

Directions for paying for Driver's Ed "Behind The Wheel"



1. Go to "Family Access" in Skyward

2. Select "FEE MANAGEMENT"

3. At "FEE MANAGEMENT" this screen will appear:

School Year	Due Date	Fee Description	Amount Charged	Amount Paid	Amount Due
2016	Sun Jun 28, 2015	Yearbook	45.00	45.00	0.00
2016	Wed Jul 1, 2015	Algebra 2 Sem	15.00	15.00	0.00
2016	Wed Jul 15, 2015	Registration	160.00	160.00	0.00
2016	Wed Jul 15, 2015	Technology Fee	125.00	125.00	0.00

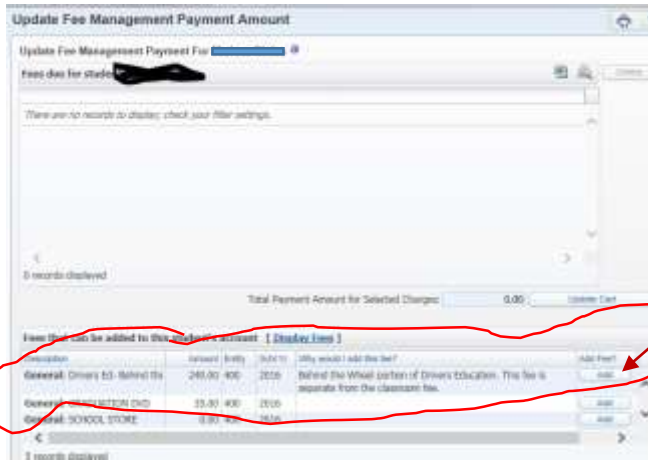
All current fees will populate on this screen.

**Notice: Driver's Ed does not appear yet, because we need to select it on the next screen.

4. Choose "Make A Payment"

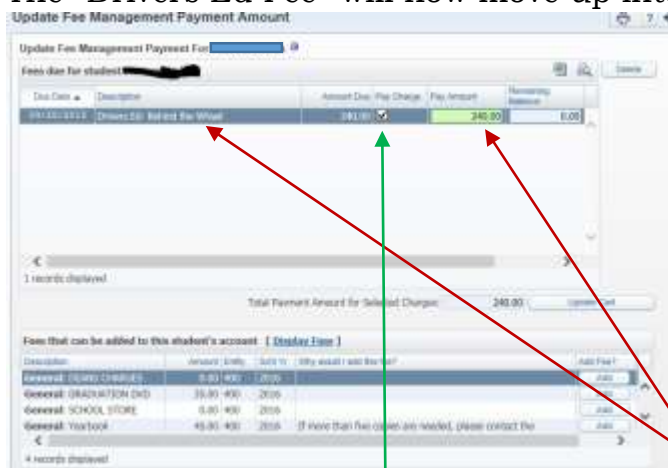
5. On the next screen:

Under "Fee Management" select "UPDATE PAYMENT AMOUNT"



6. On this screen, please select “Drivers Education Behind the Wheel” to add the \$240.00 fee to the account.
7. Select “ADD” here by clicking.

8. The “Drivers Ed Fee” will now move up into your “cart.”



Notice: The fee and the description should appear in the cart. *****BE SURE TO CLICK “PAY CHARGE”- a check mark will appear.****



Click “PAY WITH VENDOR”

RIDGEWOOD HIGH SCHOOL
Home of the Rebels
Welcome to the Web Store!

Browse:
All Products
Shopping Cart

Services:
Web Store Home
Contact Us
FAQ
My Account
Password Reset
Policies
Privacy Policy

Your Shopping Cart

Thank you for shopping with us! Here are the items you have chosen to purchase. (Your shopping cart, Step 1).

To continue shopping click here: [\[Continue Shopping\]](#)

Items:	Price:	Qty:	Total:	Remove
Skyward Family Access (Riders Ed- Behind the Wheel)	\$248.00	1	\$248.00	
Subtotal:			\$248.00	
Tax:			\$49.80	
Total:			\$297.80	

[\[Empty\]](#) [\[Continue Shopping\]](#) [\[Go to Checkout\]](#)

10.

You are now read to pay. Select “Go to Checkout” to pay this fee with your credit card.