

Steps to Create a RevTrak Account

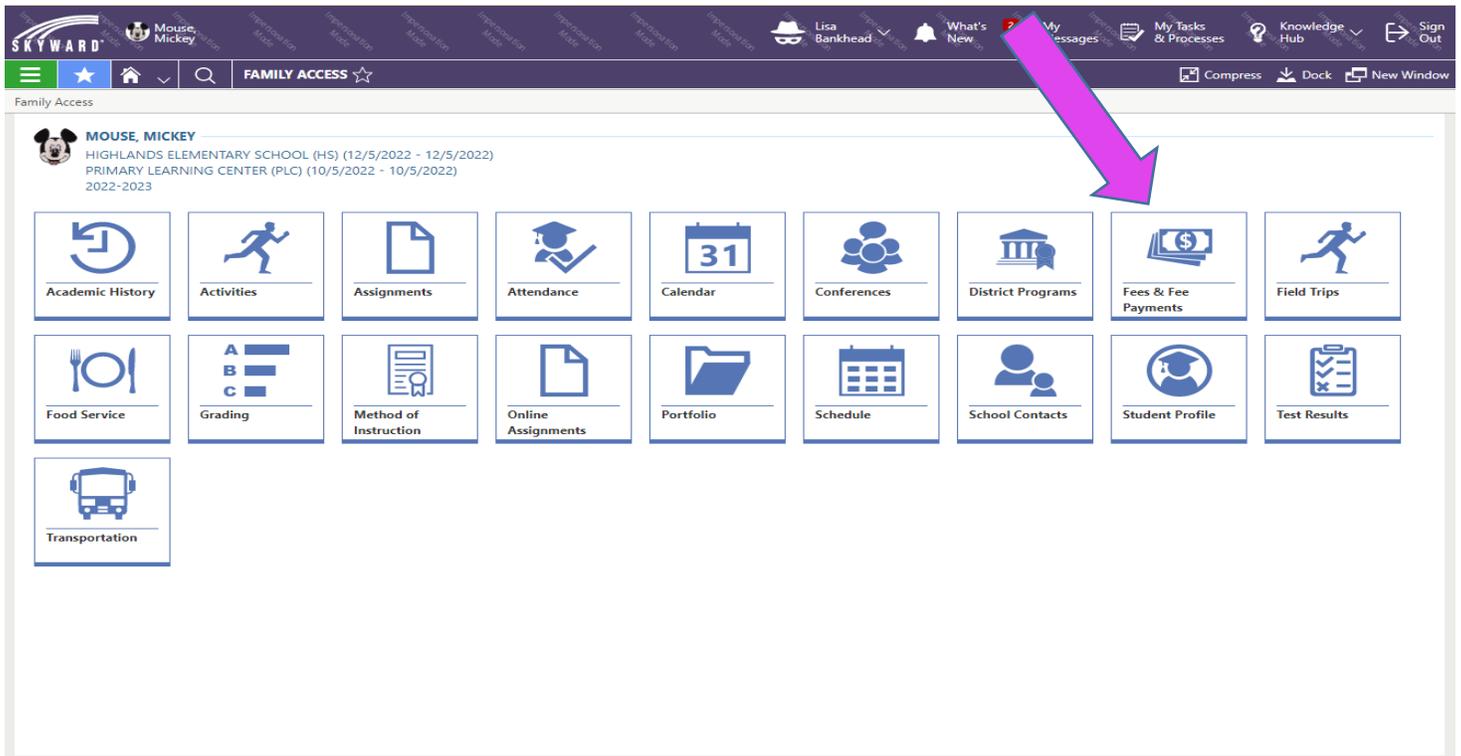
Step 1- Sign into the district's Skyward Parent Portal using your Skyward Username and Password.

