

Online Scheduling – After School Activities Clubs (ASAC)

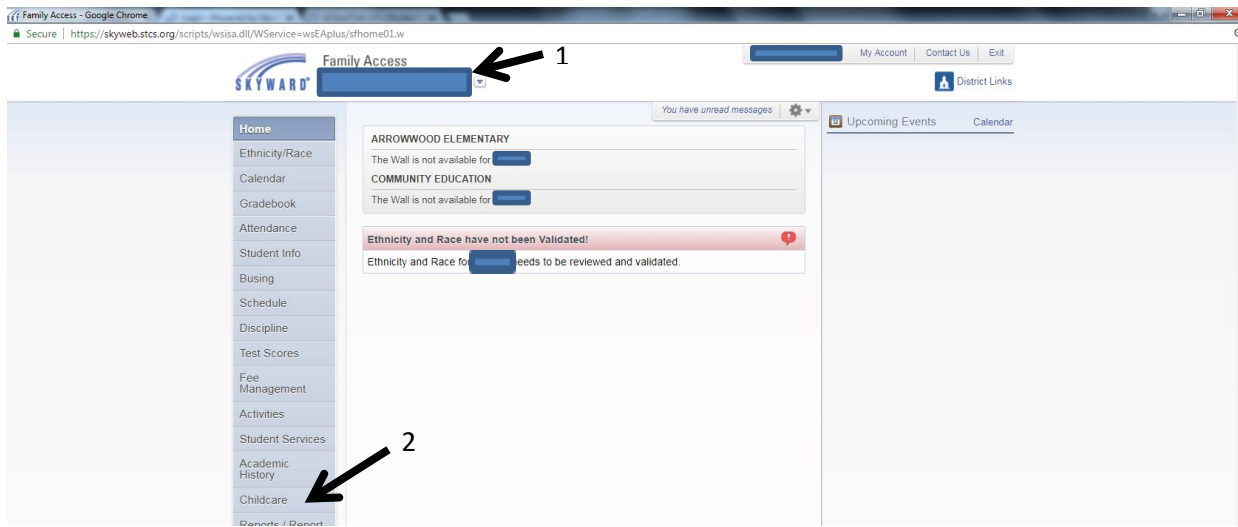
1. Go to www.stcs.org and choose Skyward Family Access

The screenshot shows the homepage of Saginaw Township Community Schools. At the top, there is a navigation bar with the slogan "Every Student Every Day" and the STCS logo. Below this is a green navigation bar with links for Home, Superintendent Search, District, Departments, Schools, Staff, Students, Parents, and Links. A dropdown menu is open under the "Parents" link, showing options such as After School Program, Elementary Enrollment, Heritage Enrollment, Skyward Family Access, Nutrition Services, Online Payments, Preschool Childcare, School Times, Schools Of Choice, Staff Directory, Student Handbooks, and Superintendent. A black arrow points from the "Skyward Family Access" link in the dropdown menu to the "Our Schools" section below. The "Our Schools" section features logos for Sherwood Elementary School, Weiss Elementary School, Westdale Elementary School, and White Pine Middle School. On the right side of the page, there are logos for Transparency Reporting and MI School Data.

