



# Eagles Express Online Scheduling & Payment Option

Hello! We are pleased to share our new Online Scheduling and Payment Option for families enrolled in our Eagle Express Childcare Program.

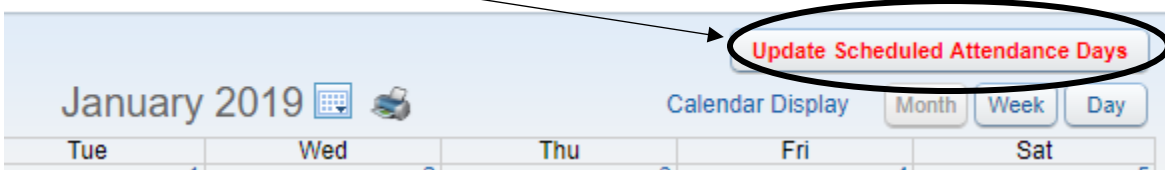
**\*\* Note: This is optional for our families. If you prefer to continue scheduling utilizing paper schedules and paying by cash/check, that is ok as well. \*\***

1. Login to Skyward Family Access *(Note: This is the same username/password you use for Food Service)*
  - a. If you do not have a Family Access Account, click here and complete the registration process:  
<http://fmuthschools.cyberschool.com/ajax/forms/displayForm.cfm?f=2>

2. Click **CHILDCARE**

The screenshot shows the Skyward Family Access website. On the left is a navigation menu with the following items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Activities, Student Services, Academic History, Childcare (circled in black), Portfolio, and Login History. A black arrow points from the 'Childcare' item to the right. On the right side of the page, there is a 'Post a message' box and three 'Payment' sections. Each 'Payment' section features a red apple icon and the text 'Payment' and 'A paymer Account f'.

3. Click **Update Scheduled Attendance Days** in the upper right hand corner



4. Each of your children enrolled in the Eagle Express Childcare Program (CCFLEX) are located on the left. In this example, this family has three children attending the Eagle Express Childcare Program.

Click on **“Jan 2019”** to schedule days in January for your child:



5. The calendar for January 2019 will come up for your child. You can now go day by day for the month of January and schedule the days for your first child by **clicking the appropriate boxes** for each day of the month. Please note that you do not have to schedule the entire month. You can also schedule just one or two weeks at a time if you want.

### Childcare Attendance Day Selection

Child #1 Name [Redacted] | Program: CCFLEX - Eagles Childcare Program (Calendar 100) | Child #1 Name (10/01/18 - )

Save Selections | Show Legend

Monday	Tuesday	Wednesday	Thursday	Friday
	1 No School	2 No School	3 No School	4 No School
7	8	9	10	11
<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours
14	15	16	17	18
<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours	<input type="checkbox"/> Eagles - After School Only <input type="checkbox"/> Eagles - Before & After School <input type="checkbox"/> Eagles - Before School Only <input type="checkbox"/> Eagles - Lunch Only <input type="checkbox"/> Full Day > 5 Hours <input type="checkbox"/> Half Day < 5 Hours

6. If your child attends daily and has a very consistent schedule, the following *alternative way* of scheduling may be easier for you than going day by day to check the boxes. It is your choice. You can pick which way you prefer.

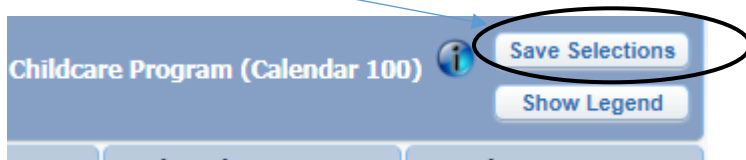
Instead, Click on  
**“Mass Select Schedule”**



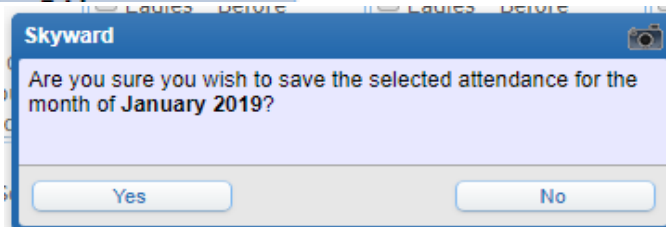
7. The following will pop up which will allow you to select a schedule for every day of the month. For example, if your child comes every day for our *Eagles – Before & After School Program*, you would click **“Select All”** as follows and the system will automatically check the box for Eagles – Before & After School for the entire month:

Program Schedules				
<input type="button" value="Select All Schedules"/> <input type="button" value="Clear All Schedules"/> <span style="float: right;">✕</span>				
Description	Start Time	Stop Time	Days	Mass Select for Month
Eagles - After School Only	3:00 PM	6:00 PM	Mon,Tues,Wed,Thu,Fri	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>
Eagles - Before & After School	6:30 AM	6:00 PM	Mon,Tues,Wed,Thu,Fri	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>
Eagles - Before School Only	6:30 AM	7:55 AM	Mon,Tues,Wed,Thu,Fri	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>
Eagles - Lunch Only	10:45 AM	12:30 PM	Mon,Tues,Wed,Thu,Fri	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>
Full Day > 5 hours	6:30 AM	6:00 PM	Mon,Tues,Wed,Thu,Fri	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>
Half Day < 5 Hours	6:30 AM	6:00 PM	Mon,Tues,Wed,Thu,Fri	<input type="button" value="Select All"/> <input type="button" value="Clear All"/>

8. Click **“Save Selections”** in the upper right hand corner to save your selections:



A box will pop up asking you if you're sure you want to save the attendance days.



