

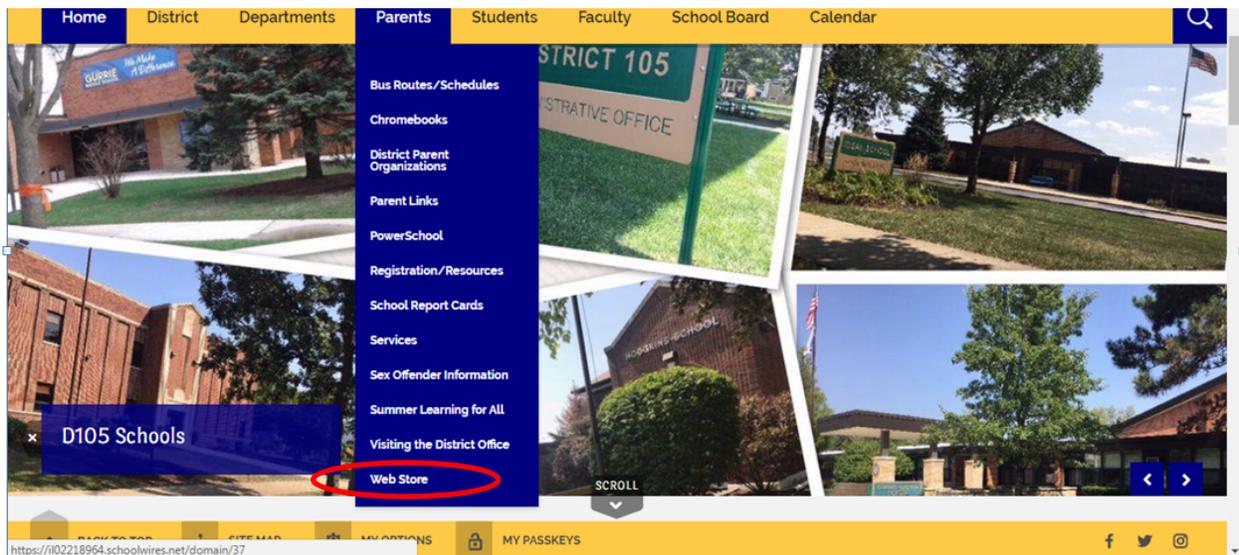
LaGrange District 105



Technology Procedures

Purpose: This procedure explains to parents how to use the online RevTrak payment system to pay for other items offered, which includes for elementary students Band/Orchestra Fees and Chromebook bags for 6th graders. For Gurrie students, it includes all the prior options plus Cap/Gown for graduation, Field Trips, Heart Rate Monitor and PE Uniforms. Prior to making an online payment, parents must have already created a PowerSchool Parent Portal account. Information on how to do this was included in the annual student registration packet. Contact your student's school secretary to obtain the required PowerSchool Parent Portal Account Activation document if you cannot locate the information.

1. Navigate to the District 105 home page at www.d105.net then click on Parents and then click on WEB STORE.



1. On the Web Store page, read the information provided and then click on the ONLINE PAYMENTS



button.

You can also click on the global WebStore Icon



from any webpage to go directly to the WebStore.

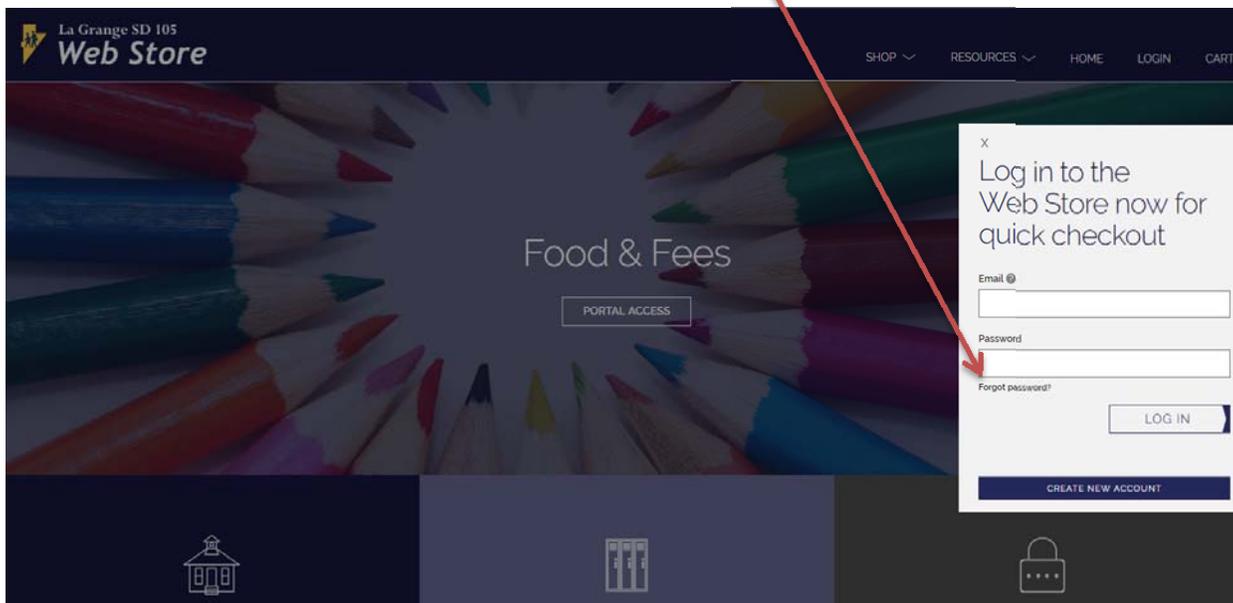
If this is NOT the first time you have used RevTrak and are a returning customer:

Enter the email address you used when you created your RevTrak account, and enter your RevTrak password in the Quick Checkout box.

