

# LaGrange District 105

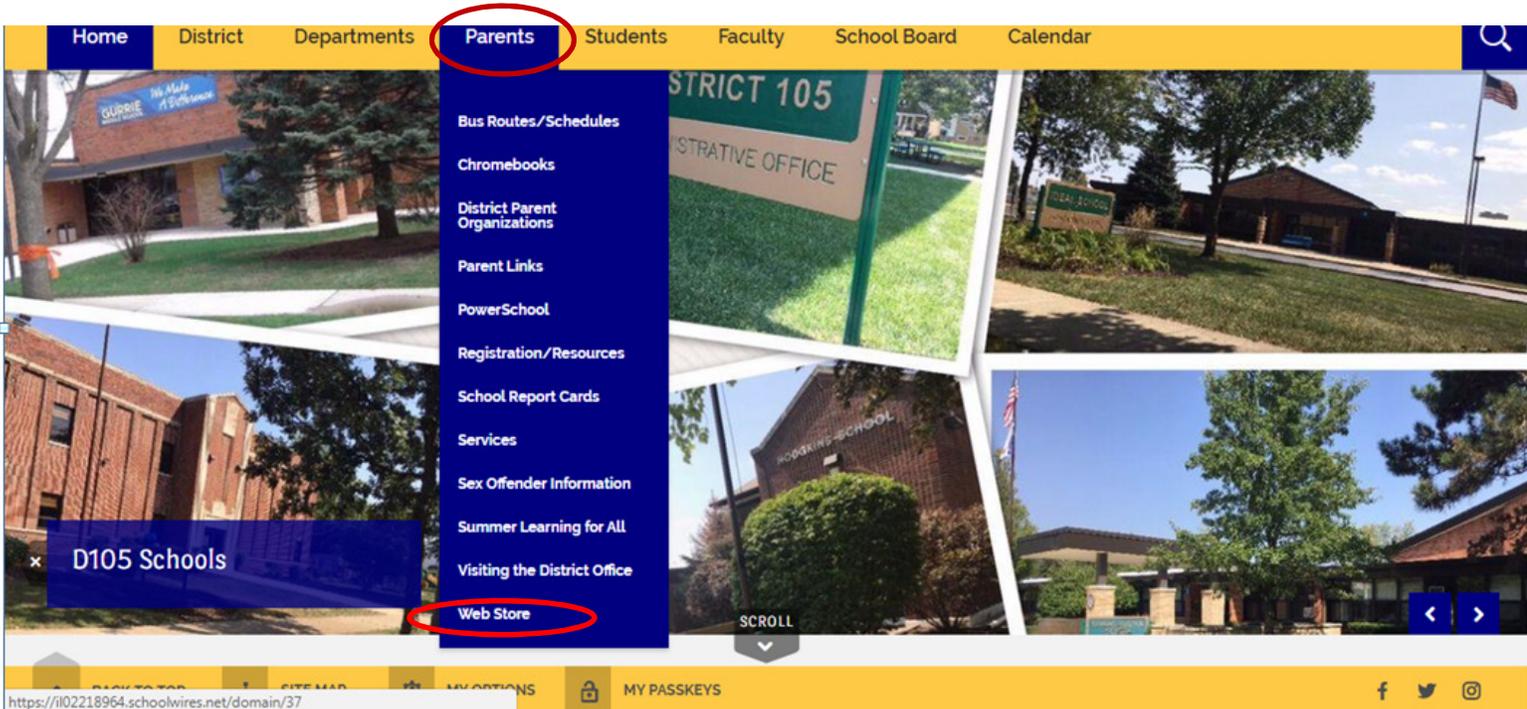
## Technology Procedures

This procedure explains how to use the RevTrak system to make credit card payments for fees, prepaid lunch balances, and optional offerings. To be able to use RevTrak, you will need two sets of credentials. One will be to log into the PowerSchool Parent/Student Portal and the other is to log into RevTrak. Due to RevTrak being an external vendor, we do not have any access to or control over passwords to this system.

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### Create RevTrak Account

1. Navigate to the D105 website at [www.d105.net](http://www.d105.net) then click on PARENTS and then WEB STORE.



2. On the Web Store page, read the information provided and then click on the RevTrak ONLINE

PURCHASE ITEMS



PAYMENTS button.

You can also click on the global WebStore Icon from the bottom of any webpage to go directly to the RevTrak WebStore.



