

# How to Purchase Device Insurance

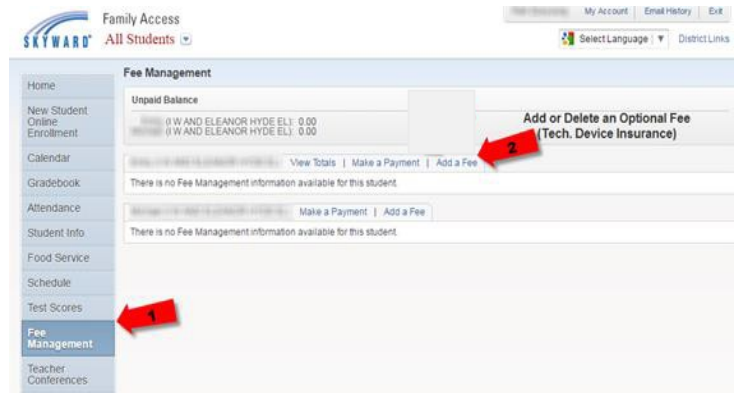
CCISD Learning Technology

Updated 9/19/17



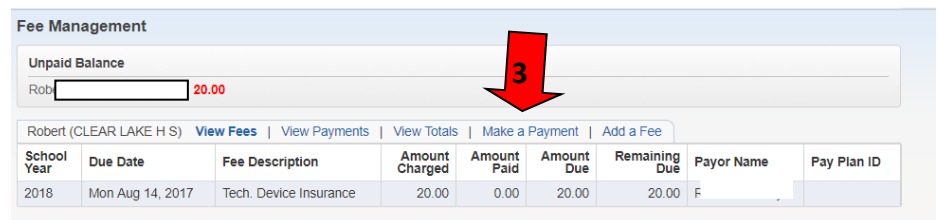
Login to Skyward Family Access as a parent at <https://skyward.ccisd.net>

1. Click the **Fee Management** tab on the left
2. Click **Add a Fee** to add the Device Insurance Fee (click **Add**, then click **Back**)



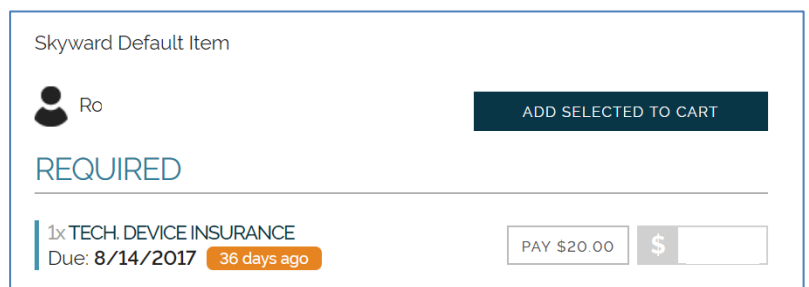
3. Next, click **Make a Payment**

You will be redirected to a new window to make the payment



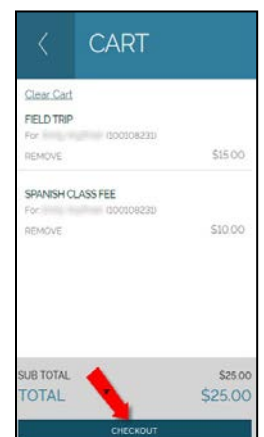
## Fee Payment

1. Click on student's name to display required fees. You may have to click **PURCHASE FEES**
2. If you do not see the Tech Device Insurance Fee, Click **Add a Fee** to add it to your list.
3. Click on "Pay \$20.00" (\$10.00 for those who qualify for free/reduced lunch)
4. Click the **Add to Cart** button to add each student's fees to your shopping cart.
5. Confirm all items in the cart and click **Checkout** to proceed to the Web Store.



## Checkout

1. Log in to the Web Store. For first time customers, you will need to create a Web Store account. Your email address and password will be used to log in for future transactions.
2. Enter your billing information and click **Continue**.
3. Confirm the items in your cart, enter your payment method and credit card info, and click **Verify**.
4. After verifying your information, click **Complete Order** to process your transaction and view your receipt.



**PARENT HELP LINE: 281-284-6763**