

To begin using Skyward Family Access once you receive your credentials:

1. Visit your student's school website and click the Skyward icon.
2. Enter in your Skyward credentials emailed to you or provided by the school's staff.



Skyward

TAHOMA
Future Ready Students

2019-20 School Year Skyward Release and Downtime Schedule
November 2, 2019 - 12:01 a.m. to 9:00 p.m.
March 14, 2020 - 12:01 a.m. to 9:00 p.m.
July 18, 2020 - 12:01 a.m. to 9:00 p.m.

SKYWARD®
TAHOMA SCHOOL DISTRICT
TAHOMA S.D. #409

Login ID: **← Login with your credentials.**

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.19.06.00.04

Login Area:

3. Upon logging in, select the **Food Service** module on the left. You will see the following page:

- Home
- Ethnicity/Race
- Calendar
- Attendance
- Student Info
- Food Service**
- Test Scores
- Activities
- Educational Milestones
- Electronic Report Card
- Health Info

Food Service

Applications

Current Account Balance

Student 1 : \$12.00
Lunch Type: PAID
Student 2 : \$0.25
Lunch Type: PAID

Today's Lunch Menu

No lunch menu details are available for the current date.

Lunch Calendars

Print Reports

Student 1: [Meal Statement](#)

Food Service Messages/Links

(CEDAR RIVER ELEMENTARY)

Important Message:

Students need nutritious meals to help them learn during the school day. Parents or guardians may provide a breakfast and/or lunch from home or prepay for school meals.

Parents or guardians who purchase school meals are responsible for any debt incurred. If financial status changes during the year, please contact us right away so that we can work together to find a solution. Families may also consider completing an application for free and reduced priced meals.

Your student's recent spending activity is to the right, or for a downloadable copy of your student's spending for the current school year, please click the "Meal Statement" link in the upper right corner.

You may also set an a la carte spending limit using the "Limit" link to the right.

Ready to add funds to your student's lunch account? [Click here](#)

FAQ's

Q. Are there service charges to make payments online?

A. Tahoma School District uses TouchBase for online payments for school meals. There will be a \$2.50 fee for each transaction when adding money to your student's account in TouchBase with a 24-hour turnaround for the funds to be applied.

If you wish to avoid paying transaction fees, **you can pay with check or cash** at your school, at the district's Central Services Center, and at the food services office.

Q. What login and password do I use when I open the payment page?

A. Login using your Skyward login ID and password. Note: If you are able to log into Skyward with your password and not into the online payment system then it is most likely a password case sensitivity issue. The online payment system password is case sensitive but the Skyward password is not. So for example, if you created your password in Skyward as 'Sunshine2day' you would be able to log into Skyward using 'sunshine2day'. However, the online payment system would require you to use 'Sunshine2day'. Also, if you are trying to log in with a cell phone you may want to try a desktop or laptop computer. If you have recently reset your Skyward password, it takes 12 hours for the payment system to update.

Q. I just reset my Skyward password and I cannot log into the payment portal.

A. You must wait overnight for the password change to be replicated in the payment portal. Ensure you use the matching password case you used in Skyward.

Weekly Purchases For: **Tue Aug 13, 2019**

← Previous Week

Next Week →

Set Ala Carte Limit

Student	Total	Key Pad Number
Student 1	\$0.00	0968903
Student 2	\$0.00	0780472
Total	\$0.00	

Sun Aug 11, 2019

No purchases for this date.

Mon Aug 12, 2019

No purchases for this date.

Tue Aug 13, 2019

No purchases for this date.

Wed Aug 14, 2019

No purchases for this date.

Thu Aug 15, 2019

No purchases for this date.

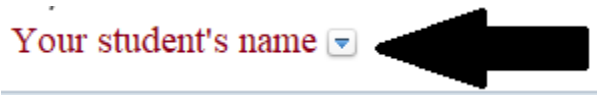
Fri Aug 16, 2019

No purchases for this date.

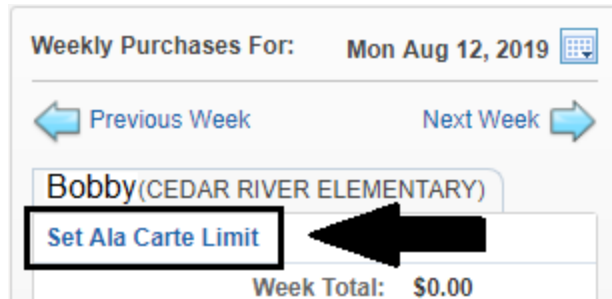
Sat Aug 17, 2019

No purchases for this date.

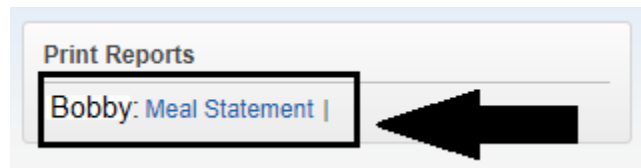
4. If you have multiple students, select the desired student on the drop-down at the top.



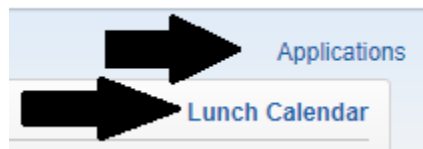
5. On the right, you'll see the **Ala Carte Limit** where you can limit the extras your student can purchase (extra milk, etc.), or block all together. Meals will never be denied.