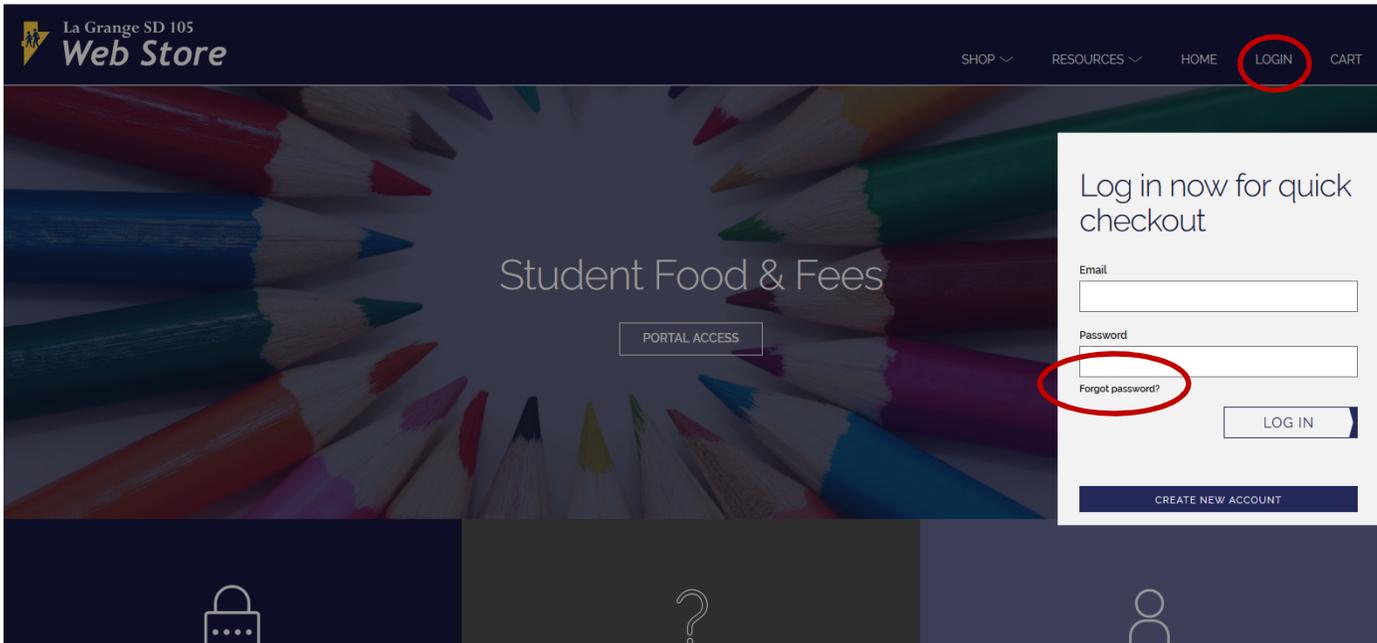
- Click on the CREATE NEW ACCOUNT button and fill out the new account creation information. Once you have entered the requested information click on the CREATE ACCOUNT button. You will need to remember the email address and the RevTrak password you chose for future purchases.

### Reset RevTrak Password

- If you **forgot** your RevTrak password, then from the D105 website, either go to Parents>Web Store and

click on the Online Payments button  or scroll down on any webpage to select the Web Store Global Icon.  This will then take you to the RevTrak website.

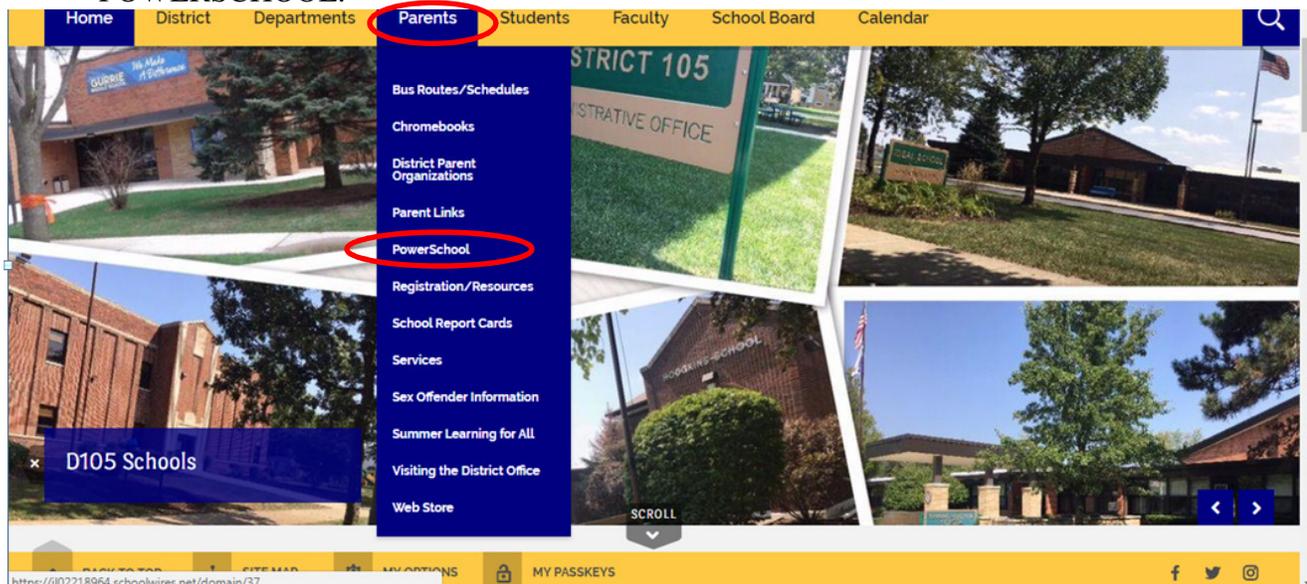
2. Click on Login if the login box is not showing and then select the FORGOT PASSWORD link. Follow the instructions to reset your password.