9. If you have more than one child in the Eagle Express Childcare Program (CCFLEX), you can follow the same directions to schedule their days. Remember, each child is listed on the left of your screen.

10. Once you are done scheduling days for your child(ren), click the right hand corner of your screen.



button in the upper

**\*\*CONGRATULATIONS!\*\***

**YOU HAVE SUCCESSFULLY SCHEDULED YOUR CHILD(REN) USING OUR ONLINE SYSTEM**

**PLEASE FOLLOW THE NEXT SET OF INSTRUCTIONS TO "MAKE AN ONLINE PAYMENT"**

1. Select "Fee Management" which is located a little bit above "Childcare" on your Family Access main screen. Next, click "Make a Payment"

The screenshot shows the "Family Access" interface. At the top left is the "SKYWARD" logo. To its right is the text "Family Access" and a dropdown menu currently set to "All Students". Below this is a "Fee Management" section. On the left is a vertical navigation menu with items: Home, Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, **Fee Management** (circled in black), Activities, Student Services, Academic History, and Childcare. The main content area shows an "Unpaid Balance" table with three rows: "Elijah (List Elementary School): 0.00", "Isla (List Elementary School): 0.00", and "Sylvia (List Elementary School): 0.00". Below the table are three rows for "Child #1", "Child #2", and "Child #3", each with a "Make a Payment" button. The "Make a Payment" button for Child #1 is circled in blue. A blue arrow points from the text "Next, click 'Make a Payment'" to this button. Another blue arrow points from the text "Select 'Fee Management'" to the "Fee Management" menu item.

2. You will be re-directed to the secure payment portal. Here you can see your **Food Service Family Account Balance** as well as the **charges for each of your Children enrolled in the Eagle Express Childcare Program**.

CLICK THE **ADD TO CART** BUTTON FOR EACH OF THE THREE CHARGES

**FRANKENMUTH SCHOOL DISTRICT**  
High Academic Achievement & A Place for All

BROWSE ▾ SERVICES ▾ HOME LOGIN CART

Skyward

[Log Out Of Skyward](#)

### FOOD ACCOUNTS

Family Account Balance: \$30.40

MAKE ONE-TIME PAYMENT

### REQUIRED FEES

Child #1 Name	Amount	Action
#EGBS&AS Eagles Before and After School CCFLEX [100/100] - Eagles - Before & After School (Att) Jan Due: Jan 31, 2019	\$180.00	ADD TO CART
Child #2 Name	Amount	Action
#EGFULL Eagles Full Day >5 Hours CCFLEX [100/100] - Full Day > 5 hours (Att) Jan Due: Jan 31, 2019	\$420.00	ADD TO CART
#EGHALF Eagles Half Day <5 Hours CCFLEX [100/100] - Half Day < 5 Hours (Att) Jan Due: Jan 31, 2019	\$80.00	ADD TO CART

Child #1 has \$180 due for the Before & After School days scheduled.

Child #2 has \$420 due for the Full Days scheduled and \$80 for the Half Days scheduled.

3. You will see your CART pop up on the right hand side of your screen as you add your items:

The screenshot shows a mobile application's shopping cart. At the top, there is a back arrow and the word "CART". Below this, there is a "Clear Cart" link. The cart contains three items:

- EAGLES BEFORE AND AFTER SCHOOL**  
For: Elijah Hibbs (270025)  
REMOVE \$180.00
- EAGLES FULL DAY >5 HOURS**  
For: Isla Hibbs (290024)  
REMOVE \$420.00
- EAGLES HALF DAY <5 HOURS**  
For: Isla Hibbs (290024)  
REMOVE \$80.00

At the bottom of the cart, there is a summary section with a grey background:

SUB TOTAL	\$680.00
SERVICE FEE	\$175
<b>TOTAL</b>	<b>\$681.75</b>

Below the summary are two buttons: "CONTINUE SHOPPING" and "CHECKOUT".

Annotations:

- A box on the left contains the text "Click on CHECKOUT" and "(Please note there is a \$1.75 convenience fee)".
- An arrow points from the "CHECKOUT" text in the box to the "CHECKOUT" button in the cart.
- Another arrow points from the "\$1.75" in the box to the "SERVICE FEE" line item in the summary.

4. Complete the process by clicking CREATE NEW ACCOUNT.  
(This is a one-time set up. The next time you will just log in)

The screenshot shows a checkout screen with a dark header containing a close icon and the word "CHECKOUT". Below the header is the heading "Log in to the Web Store".

The login form includes:

- An "Email" field with a lock icon.
- A "Password" field.
- A "Forgot password?" link.
- A "LOG IN" button.

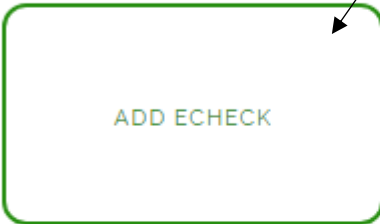
At the bottom of the screen, there is a dark bar with the text "CREATE NEW ACCOUNT", which is circled in black. An arrow points from the "CREATE NEW ACCOUNT" text in the instruction above to this button.

5. To create an account, follow the directions to enter your name, mailing address, email address, and phone number. Create a password.

Then complete payment information for either e-check or debit/credit card. Click "Place your order". Print your receipt if you would like. A receipt will automatically be emailed to you as well.



## ECHECKS



## DEBIT/CREDIT CARDS