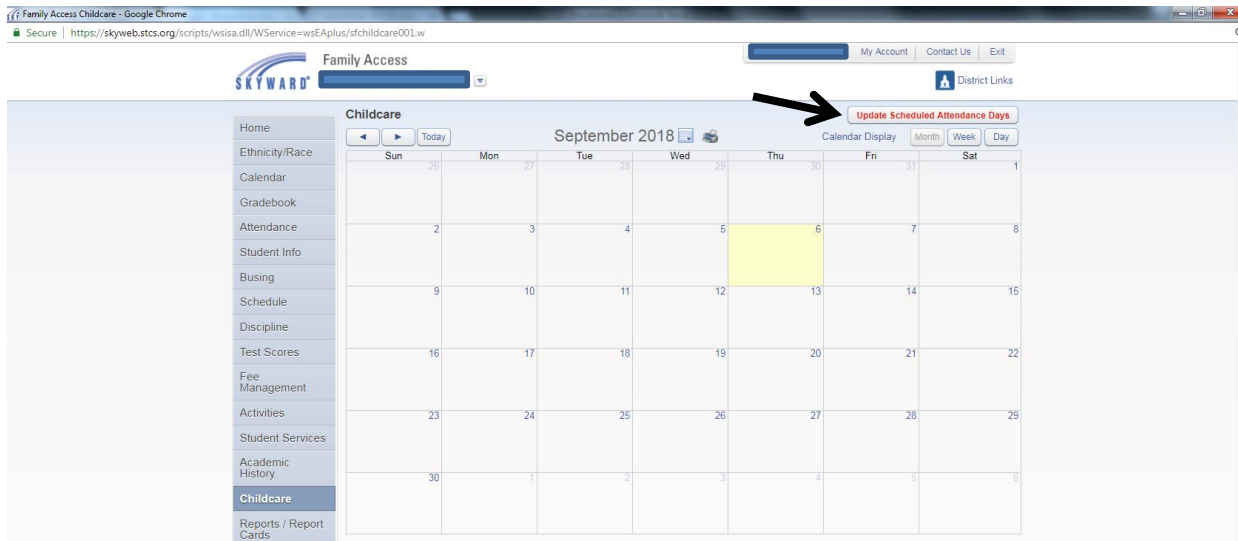
2. Enter your Skyward login and password

The screenshot shows the Skyward login page for Saginaw Township Community Schools Student System. At the top, there is a message: "If you do not have a login id and password for Skyward Family Access please contact the secretary at your student's school." Below this is a warning: "MAKE SURE YOUR POP-UP BLOCKERS ARE TURNED OFF." The main content area features the Skyward logo and the text "Saginaw Township Community Schools Student System". There are two input fields: "Login ID:" and "Password:". A black arrow points to the "Login ID:" field. Below the input fields is a "Sign In" button. At the bottom of the login form, there is a "Login Area:" dropdown menu set to "Family/Student Access". The footer of the page includes the STCS logo, the website URL "www.stcs.org", the copyright notice "© 2018 Skyward, Inc. All rights reserved.", and the browser information "Windows 7 / Chrome 68".

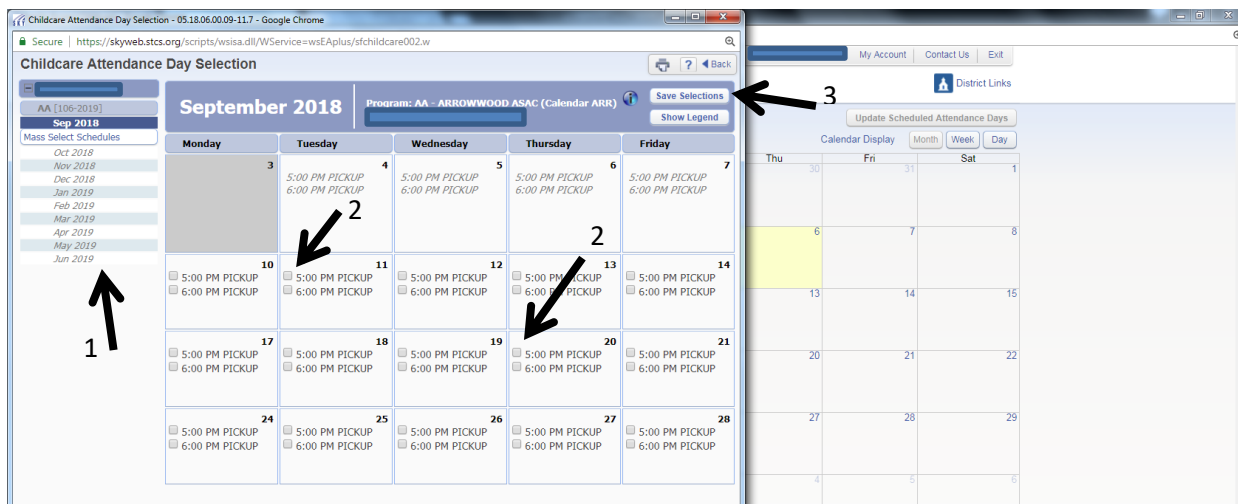
3. Choose child's name at the top and click on Childcare