### **Create PowerSchool Parent Portal Account**

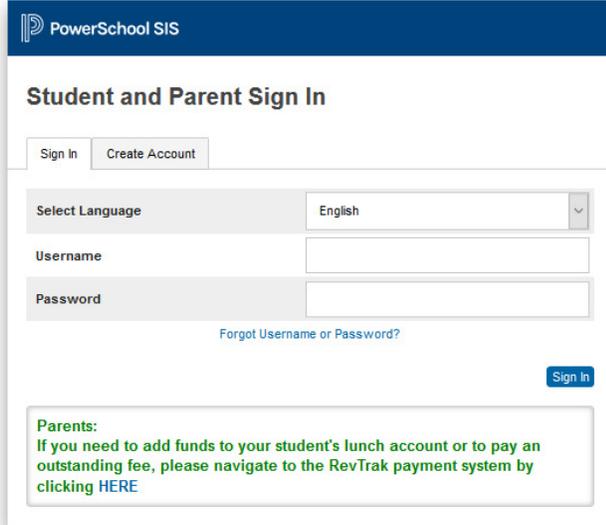
In order to create a PowerSchool Parent Portal account, you will need to get an activation letter from the school secretary that will have the necessary codes to link your student to your account. You can link multiple students to one parent/guardian account. You may also link the same students to multiple parent/guardian accounts. Once you have the activation letter(s) continue below.

1. Navigate to the District 105 home page at [www.d105.net](http://www.d105.net) then click on Parents and then click on POWERSCHOOL.



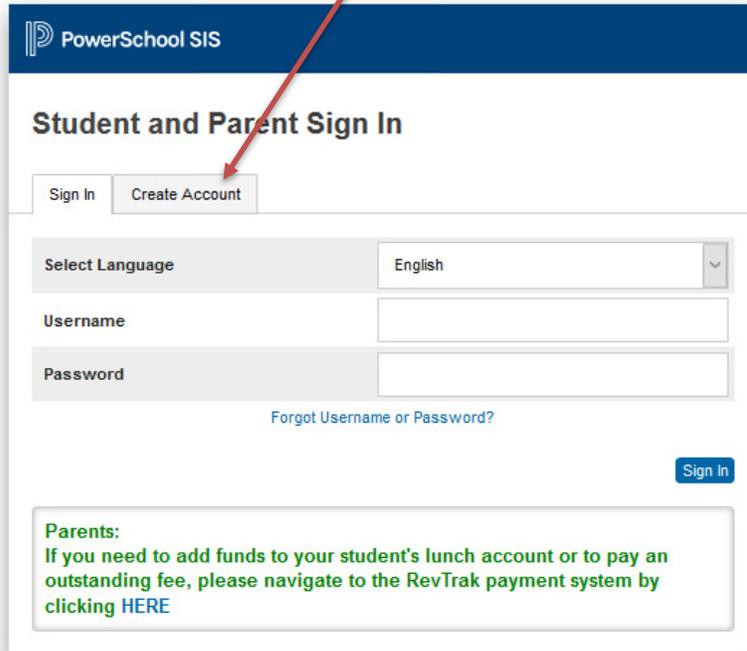


- Once you have login credentials, click on the PowerSchool button at the top of the page, which will take you to the PowerSchool Student/Parent Portal.

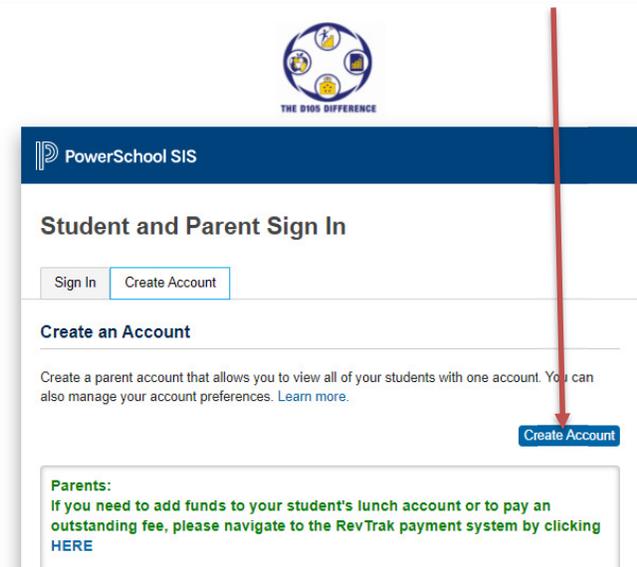
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- On the login screen, Click on the Create Account tab.

