



## ONLINE PAYMENT INSTRUCTIONS FOR MIDDLE AND HIGH SCHOOL FAMILIES

### To pay school fees you need to first set up an account:

**Step One:** You can access the Online Fee Portal (RevTrak) by going to:  
<https://wauwatosa.revtrak.net/> or by going to the Wauwatosa District webpage:  
<http://wauwatosaschools.org>.

- Click on the Family Resources tab in the main menu at the top of the page, then Forms & Fees, Online Fee Payments.

**Step Two:** You will need to login to the RevTrak site. If you are new and have not created an account in the past, you will need to do so in order to make school payments.

- To set up an account click on "create new account".

x  
Log in to the  
Web Store now for  
quick checkout

Email

  
Password  
  
Forgot password?

LOG IN

CREATE NEW ACCOUNT

- This will bring you to the "create a new account" page.
- You will be asked to enter the following information on this page:

First Name

Last Name

Address

Address (cont.)

City  State

Country  Zip Code

Phone

Email

Password  Confirm Password

Create a new account



- First Name:** Your First Name
- Last Name:** Your Last Name
- Address:** Your home address
- City:** Your home city
- State:** Your home state
- Zip Code:** Your home Zip code
- Phone:** Either your home or cell phone number
- Email:** The email address you want information sent to
- Password:** Must have at least one number and one letter
- Confirm Password:** Enter it exactly as you entered it above

- Click "create account" to complete the process.
- If you have difficulties creating your account you can contact RevTrak customer service at 888-847-9885

**Step 3:** Click on "My Account" to change payment information, update account information and review previous orders.



**Step 4:** Click on Add Debit/Credit Card button and enter your payment information.

ADD CARD

DISCOVER MasterCard VISA

card number\*  name

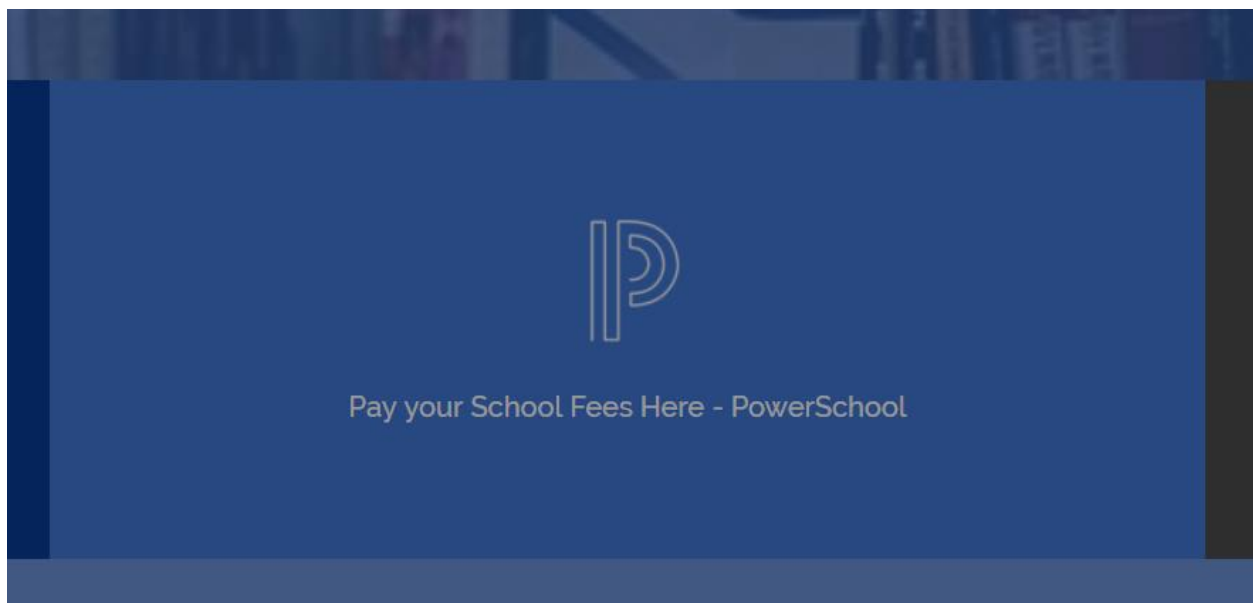
expiration\*   nickname

SAVE CARD

Your account should now be set up.

