



Setting up Tuition & Lunch Payments Using RevTrak

1. **You must first have created and accessed your PowerSchool account** using the letter provided to you from school. The PowerSchool parent portal is here: <https://archmil.powerschool.com/public/home.html>.

Please note that set-up is always easier on a desktop or laptop computer. After you have completed your initial set-up, you can then use the PowerSchool app to view and access.

2. **To set up your Tuition Payments, click on BALANCES from the left hand side of the screen in PowerSchool.** DO NOT click on Tuition—please note that we do NOT utilize EduTrak, which is what the Tuition button at the bottom of the desktop screen will take you to. Unfortunately, this is an archdiocesan default and we cannot have it removed. You will want to access our payment portal via the BALANCES button.
3. From the BALANCES page, you will see both Fees listed, as well as Meal Transactions. The Fees section will include all of your tuition balances. **Click on Make a Payment on the right hand side of the screen to be taken to our RevTrak portal:** <https://schoolstalphonsus.revtrak.net/>. Set up your account there and enter your card information to be able to pay your tuition and lunch payments online. You will need to set up information for both tuition and lunch payments.

Please remember that you can always pay with Cash or Check by stopping in to the school office to make your payments. Online payments are not required, and everything will still be tracked in your PowerSchool account.

4. **Lunch fees can be paid online in the same portal that you pay tuition.** From PowerSchool, again click BALANCES on the left hand side and instead select Make a Payment under Meal Transactions. Set up your food payments account on RevTrak and you will be all set to make meal payments!