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4. On the next screen, click on the blue Create Account button.



5. Next, enter in the requested information. It is advisable to use your email address as your desired username. At the bottom use the activation letter information you requested to add your student(s) and use the dropdown to select your relationship to the student. When completed, click on the blue Enter button at the bottom of the page.

PowerSchool SIS

### Create Parent Account

#### Parent Account Details

First Name

Last Name

Email

Re-enter Email

Desired Username

Password

Re-enter Password

Password must: -Be at least 8 characters long -Contain at least one uppercase and one lowercase letter -Contain at least one letter and one number -Contain at least one special character

#### Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account

1

Student Name

Access ID

Access Password

Relationship -- Choose

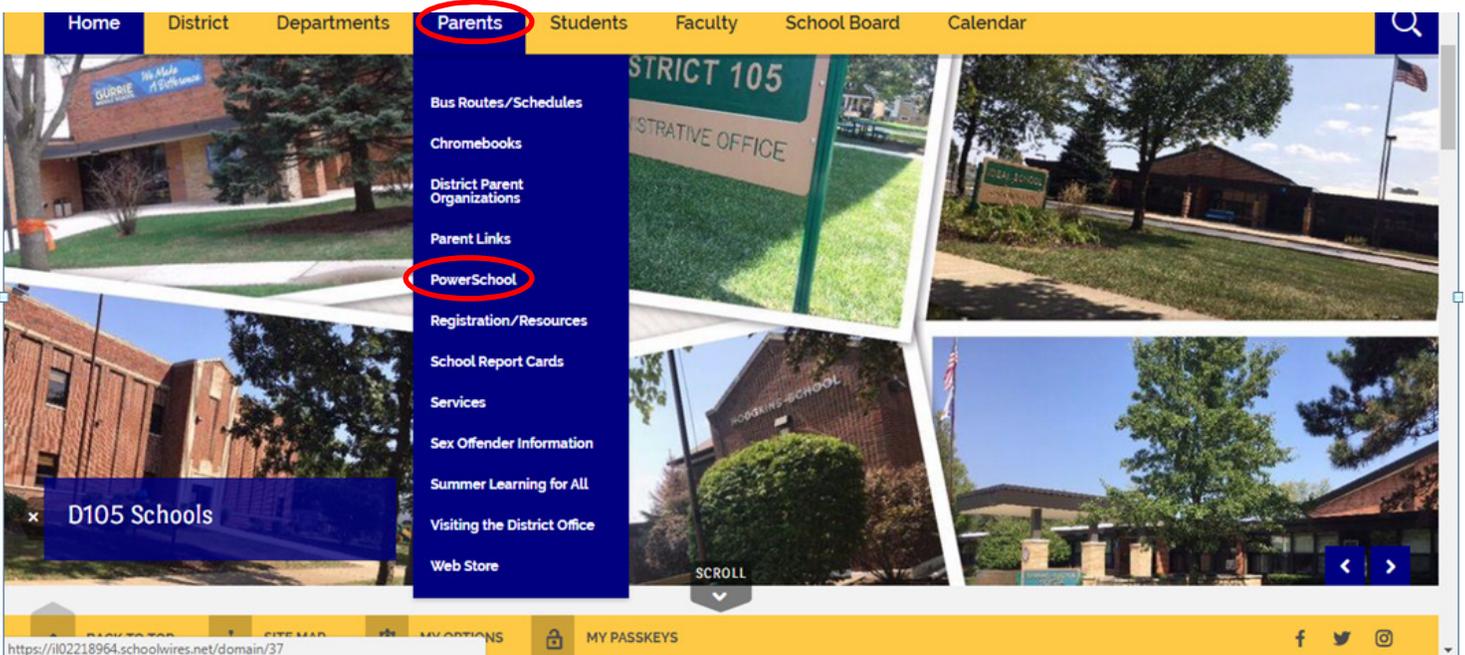
2

Student Name

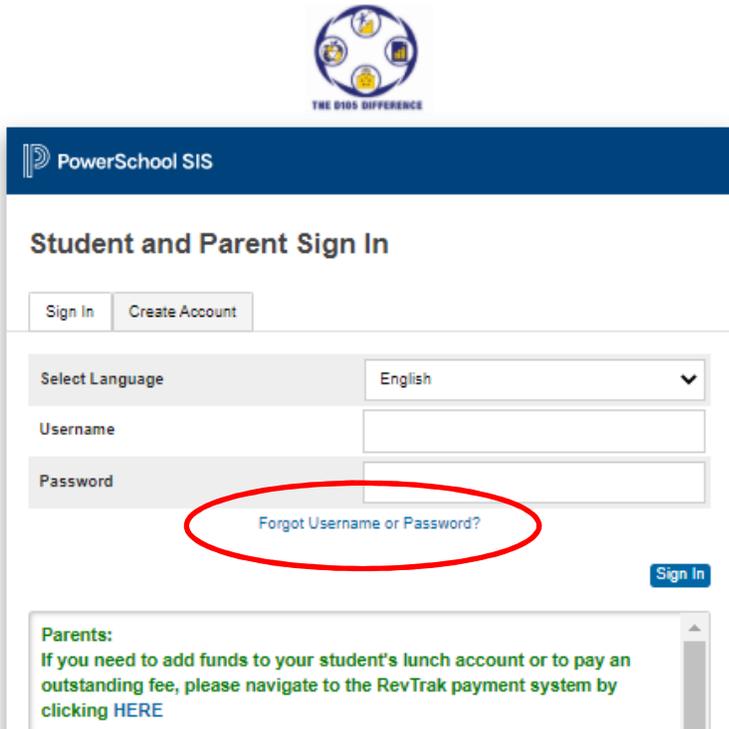
Access ID

## Reset PowerSchool Parent Portal Password

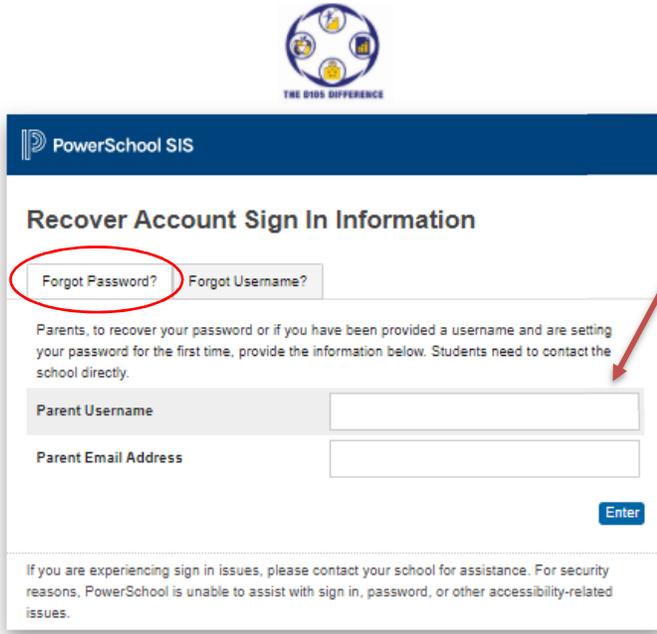