6. At the top right, you'll see **Meal Statement** where you can download or print the spending activity for the current school year.

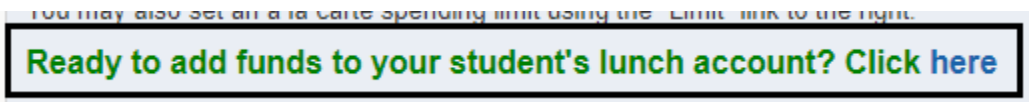


7. At the top center, you'll also see the **Applications** link. If you ever need to apply for school meal assistance, you can apply there.



8. Below the Applications links you will see the **Lunch Calendar** link which will redirect you to the District's menu webpage.

9. In green you will see the link to make an online deposit into your student's account.




Online Payment Instructions



Online Payment

1. Upon clicking the online payment link or visiting <https://wa-tahoma.intouchrecepting.com/>, log in using the **same credentials as Skyward**. **Note:** *If you recently changed your password, you will have to wait overnight for the payment system to sync and online payments take 24 hours to post.

Online Payments



USER NAME – Parents or Guardians login using **YOUR Skyward Family Access User Name**; NOT your student's user name (example: SMITHJOH000).

PASSWORD – Your password is the same as your Skyward Family Access. It is case sensitive.

User Name

Password

DON'T KNOW OR FORGOT YOUR USER NAME OR PASSWORD?

Click [here](#) to reset/recover it and then click the link that says Forgot your Login/Password?

If your Skyward Family Access password has been recently changed, to login here **you must wait overnight for the new password to be uploaded to this system**.

GUEST INFO

If you do not have a student in the Tahoma School District you may create a guest login: click [here](#). Be aware that any purchases made with a guest login will not be assigned to a student.


FOOD SERVICES

You may also log in to Skyward Family Access to check food service balances by clicking [here](#). If needed, contact Food Service at 425-413-3450 or email gnowak@tahomasd.us.

ONLINE PAYMENTS MAY TAKE UP TO 24 HOURS TO POST*

An online convenience fee of \$2.50 will be charged at check out for each transaction. A \$25 fee will be assessed on all credit/debit card chargebacks.

We accept:



- When logged in, you will see all of your students and yourself on large buttons to select.

The screenshot shows the 'Online Payments' website. At the top left, there is a 'Select Language' dropdown menu. At the top right, there is a 'Sign Out' link. The main header features the 'TAHOMA Future Ready Students' logo. Below the header, there are navigation links for 'Your Family', 'Contact Us', and 'Checkout'. The main content area is titled 'Who are you shopping for?' and contains three buttons: 'Your student #1' (SUMMIT TRAIL MIDDLE SCHOOL, Grade 08), 'Your student #2 (if applicable)' (CEDAR RIVER ELEMENTARY SCHOOL, Grade 05), and 'Your name'. At the bottom, there is a footer with copyright information and links for 'Terms & Conditions' and 'Help'.

- Select the student you wish to add funds to or make a purchase for (do not choose yourself). Examples of online purchases you can make are ASB fees, gym clothing, lunch account, fines, etc.
- To proceed to add lunch funds, select **Items At Student's School**.

The screenshot shows the 'Shop' section of the website. At the top, there is an information box that reads: 'Info: "Child" has a food service balance of \$0.25. Balance is current as of 6 AM each day.' Below this, there are three buttons: 'Items At Student's School', 'Items At All Schools', and 'Pay Fines/Fees'. The 'Items At Student's School' button is circled in red.

5. Next, select **SCHOOL MEALS** from the available categories.

Shopping for Your child's name

You are here [DISTRICT / MIDDLE SCHOOL / SUMMIT TRAIL MIDDLE SCHOOL](#)

Categories [ASB FEES](#) | [ATHLETIC FEES](#) | **[SCHOOL MEALS](#)** | [SUPPLIES/FEES](#)


Please select from a category above.

6. Put in the dollar amount you wish to add to the student's lunch account and click **BUY**, then **Checkout**.

Your Family [Contact Us](#) **Checkout 1**

Shopping for YOUR STUDENT

You are here [DISTRICT / MIDDLE SCHOOL / SUMMIT TRAIL MIDDLE SCHOOL / SCHOOL MEALS](#)

Item	Qty	Amount	
 SCHOOL FOOD SERVICES STMS FOOD SERVICE DEPOSIT WILL BE REFLECTED IN SKYWARD FAMILY ACCESS ACCOUNT WITHIN 24 HOURS. LUNCH \$3.50 EACH, BREAKFAST \$2.25 EACH.	1	0.00	Buy

7. Confirm your cart and complete **Checkout**.

Your Cart

Customer	Item	Price	
Your student	SCHOOL FOOD SERVICES STMS	\$50.00	Remove
Subtotal		\$50.00	
Tax (0.00%)		\$0.00	
Processing Fee		\$2.50	
Total		\$52.50	

[Continue Shopping](#) **Checkout**

* Important notice: you may be charged a processing fee for your online purchase.

8. Complete your credit or debit card information, place a check mark in the captcha box and then **Pay Now**.

ONLINE PAYMENTS TAKE 24 HOURS TO POST