

Instruct parent to log into Skyward family access and click on fee management on the left hand side. Click on Make a Payment.

The screenshot shows the Skyward Family Access web application. On the left, a navigation menu lists various options, with 'Fee Management' highlighted and circled in red. The main area displays the 'Fee Management' section for a student named James Coble Middle. It shows an 'Unpaid Balance' of \$10.00. Below this, a table lists fees, including a 'CHOIR-Spring Activity Fee' for \$10.00. The 'Make a Payment' link is circled in red.

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2022	Fri Mar 4, 2022	CHOIR-Spring Activity Fee	10.00	0.00	10.00	10.00	Kyle A. Moore	

The below screen will come up after clicking make a payment above and the parent will click add to cart and pay.

The screenshot shows the MISD 'My Student Fees' page. It displays a table of fees due for a student named James Coble Middle. The table includes a 'CHOIR' fee for \$10.00. The 'Add to Cart' button is circled in red.

Fee	Paid	Due
CHOIR	\$0.00	\$10.00
Total Fees:	Total Paid: \$0.00	Total Due: \$10.00