1. Navigate to the D105 website at [www.d105.net](http://www.d105.net) and then select PARENTS, then POWERSCHOOL. Click on the POWERSCHOOL icon or the link at the bottom of the page.



2. Click on Forgot Username or Password.



- lick on the Forgot Password tab. Enter in your username and email address and click on the blue Enter button.



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PowerSchool SIS

### Recover Account Sign In Information

**Forgot Password?** Forgot Username?

Parents, to recover your password or if you have been provided a username and are setting your password for the first time, provide the information below. Students need to contact the school directly.

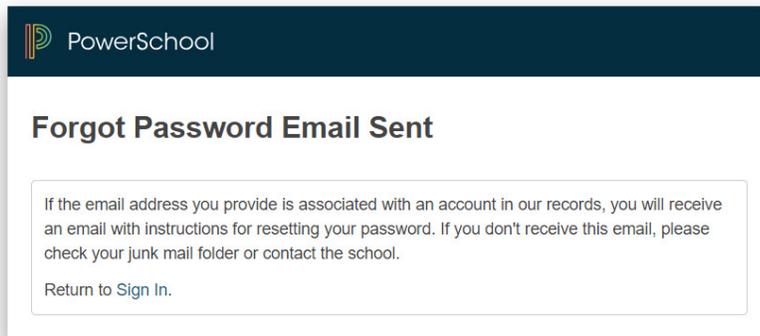
Parent Username

Parent Email Address

**Enter**

If you are experiencing sign in issues, please contact your school for assistance. For security reasons, PowerSchool is unable to assist with sign in, password, or other accessibility-related issues.

- If there is a match in the system, then a password reset email will be sent to you. If the Username or Email is incorrect, then an email will not be sent for security purposes.



