Adding Money to a Lunch Account from PowerSchool
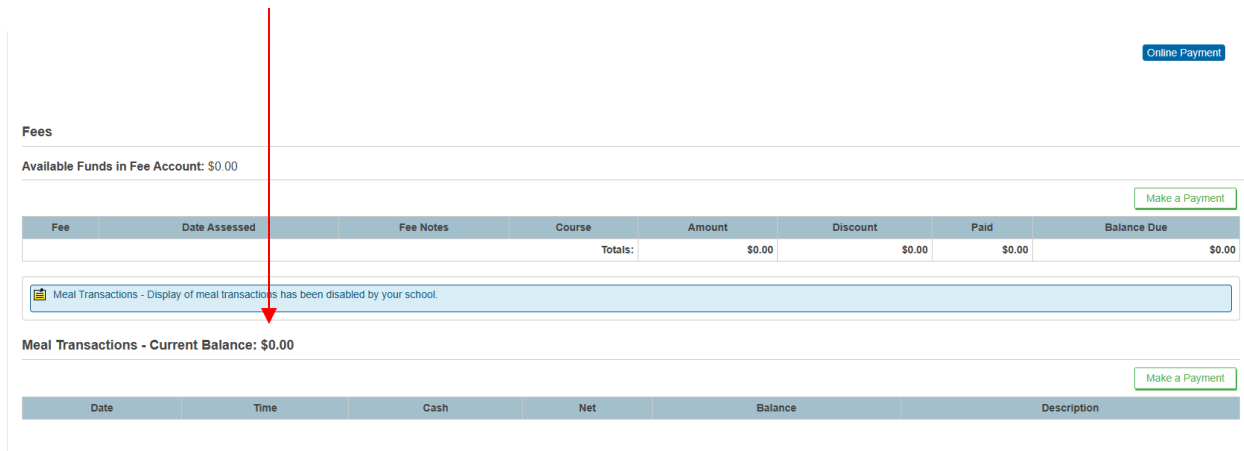
What to know before you begin:

PowerSchool maintains lunch accounts by student. If you have more than one child, you will add money to each child's account. There are no household accounts but our RevTrak portal will let you make payments to each account from a single login. Follow these steps:

Step 1: Log into PowerSchool from a web browser : https://bcsd.powerschool.com/public

Step 2: Click on Balances in the menu on the left

Balance

You will now see your child's account balance here
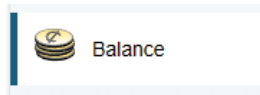
Online Payment

Fees

Available Funds in Fee Account: $0.00

Make a Payment

Fee	Date Assessed	Fee Notes	Course	Amount	Discount	Paid	Balance Due
			Totals:	$0.00	$0.00	$0.00	$0.00

Meal Transactions - Display of meal transactions has been disabled by your school.

Meal Transactions - Current Balance: $0.00

Make a Payment

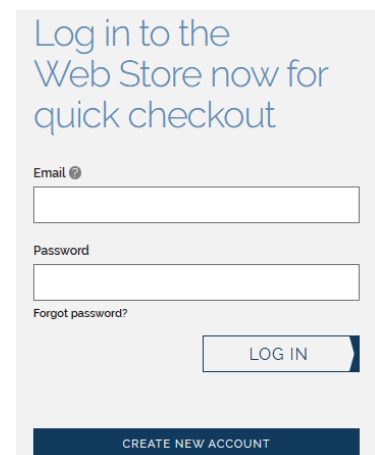| Date	Time	Cash	Net	Balance	Description

Step 3: Click on Online Payment

Online Payment

This will take you to our RevTrak portal. You can make a payment with a credit card or Echeck.

Step 4: Login into RevTrak

If you paid fees or lunch account balances from Skyward last year, you will have a RevTrak account. If you have never logged in before, you will need to create a new account.

Log in to the Web Store now for quick checkout
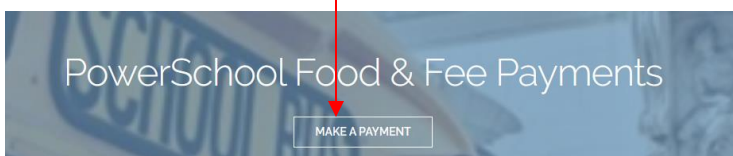
Email

Password

Forgot password?

LOG IN

CREATE NEW ACCOUNT

Step 5: Link your PowerSchool account to RevTrak

You will need to connect your PowerSchool account to RevTrak the first time you make a payment this year.

Click Make A Payment

PowerSchool Food & Fee Payments

MAKE A PAYMENT

Enter your PowerSchool username and password

POWERSCHOOL - PLEASE LOG IN

Please Enter Your PowerSchool Portal Access Credentials Below

Username:

Password:

LOG IN

Step 6: Add money to each student account

When RevTrak connects to PowerSchool, you will see each child listed under Food Accounts:

FOOD ACCOUNTS

Click on Make One-Time Payment

MAKE ONE-TIME PAYMENT

One-Time Payment

Please type in how much you would like to deposit or select $25, $50, or $100.

