

## How to Set Up Auto-Replenish in RevTrak for Staff Payments

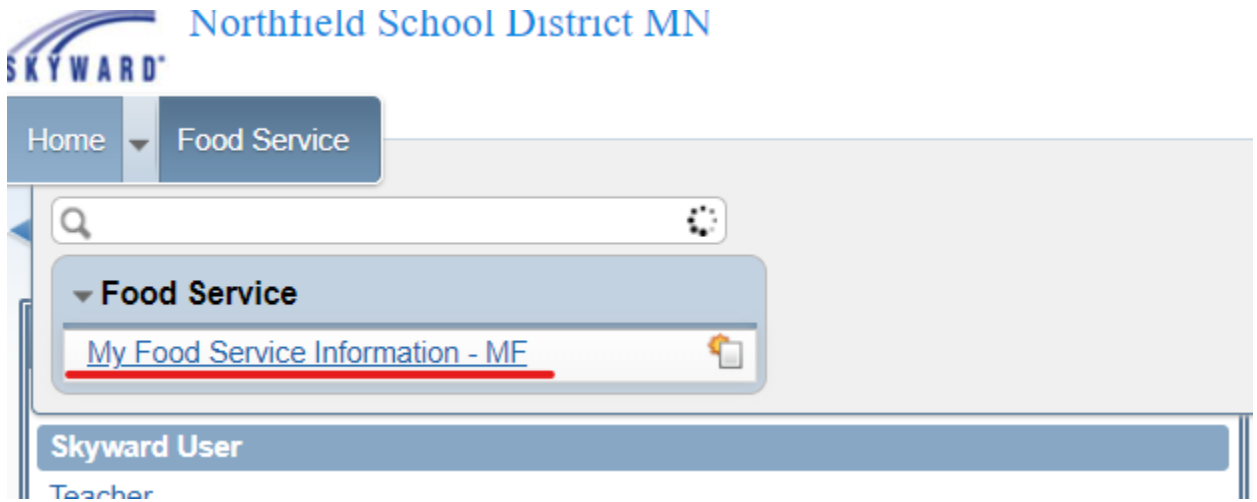
**\*IMPORTANT\*** Remember that Auto-Replenish turns off at the end of each school year. You will need to set up Auto-Replenish each August when the option is turned on again if you wish to use it.

For staff who **do not** have a student in the district:

1. Log into Skyward. In the top left corner under the “Home” menu, select *Educator Access Plus*.



2. Under this menu, under the “Food Service” tab, select *My Food Service Information - MF*.



3. Here, click the arrow by your name to expand the section and select “Make Online Payment”.

Northfield School District MN

Home Food Service

My Food Service Information

Views: Account Information Filters: \*Skyward Default

Last Name	First	Middle	L	PY Balance	YTD Pmts	YTD Purch
▼ [Redacted]	[Redacted]		A	\$0.00	\$0.00	\$0.00

Expand All Collapse All Modify Details (displaying 3 of 3) View Printable Details

Account Information

Payments Make Online Payment Refresh Payments

Payment Date Check Number Payment

Purchases

4. Once you’ve clicked that, it will lead you to RevTrak where under your name you can select the “Set up Auto-Replenish” button. Follow the prompts from RevTrak.

[Log Out Of Skyward](#)

## FOOD ACCOUNTS

[Redacted Name] Balance: \$0.00

MAKE ONE-TIME PAYMENT SIGN IN TO SET UP AUTO REPLENISH

For staff **with** students in the district:

1. Log into RevTrak as you would to make a student meal account payment.

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2. When you go into your cart, select the “Set Up Auto Replenish” button.
3. Follow the prompts to complete setting up Auto-Replenish.