PowerSchool

### Forgot Password Email Sent

If the email address you provide is associated with an account in our records, you will receive an email with instructions for resetting your password. If you don't receive this email, please check your junk mail folder or contact the school.

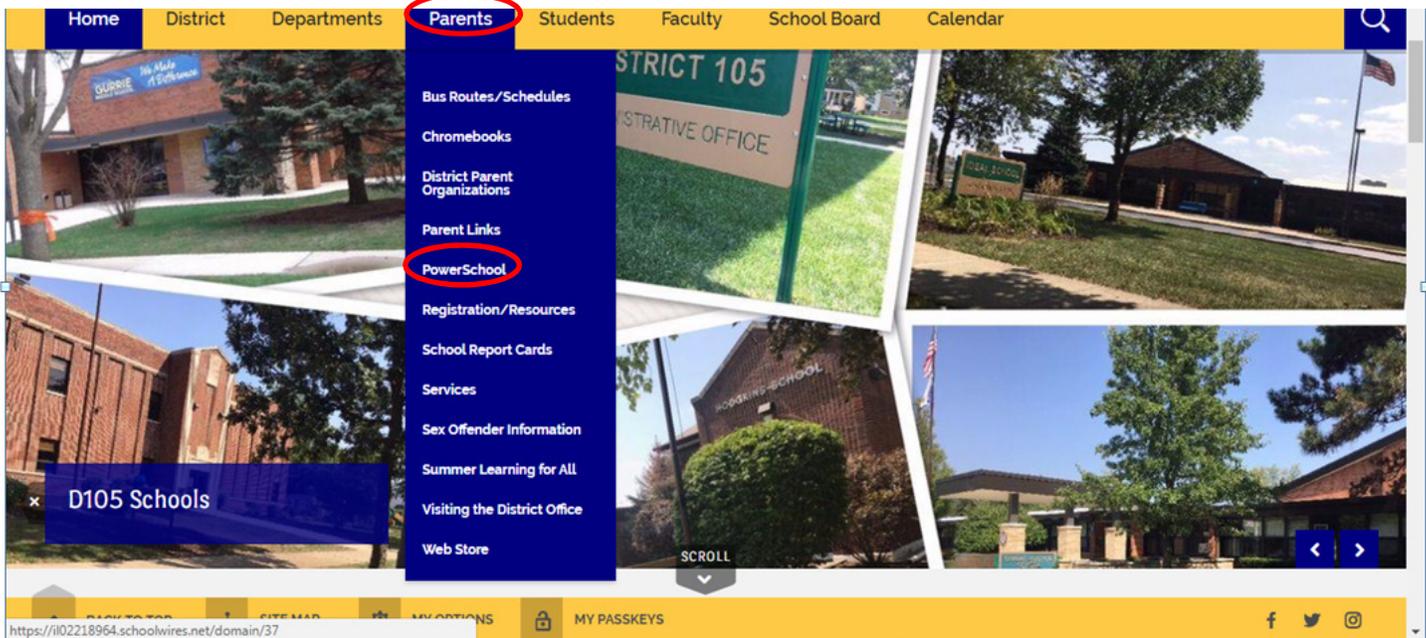
[Return to Sign In.](#)

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- Open the email and click on the reset link in the email and follow the prompts to reset.

## Login to Pay Fees/Lunch Balance

1. Navigate to the D105 website at [www.d105.net](http://www.d105.net) and then go to PARENTS and then POWERSCHOOL.

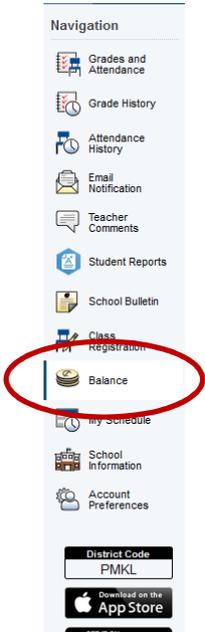


2. Click on the PowerSchool button to go to the PowerSchool Parent Portal site.
3. Enter in your username and password and then click on the blue Sign In button.

A screenshot of the PowerSchool SIS "Student and Parent Sign In" page. The page has a dark blue header with the "PowerSchool SIS" logo. Below the header, there are two tabs: "Sign In" and "Create Account". A "Select Language" dropdown menu is set to "English". Below that are input fields for "Username" and "Password". A link for "Forgot Username or Password?" is located below the password field. A blue "Sign In" button is circled in red. At the bottom, there is a green text box for parents: "Parents: If you need to add funds to your student's lunch account or to pay an outstanding fee, please navigate to the RevTrak payment system by clicking [HERE](#)".