To pay fees after setting up the RevTrak account:

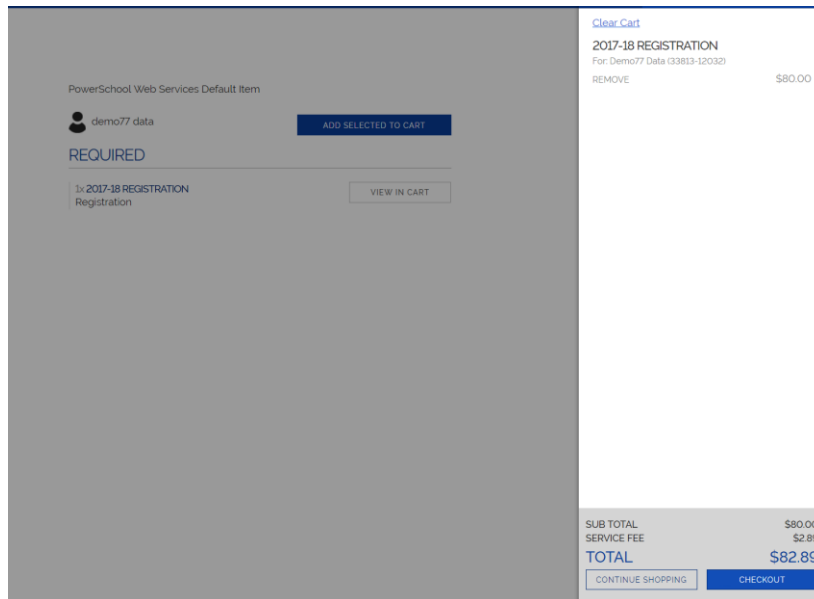
**Step 1:** To pay your child's school fee you will click "Pay your School Fees Here – PowerSchool"



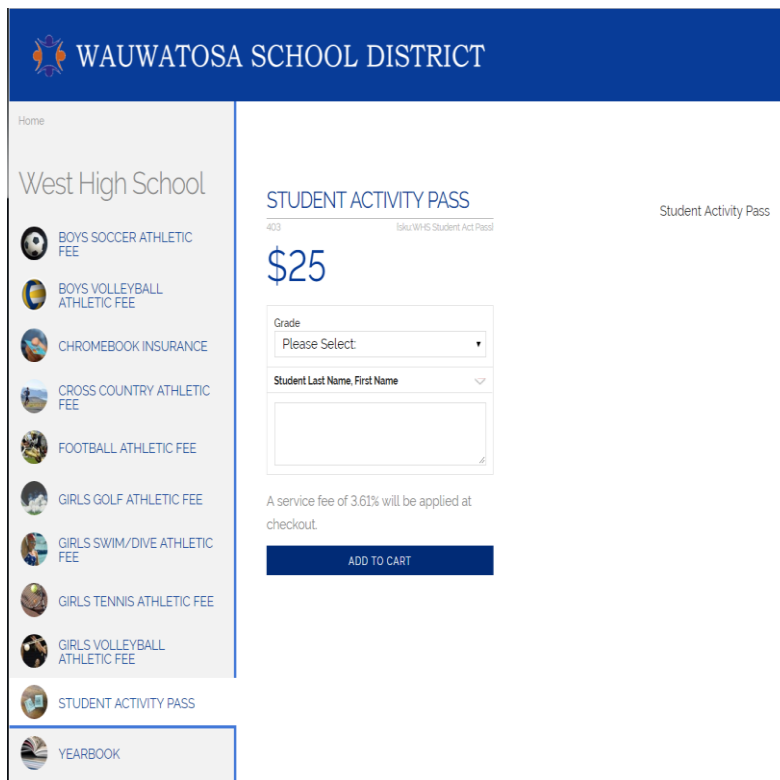
- You will be prompted to enter your PowerSchool (**Parent, not child**) Access Credentials.
- This is the PowerSchool Parent Portal account you created using your desired username and password. (If you do not have a PowerSchool Parent Portal account, then please go to page 7 for directions on how to create your PowerSchool account)

**Step 2:** Once logged in, on the left side of the screen select the student, and then select the “Pay” box to highlight. Lastly click the “Add Selected to Cart” button.