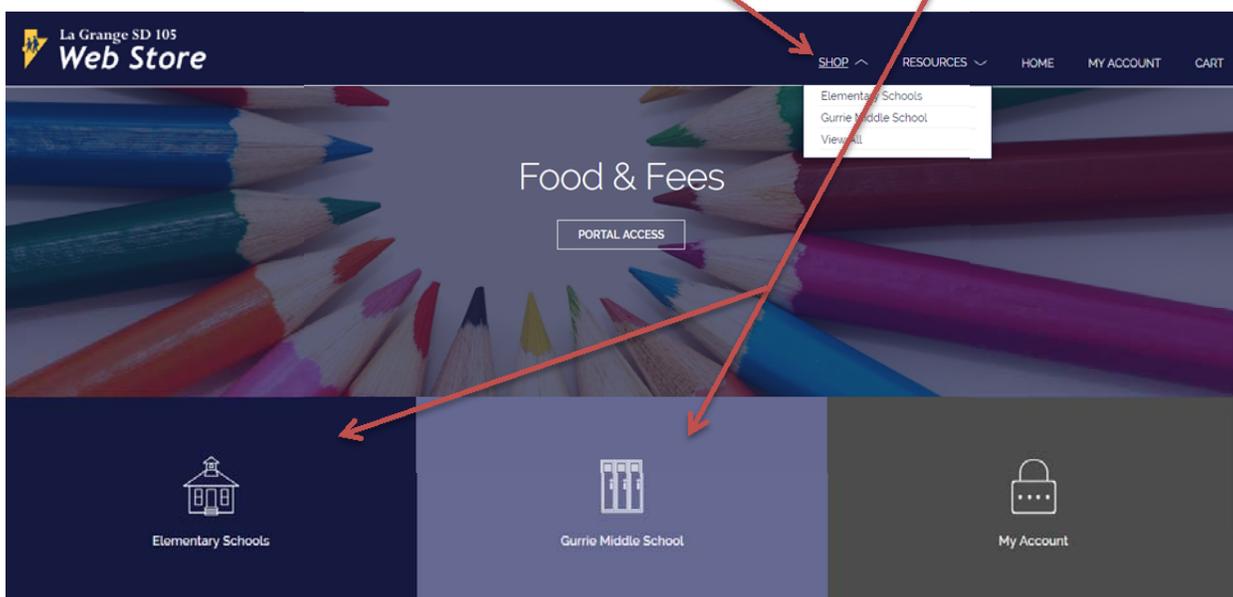
If this is the first time that you are using RevTrak:

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

If you forgot your RevTrak password, then select the FORGOT PASSWORD link and follow the instructions to reset your password.

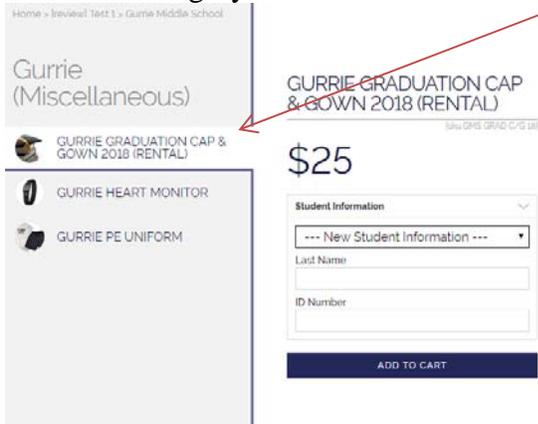


2. After you login, click on either the shop dropdown or Elementary or Gurrie buttons at the bottom of the screen.

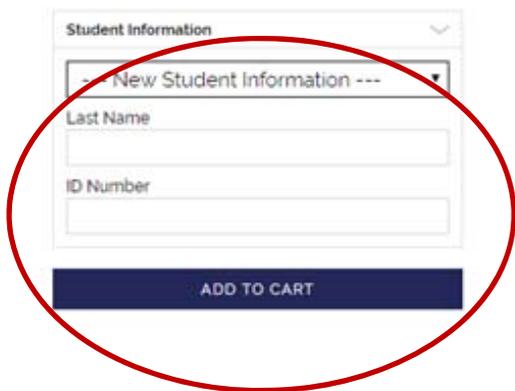


3. You then will be shown a screen with different categories to select items from. Below are the Gurrie categories.

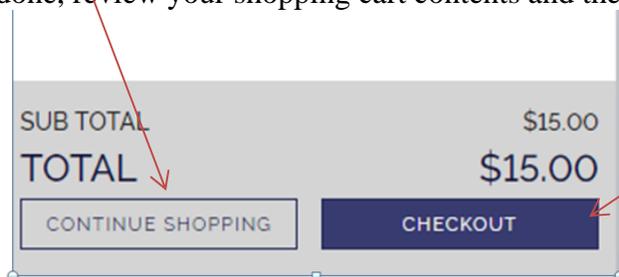
4. Select the category. On the left select the item you wish to purchase.



5. The first time you select an item for purchase, you will need to enter in the last name of your student and their ID number that is found in your registration packet or on previous report cards. It was also used to create your PowerSchool portal account. Once you enter in the information, click on Add to Cart and it will verify your student. Once verified, the student will now be linked to your account and all future selection you can use the Student Information drop down box to select your student.



6. After adding to your cart, you will get a summary of your cart. You can select the **CONTINUE SHOPPING** button at the bottom of the Cart to go back to add more items to your cart. Once you are done, review your shopping cart contents and then click on the **CHECKOUT** button to pay.



7.

8. 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.



9. 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.

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

END OF DOCUMENT