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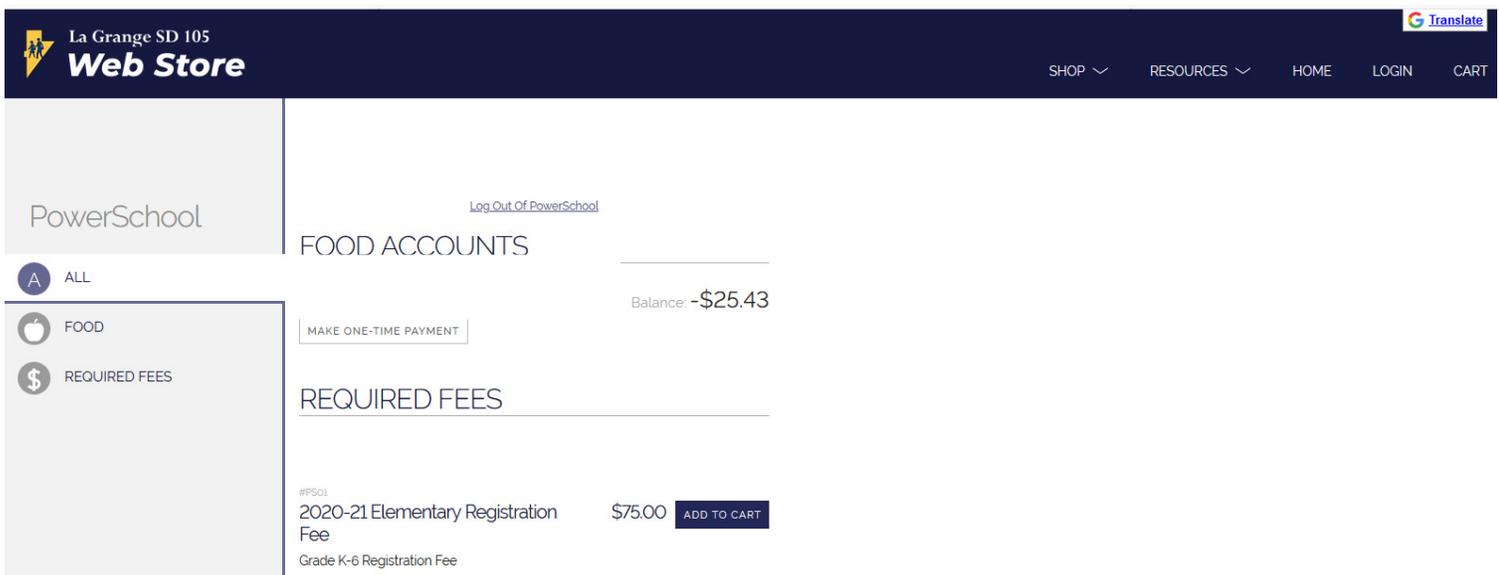
4. On the left under Navigation, select BALANCE.



5. When the balance screen opens, you will see any assessed fee(s) and their payment status. Select the Make a Payment button at the top which will open up another browser tab and take you to the RevTrak website.



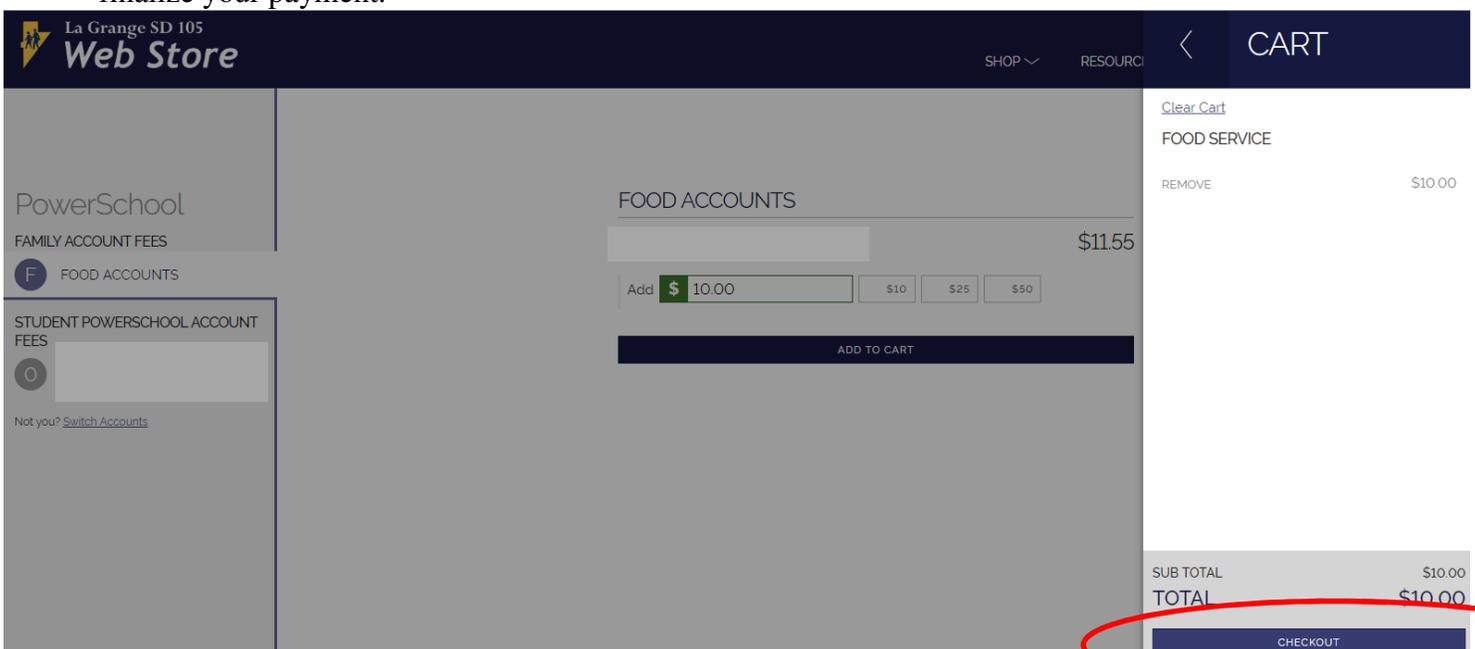
6. If prompted log into the RevTrak system. The screen will now show your student(s) and any fee(s) that are due and give you the option to add money to a lunch balance. For the fees, click on the Add to Cart button. For lunch balances, you can select on Make One-Time Payment to add an amount to the lunch balance. If you have multiple students linked to your account, it will show them all.