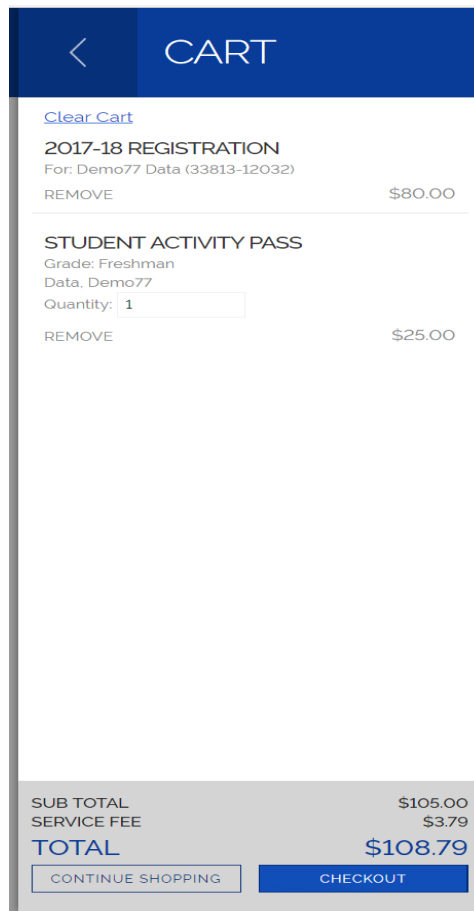
As with other online carts you will have the ability to continue shopping, remove a specific fee or checkout and pay the fees. A 3.61% service fee will be applied.



To add additional fees like athletic fees, chrome book insurance, or student activity pass, click on "Browse" and select the school your child attends. Select the specific item on the left. Select the grade level, and enter your child's name. Then click to "Add to Cart".



Finally, either continue shopping or checkout.



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**The information below is for setting up a PowerSchool parent account if you have not ever done so. If you have an account but forgot your password, please contact (School Office).**

### **Creating your PowerSchool Account**

If you have not created a parent account in the past, you will need to do so in order to access your child's PowerSchool information. You can access the PowerSchool Parent Portal by going to the Wauwatosa School District webpage: <http://wauwatosa.k12.wi.us>.

- Navigate to Family Resources, Communication & Technology and there you will see the PowerSchool link.
- From the main PowerSchool Student and Parent sign in page click the "create account" tab and then the "create account" button.
- This will bring you to the "create parent account" page. You will be asked to enter the following information on this page:

The screenshot shows the 'Create Parent Account' page on the PowerSchool website. At the top, there is a dark blue header with the PowerSchool logo. Below the header, the title 'Create Parent Account' is displayed. Underneath, there is a section titled 'Parent Account Details' with a horizontal line below it. The form contains several input fields: 'First Name', 'Last Name', 'Email', 'Desired Username', 'Password' (split into two adjacent boxes), and 'Re-enter Password'. At the bottom of the form, there is a note: 'Password must: \*Be at least 6 characters long'.

**First Name:** Your First Name

**Last Name:** Your Last Name

**Email:** The email address you want us to use when sending information

**Desired Username:** This is what you want your **NEW** Username to be, something that will be easy for you to remember

**Desired Password:** This is what you want your **NEW** Password, something that will be easy for you to remember

**Re-enter Password:** Enter it exactly as you entered it above

The screenshot shows the 'Link Students to Account' page on the PowerSchool website. At the top, there is a title 'Link Students to Account' with a horizontal line below it. Below the title, there is a text area containing the instruction: 'Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account'. Below the text area, there is a small box containing the number '1'. Underneath, there are four input fields: 'Student Name', 'Access ID', 'Access Password', and 'Relationship'. The 'Relationship' field is a dropdown menu with the text '-- Choose' and a downward arrow.

**Link Students to Account:**

You are now going to enter additional information for each student in the **same** building.

Student Name: Your child's first and last name

Access ID: This is the Username (Parent AccessID) given to you by the school for this student

Access Password: This is the Password (Parent Access Password) given to you by the school for this student

Relationship: This is YOUR relationship to your child

Remember that each student has a different Access ID and Access Password.

**NOTE:** Students from other buildings can be entered AFTER the initial parent portal creation by logging into your parent portal account, clicking on Account Preferences on the left navigation panel, Students tab, Add + button.

Scroll down to the bottom of the page and click on Enter

If you have any questions, please contact your school's Administrative Assistant.