

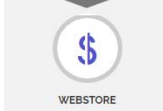
# LaGrange District 105

## RevTrak Payment Quick Guide



Use the following guide to login to RevTrak and pay Fees, Optional Items, or add money to your students Lunch Balance. Please read the quick guide in its entirety before continuing.

1. Navigate to the District 105 home page at [www.d105.net](http://www.d105.net) then click on the Global Webstore icon



which will take you to the RevTrak landing page.

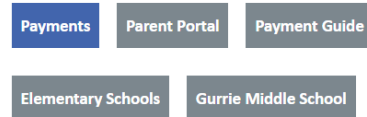


### Payments & Student Information

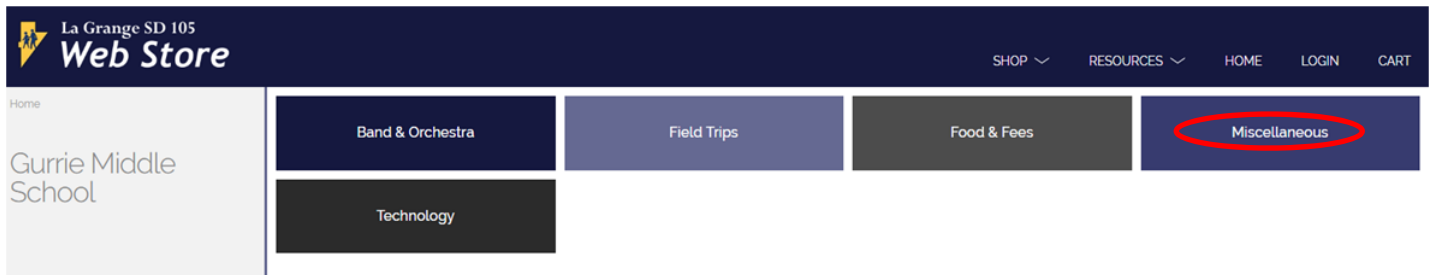
#### Log in to Make a Payment

You will first be prompted to log into the Web Store, if you have not already. The next login screen is for your PowerSchool username name and password.

Your Web Store login is the email and password used in previous online transactions. If you have not paid online and this is your first time, you will need to create a Web Store account. The Web Store account tracks all payments (Order History) associated with the email account used.



2. Click on either Elementary Schools or Gurrie Middle School to see additional items for purchase, or click on Payments to pay annual school registration fee, chromebook repair fees, or add money to your students lunch balance.
3. If Elementary or Gurrie Middle School is selected, next select the the category of item to purchase. (*Below is an example of Gurrie categories*). You can still click on Food and Fees to pay the items above.



4. After selecting the category, choose from any of the optional items on the left of the screen. (Below is a *Gurrie Cap/Gown* item). Fill out the information needed in the input box.

## Gurrie (Miscellaneous)



GURRIE GRADUATION CAP & GOWN 2018 (RENTAL)



GURRIE HEART MONITOR



GURRIE PE UNIFORM

## GURRIE GRADUATION CAP & GOWN 2018 (RENTAL)

[sku:GMS GRAD C/G 18]

# \$25

Student Information

--- New Student Information ---

Last Name

ID Number

ADD TO CART

5. Once you select the item, it will ask for your Student's Last Name and ID. This can be found in your registration packet or on a previous report card. Once entered, click on ADD TO CART. Your student will then be verified and linked to your RevTrak account. He/She will then be selectable from the dropdown under any optional items.
6. To continue shopping, click on CONTINUE SHOPPING in the lower left of your cart. You can then continue in the same spot you were at or click on the Web Store icon in the upper left to get back to the main portal screen. You can then use either the SHOP dropdown to select an option or click on either the Elementary or Gurrie buttons at the bottom of the screen.

La Grange SD 105  
**Web Store**

SHOP ^ RESOURCES ^ HOME LOGIN CART

Food & Fees

PORTAL ACCESS

All Food & Fees  
Elementary Schools  
Gurrie Middle School  
View All

Elementary Schools

Gurrie Middle School

My Account

7. For Food & Fees, you will be asked to enter your PowerSchool Parent Portal USERNAME and PASSWORD. Type it in and then press the **LOG IN** button.

**\*\*NEW\*\***-If “**Remember Me**” is offered: Your PowerSchool Parent Portal credentials are only required the first time you visit the Web Store for PowerSchool Payments. Your credentials will then be saved to your Web Store account for subsequent visits.

It could take several seconds for your account to be validated. If you are unable to login to PowerSchool, go to the PowerSchool Parent Portal link listed below and click on the forgot password link to reset your password. If after trying the reset password link it still does not work, please contact your school secretary.

<https://powerschool.d105.net/public/home.html?translator=true>

The screenshot shows the top navigation bar of the La Grange SD 105 Web Store with links for SHOP, RESOURCES, HOME, LOGIN, and CART. Below the navigation bar is a login section titled "POWERSCHOOL - PLEASE LOG IN". It includes instructions: "1. Provide your PowerSchool Parent Portal credentials." and "2. Click Log In." There are two input fields for "Username:" and "Password:" and a blue "LOG IN" button at the bottom.

8. You then will see all your students listed on the left and can select either FEES to pay outstanding fees or FOOD SERVICE to add money to their lunch balance.

The screenshot shows the shopping cart page of the La Grange SD 105 Web Store. The navigation bar includes links for SHOP, RESOURCES, HOME, MY ACCOUNT, and CART. On the left, there are sections for "PowerSchool FOOD SERVICE" with a "FOOD ACCOUNTS" button and "FEES" with a "1" button. The main area shows a shopping cart with a red bar at the top, a "REQUIRED" section, and a single item: "1x CRACKED SCREEN Chromebook" with a "PAY \$35.00" button. An "ADD SELECTED TO CART" button is also visible.

9. Once you are done, review your shopping cart contents and then click on the CHECKOUT button to pay. You will be asked to login to the WebStore.

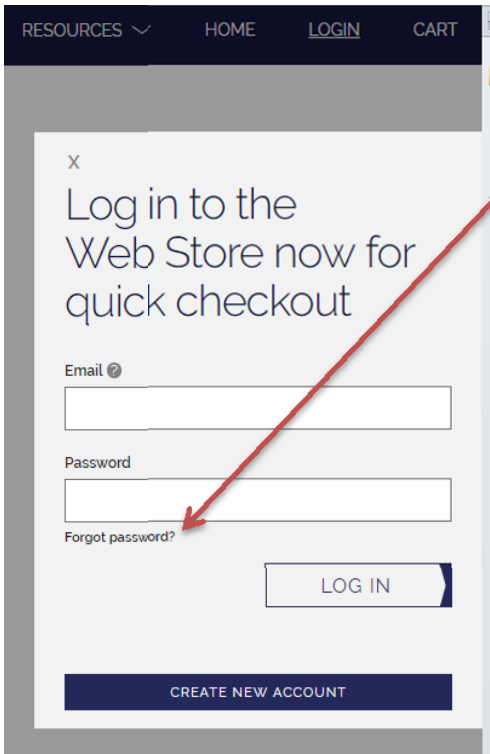
**If this is NOT the first time you have used RevTrak and are a returning customer:**

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 at the bottom 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.



RESOURCES ▾ HOME LOGIN CART

x

Log in to the Web Store now for quick checkout

Email 

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

10. Follow the payment screens to add a credit card and apply the payment.
11. 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 paying a registration fee, write the RevTrak payment reference number on the PAYMENT FORM before turning in your completed registration packet to the school.

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

**END OF DOCUMENT**