<https://skyward.iscorp.com/PrairieHills144ILStuSTS/>



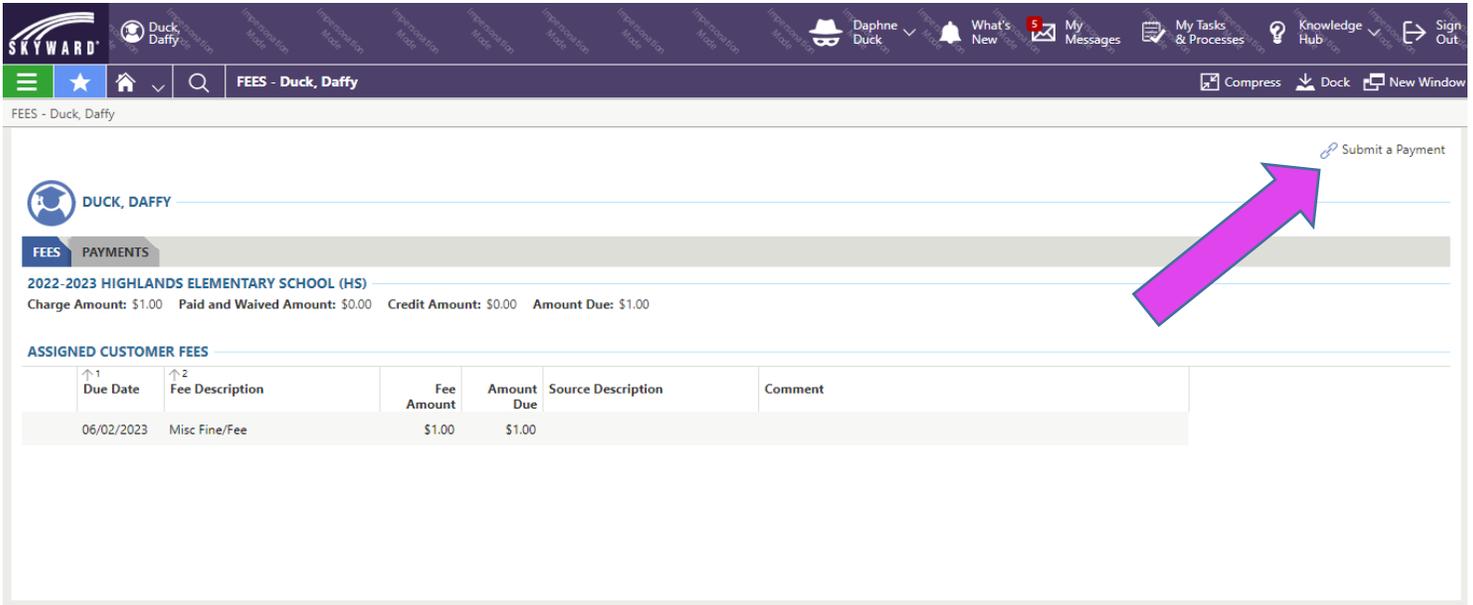
A screenshot of the Skyward login page. It features a white login box on a blue background. Inside the box, there are two input fields: "Username" and "Password". The "Password" field has a "Show" link to its right. Below the fields is a green "Sign In >" button. Underneath the button is a link that says "Forgot your Username or Password?". At the bottom of the blue background, there is the "SKYWARD" logo and the text "Version: 1.226.5.10951".

Step 2- Click "Fees & Fee Payments"



A screenshot of the Skyward Family Access dashboard. The top navigation bar is dark purple and contains the Skyward logo, a user profile for "Mouse, Mickey", and various utility icons like "Lisa Bankhead", "What's New", "My Messages", "My Tasks & Processes", "Knowledge Hub", and "Sign Out". Below the navigation bar, the user's name "MOUSE, MICKEY" and school information are displayed. The main area is a grid of blue icons representing different services: Academic History, Activities, Assignments, Attendance, Calendar, Conferences, District Programs, Fees & Fee Payments, Field Trips, Food Service, Grading, Method of Instruction, Online Assignments, Portfolio, Schedule, School Contacts, Student Profile, and Test Results. A pink arrow points from the "Fees & Fee Payments" icon to the right.

Step 3- Click "Submit a Payment"



The screenshot shows the SKYWARD web application interface. At the top, there is a navigation bar with the SKYWARD logo, user information for 'Daphne Duck', and various utility icons like 'What's New', 'My Messages', 'My Tasks & Processes', 'Knowledge Hub', and 'Sign Out'. Below the navigation bar, the page title is 'FEES - Duck, Daffy'. The main content area displays the user's name 'DUCK, DAFFY' and a 'FEES' tab. Under the 'FEES' tab, it shows '2022-2023 HIGHLANDS ELEMENTARY SCHOOL (HS)' with a summary: 'Charge Amount: \$1.00 Paid and Waived Amount: \$0.00 Credit Amount: \$0.00 Amount Due: \$1.00'. Below this, there is a section titled 'ASSIGNED CUSTOMER FEES' with a table:

¹ Due Date	² Fee Description	Fee Amount	Amount Due	Source Description	Comment
06/02/2023	Misc Fine/Fee	\$1.00	\$1.00		

A pink arrow points to the 'Submit a Payment' link located in the top right corner of the main content area.

Step 4- That will take you to the RevTrak Web Store and connect your child's profile to your RevTrak account. To create an account, select "Create New Account".



Log in to the Web Store

CONTINUE

CREATE NEW ACCOUNT



Step 5- Fill out necessary fields to create your account and click “Create Account” to proceed.

First Name

Last Name

Address

Address (cont.)

City State

Country Zip Code

Phone

Email

Create a new account





Country Zip Code

Phone

Email

Password Confirm Password

I'm not a robot 
reCAPTCHA
Privacy • Terms

CANCEL

CREATE ACCOUNT



Step 6- You'll will receive an email with steps to confirm and finishing setting your account.