4. Click on Update Scheduled Attendance Days



5. Choose the month and then check the boxes of the days/times you need. Click Save Selections.



6. Click Yes to proceed.

The screenshot shows the 'Childcare Attendance Day Selection' web application. A confirmation dialog box titled 'Skyward' is displayed in the center, asking 'Are you sure you wish to save the selected attendance for the month of September 2018?'. The dialog has 'Yes' and 'No' buttons. An arrow points to the 'Yes' button. The background shows a calendar for September 2018 with checkboxes for 5:00 PM and 6:00 PM pickups for each day. The program is identified as 'AA - ARROWWOOD ASAC (Calendar ARR)'. Buttons for 'Save Selections' and 'Show Legend' are visible in the top right.

6. Click Back

The screenshot shows the same 'Childcare Attendance Day Selection' web application. The confirmation dialog box is no longer present. An arrow points to the 'Back' button in the top right corner of the application header. The calendar for September 2018 and the program information remain visible.

7. Now click on Fee Management

The screenshot shows the Skyward Family Access interface for Childcare. The left sidebar contains a menu with the following items: Home, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Busing, Schedule, Discipline, Test Scores, Fee Management (highlighted with a black arrow), Activities, Student Services, Academic History, Childcare, Reports / Report Cards, Health Info, and Login History. The main content area displays a calendar for September 2018 with a yellow highlight on the 6th and 13th. Below the calendar, there are four entries for '2:35p ARROWWOOD ASAB' on the 17th, 18th, 19th, and 20th.

7. Click on Make a Payment

The screenshot shows the Skyward Family Access Fee Management page. The left sidebar contains a menu with the following items: Home, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Busing, and Schedule. The main content area displays the 'Fee Management' section with an 'Unpaid Balance' of \$34.90. Below this, there are links for 'View Fees', 'View Payments', 'View Totals', and 'Make a Payment' (highlighted with a black arrow). A table of fees is shown below:

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due	Remaining Due	Payor Name	Pay Plan ID
2019	Fri Aug 31, 2018	AA [106/ARR] - 5:00 PM PICKUP (Att)	15.40	0.00	15.40	15.40		
2019	Fri Aug 31, 2018	AA [106/ARR] - 6:00 PM PICKUP (Att)	19.40	0.00	19.40	19.40		

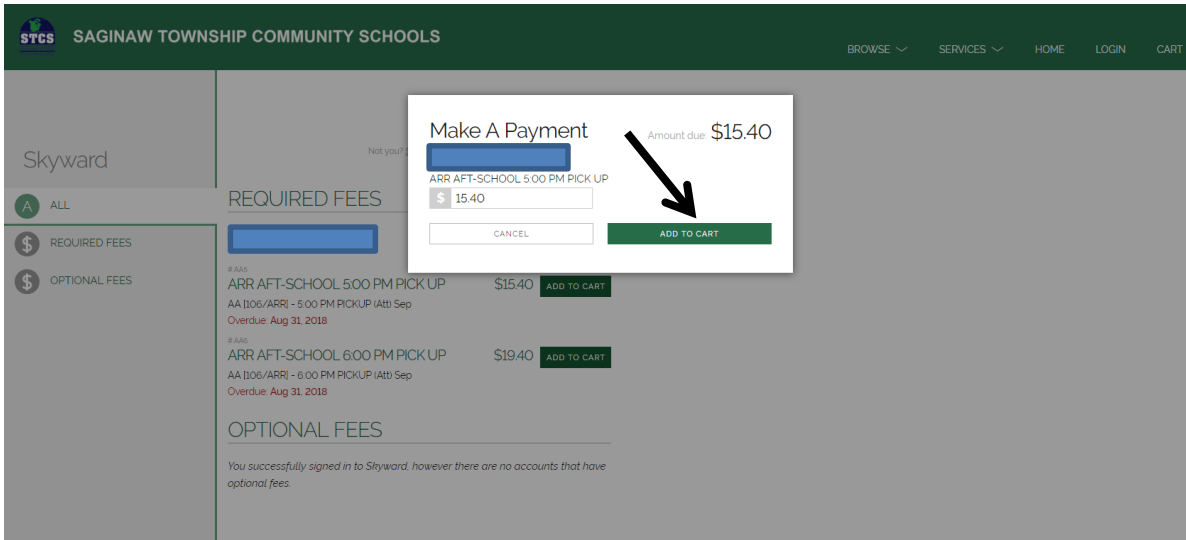
8. Click on Add to Cart for the days to pay.

