

Unpaid Balance

(Princeton High School): 0.00
(Princeton Intermediate): 0.00
(Princeton Middle School): 0.00

Print Reports

Device Billing
Device Billing
Device Billing

(Princeton High School) View Totals | Make a Payment | **Add a Fee**

There is no Fee Management information available for this student.

(Princeton Intermediate) Make a Payment | **Add a Fee**

There is no Fee Management information available for this student.

2. Select add for the Device Protection. Fee of \$30

****Please note that you DO need to add this if you qualify for Free/Reduced status. The system will change the amount to \$0.**

3. Select back and repeat for each child until all have the fee listed.

0 records displayed

Total Amount Due: 0.00

Fees that can be added to this student's account [Display Fees]

Description	Amount	Ently	Schl Yr	Why would I add this fee?	Add Fee?
General: DEVICE PROTECTION	30.00	200	2022		Add

1 records displayed

Add a Fee to

Add a Fee to

Fees due for student

Due Date	Description	Amount Charged	Amount Paid	Ent	Schl Yr
08/04/2021	DEVICE PROTECTION	30.00	0.00	200	2022

Buttons: Print, ?, Back, Delete

****Note that if you have more than two children you WILL still add the fee for each child, but the system will cap your payment at \$60 (family max)**

Fee Management

Unpaid Balance

(Princeton High School): 30.00
(Princeton Intermediate): 30.00
(Princeton Middle School): 0.00

Print Reports

Device Billing
Device Billing
Device Billing

(Princeton High School) View Fees | View Payments | View Totals | **Make a Payment** | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2022	Wed Aug 4, 2021	DEVICE PROTECTION	30.00	0.00	30.00	30.00		

(Princeton Intermediate) View Fees | View Payments | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2022	Wed Aug 4, 2021	DEVICE PROTECTION	30.00	0.00	30.00	30.00		

(Princeton Middle School) View Fees | View Payments | Make a Payment | Add a Fee

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2022	Wed Aug 4, 2021	DEVICE PROTECTION (30.00 - F Cap Me)	0.00	0.00	0.00	0.00		

When every child has the fee listed, select **Make a Payment**. You will be brought to RevTrak to complete your payment.