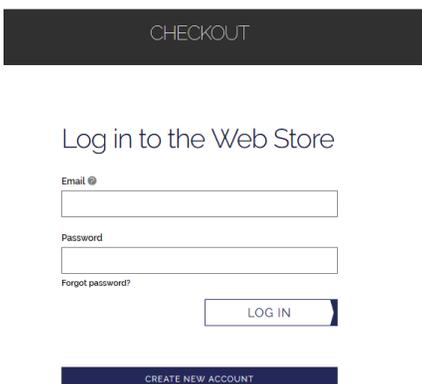
- If you want to add any optional payments, like Band or Orchestra or if you are a Gurrie Student, PE Uniforms or Heart Rate Monitors, you can click on the Shop button at the top and browse to the optional offerings. Just click on Add to Cart for any optional offerings. For some offerings, it may prompt you to enter your student's name.



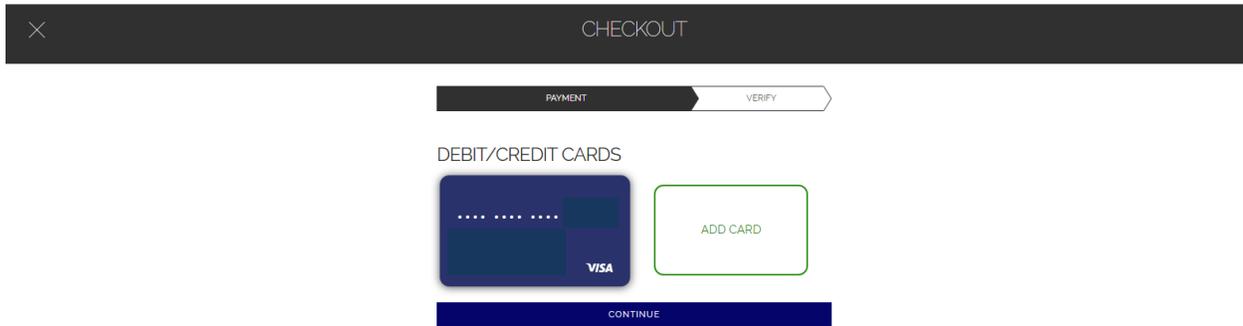
- Once you add to your cart, a summary of your cart will appear. You can select the BACK arrow at the top left of the Cart to go back to add more items to your cart. When you are done, review your shopping cart contents and then click on the CHECKOUT button to pay. Follow the RevTrak instructions to finalize your payment.



- The system may now prompt you to Login to RevTrak if it did not already do so. Use the credentials you used when creating the account. If you forgot your password, see page 2 to reset.



10. Once successfully logged in, your checkout screen will show any saved credit cards, which you can select and then click on CONTINUE or you can click on the ADD CARD to enter in a new credit card.



11. Follow the rest of the wizard to complete your payment.

Upon completing the payment, RevTrak will email you a receipt of your purchase for your records. RevTrak will also automatically credit your student's fee payment and prepaid lunch balance in PowerSchool.

If you have any questions, contact your student's school secretary.

For further RevTrak information, on our website, go to Parents then Web Store.

For further PowerSchool information, on our website, go to Parents then PowerSchool.

**END OF DOCUMENT**