The screenshot shows the Skyward Fee Management page with a green header for 'SAGINAW TOWNSHIP COMMUNITY SCHOOLS'. The left sidebar contains a menu with the following items: ALL, REQUIRED FEES (highlighted), and OPTIONAL FEES. The main content area displays the 'REQUIRED FEES' section with a blue button at the top. Below this, there are two fee entries:

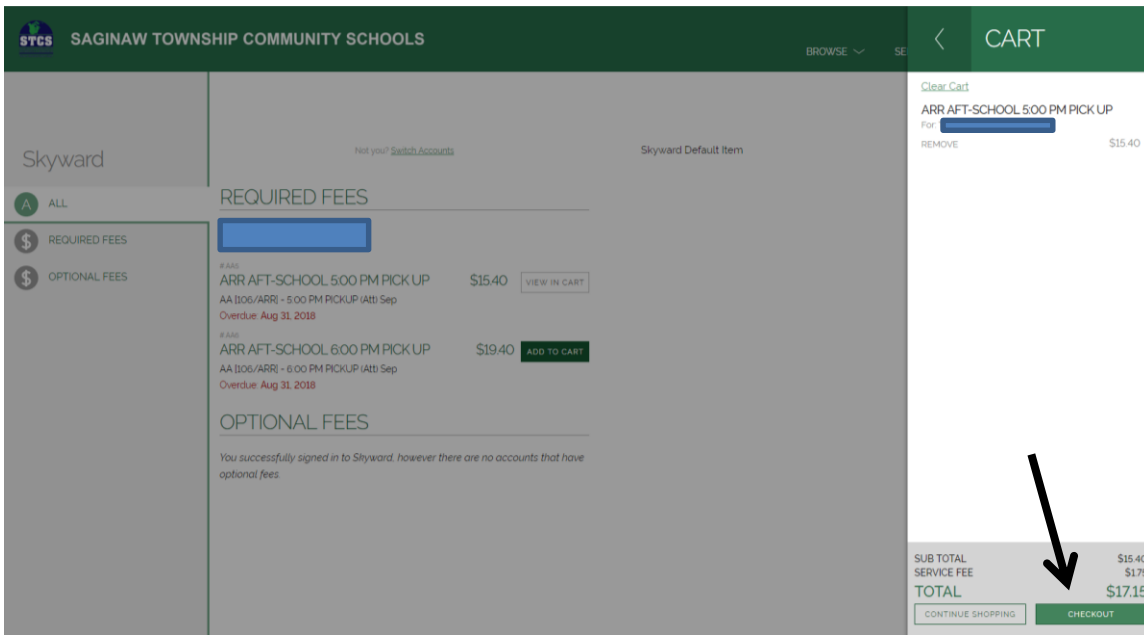
- ARR AFT-SCHOOL 5:00 PM PICK UP \$15.40 ADD TO CART
- ARR AFT-SCHOOL 6:00 PM PICK UP \$19.40 ADD TO CART

The 'ADD TO CART' button for the 5:00 PM pickup fee is highlighted with a black arrow. Below the fee entries, there is a section for 'OPTIONAL FEES' with a message: 'You successfully signed in to Skyward, however there are no accounts that have optional fees.'

9. Click Add to Cart (or Cancel if wanting to go back)



10. Click on Checkout



11. You are now in the Revtrak Web Store. Follow directions to make your payment.



Log in to the Web Store

Email

Password

[Forgot password?](#)