Balance: $0.00

$ 50.00   PAY $25   PAY $50   PAY $100

CANCEL   ADD TO CART

Enter payment amount
Click Add to Cart
Repeat for each student

CART 1

Step 7: Checkout

Click on cart in the upper right corner

Continue to checkout

You will be able to select a payment method - you may have an existing payment method from last year or you can a new payment method
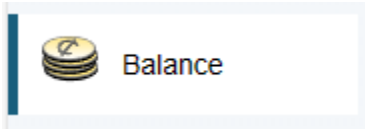
+ Add new Card   + Add new eCheck   Credit Card or Echeck

CONTINUE

To finish, click Place Order

Step 8: See New Balance in Powerschool

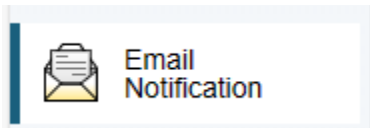Click Balance in the menu on the left

Balance

Meal Transactions - Current Balance:

Step 9: Turn On Balance Alert

There is no auto-replenish avaiable from RevTrak to PowerSchool

To be notified when your student's account is getting low, set an email notification

Go to Email Notification in the left Menu

Email Notification

What Information Would You Like to Receive?	
Summary of Current Grades and Attendance	☐
Detail Report Showing Assignment Scores for Each Class	☐
Detail Report of Attendance	☐
School Announcements	☐
Balance Alert (Note: will only be sent when student is low on funds)	☐

Click on Balance Alert

Set the frequency for the reminder and apply to your students

Frequency	
How Often?	Weekly ⌄
Apply These Settings to All Your Students?	☐

Click Submit button in lower right corner

Submit

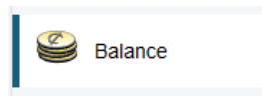# Agregar Dinero a una Cuenta de Alimentos de PowerSchool

Lo que debe saber antes de iniciar:

PowerSchool maneja cuentas de alimentos por estudiante. Si tiene más de un hijo, tendrá que agregar dinero a la cuenta de cada niño. No hay cuentas por familia, sin embargo nuestro portal RevTrak le permitirá realizar pagos a cada una de las cuentas iniciando solo una sesión. Siga estos pasos:

Paso 1: Inicie sesión en PowerSchool desde un navegador web: https://bcsd.powerschool.com/public/home.html

Paso 2: Dé clic en *Balances* en el menú de la izquierda

Ahora verá el balance de la cuenta de su hijo(a) aquí

Paso 3: Dé clic en *Online Payment* (Pago en línea)

Esto lo dirigirá a nuestro portal RevTrak . Usted podrá realizar un pago con una tarjeta bancaria o Echeck.

Paso 4: Inicie sesión en RevTrak

Si el año pasado pagó cuotas o saldos de cuentas de alimentos en Skyward tendrá usted tiene una cuenta RevTrak . Si nunca antes ha iniciado sesión, deberá crear una cuenta nueva.

Paso 5: Conecte su cuenta PowerSchool a RevTrak

Deberá conectar su cuenta PowerSchool a RevTrak la primera vez que realice un pago este año.

Dé clic en *MAKE A PAYMENT* (Realizar un pago)
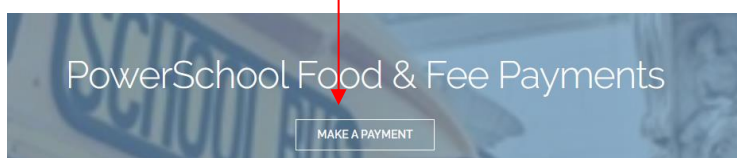
Ingrese su nombre de usuario (*Username*) y contraseña (*Password*) de PowerSchool

POWERSCHOOL - PLEASE LOG IN

Please Enter Your PowerSchool Portal Access Credentials Below

Username:

Password:

LOG IN

Paso 6: Agregar dinero a la cuenta de cada estudiante

Cuando RevTrak se conecte a PowerSchool, verá a cada niño listado en Cuentas de alimentos (*Food Accounts*):

FOOD ACCOUNTS

Haga clic en Realizar pago único

MAKE ONE-TIME PAYMENT

One-Time Payment

Please type in how much you would like to deposit or select $25, $50, or $100.

Balance $0.00

$ 50.00   PAY $25   PAY $50   PAY $100

CANCEL   ADD TO CART

Indique la cantidad del pago
Dé clic en *Add to Cart* (Agregar al carrito)
Repita el proceso para cada estudiante

CART 1

Paso 7: Finalizar compra

Dé clic en *Add to Cart* (Agregar al carrito) en la esquina superior derecha

Continuar con finalizar el pago

Usted podrá seleccionar un método de pago - es posible que tenga un método de pago existente desde el año pasado o puede un nuevo método de pago.
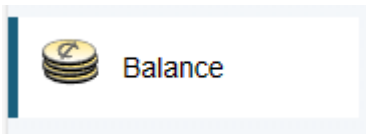
+ Add new Card   + Add new eCheck

Tarjeta de débito, crédito o cheque electrónico

CONTINUE

Para finalizar, dé clic en *Place Order* (Efectuar el pedido)

Paso 8: Vea el nuevo *Balance* en PowerSchool

Dé clic en *Balance* (Saldo) en el menú de la izquierda.

Meal Transactions - Current Balance:

Paso 9: Activar *Balance Alert* (la alerta de Saldo)

No hay recarga automática disponible de RevTrak a PowerSchool.

Para recibir una notificación cuando el saldo de la cuenta de su estudiante se esté agotando, establezca las notificaciones por correo electrónico.

Vaya a to *Email Notification* (Notificación por correo electrónico) en el menú de la izquierda

Haga clic en Alerta de saldo

What Information Would You Like to Receive?

Summary of Current Grades and Attendance	☐
Detail Report Showing Assignment Scores for Each Class	☐
Detail Report of Attendance	☐
School Announcements	☐
Balance Alert (Note: will only be sent when student is low on funds)	☐

Establezca la frecuencia para el recordatorio e impleméntelo para sus estudiantes

Frequency

How Often?	Weekly ⌄
Apply These Settings to All Your Students?	☐

Submit

Dé clic en el botón *Submit* (Remitir) en la esquina inferior derecha.