



New Lenox School District 122

102 South Cedar Road, New Lenox, Illinois 60451

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Lori R. Motsch, Ed.D., Superintendent

NLSD122 Online Payments

NLSD122 is now collecting all online payments through our RevTrak/PowerSchool system. All balances for lunch and any other school related fees are now conveniently located all in one online payment system. To access the system, please review the below instructions.

If you have any trouble, please call the NLSD122 District Office at (815) 485-2169 or email us at Payments@nlsd122.org.

How to make online payments:

- 1) Log into your NLSD122 PowerSchool account at <https://powerschool.nlsd122.org>.
If you do not know your login credentials, please email us at ps_questions@nlsd122.org.
- 2) In the left margin, find and then click on "Balance".
- 3) Click on the "Make a Payment" button located in the upper right-hand corner. This will take you to the NLSD122 RevTrak website to complete your transaction. You can use your existing RevTrak username and password or create a new account (instructions are provided online regarding how to create a new account, however, if you need assistance, please contact the NLSD122 District Office).
- 4) Click to "Make a One-Time Payment" for your student, type in a payment amount, add the fees to your cart and complete the transaction.
- 5) You should now be able to see the funds loaded into your PowerSchool balance (log out of the RevTrak screen, go back to your PowerSchool account, refresh your browser and then you should see the new updated balance reflecting the payment you just made).