

Food Service in the Portal

The **Food Service** tool allows you to see what meals and food items were purchased as well as add money to your Food Service account.

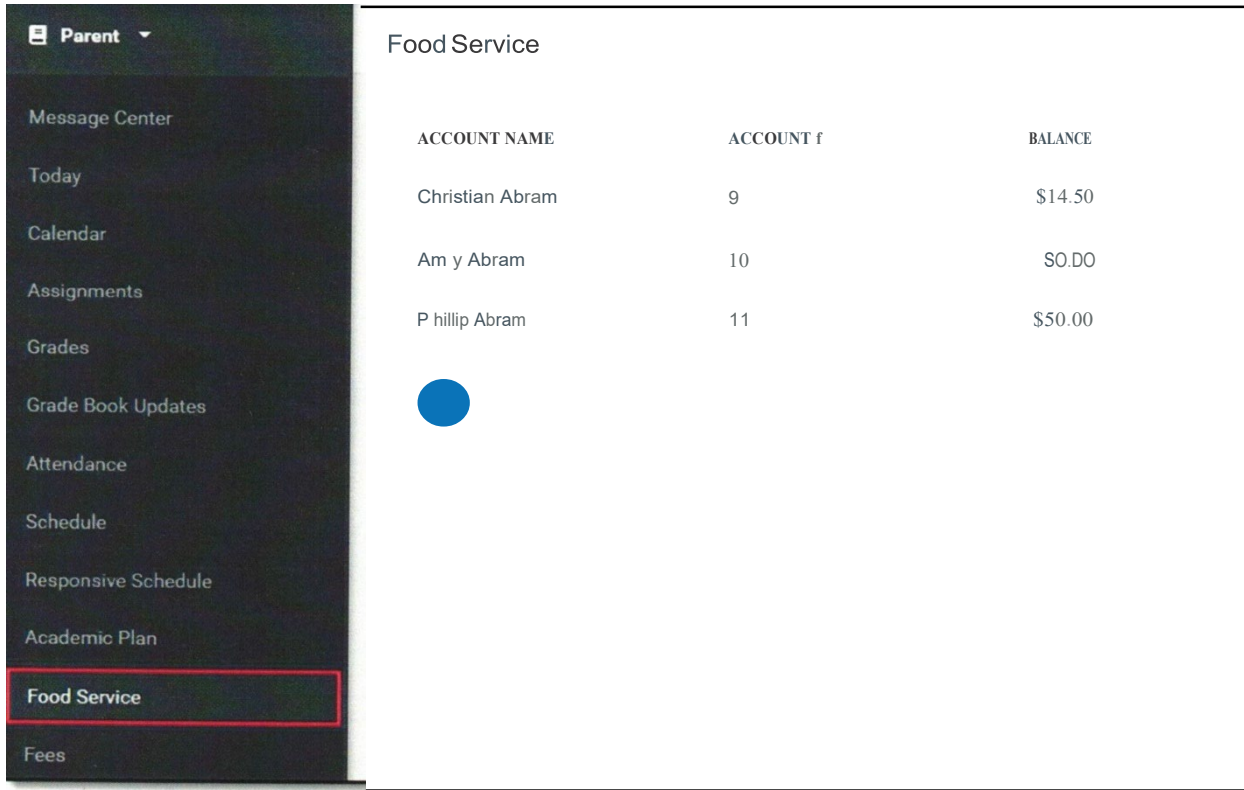
From here you can view also view

- current account balances,
- money in and money out, and
- adjustments made to your account by the school office.

The number of accounts that appear on this screen depend on whether you are a student, a parent, or a parent with access to multiple students.

Where do I go to view and add money to my Food Service Account?

The Food Service tool is available in the outline on the left.



The screenshot shows a parent portal interface. On the left is a dark sidebar menu with the following items: Message Center, Today, Calendar, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Responsive Schedule, Academic Plan, **Food Service** (highlighted with a red box), and Fees. The main content area is titled "Food Service" and contains a table with three columns: ACCOUNT NAME, ACCOUNT #, and BALANCE. The table lists three accounts: Christian Abram (Account # 9, Balance \$14.50), Amy Abram (Account # 10, Balance \$0.00), and Phillip Abram (Account # 11, Balance \$50.00). Below the table is a blue circular button.

ACCOUNT NAME	ACCOUNT #	BALANCE
Christian Abram	9	\$14.50
Amy Abram	10	\$0.00
Phillip Abram	11	\$50.00

How do I add money to my Food Service account?

1. Select **Pay**.
2. Enter the amount you want to add in the **Amount** field . If a box is not available for you to enter an amount, your account may not be active and you may need to contact your school.

3. Select **Add to Cart**.

The screenshot shows a user interface with the following elements:

- Top left: "0 Items in Cart" and "\$0.00".
- Top center: "My Cart" with a shopping cart icon.
- Top right: "My Accounts" with a user icon.
- Table with columns: ACCOUNTNAME, ACCOUNT, BALANCE, AMOUNT.
- Table row: Christian Abram, 9, \$15.50, \$10.00.
- Bottom center: "Cancel" button.

4. Select **My Cart**. The Checkout Screen displays.

5. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (optional).

6. Select **Submit Payment**.

How do I view what I have purchased?

To see a list of items that you have purchased, select your account name. A screen displays with all of your account's details, including any deposits or adjustments.

The screenshot shows a detailed account page for "Christian Abram" under the "Food Service" header. The page includes a table with account details and a list of transactions.

ACCOUNT NAME	ACCOUNT	BALANCE
Christian Abram	9	\$15.50

Christian Abram

Tim Freme
LH 7 Days

Totals for selected time frame

Current Balance	\$15.50	Starting Balance	\$0.00
Money In	\$21.00	Money Out	\$5.50
05/13/2019			
Deposit			+\$20.00
05/15/2019			
Student Lunch			\$3.50
Chips			\$1.00
Juice			\$1.00
05/15/2019			
Deposit			+\$1.00
BALANCE (ADJUSTMENT)			