Navigating 'Foodservice' Tab in Family Access

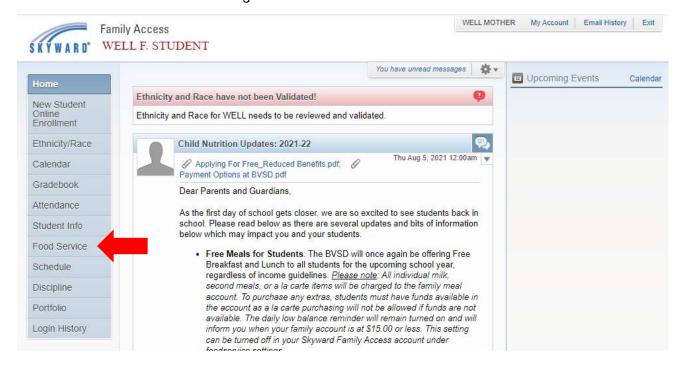
1. Log into Family Access from any Brandon Valley building website. If you do not have a Family Access account, OR do not know your login information, contact your student's building secretary or the Brandon Valley Administration Center. Contact information for all building included below.

Brandon Valley Administration Center	582-2049
Brandon Elementary School	582-6315
Valley Springs Elementary School	757-6285
Robert Bennis Elementary School	582-8010
Fred Assam Elementary School	582-1500
Inspiration Elementary School	582-8590
Brandon Valley Intermediate School	582-6035
Brandon Valley Middle School	582-3214
Brandon Valley High School	582-3211

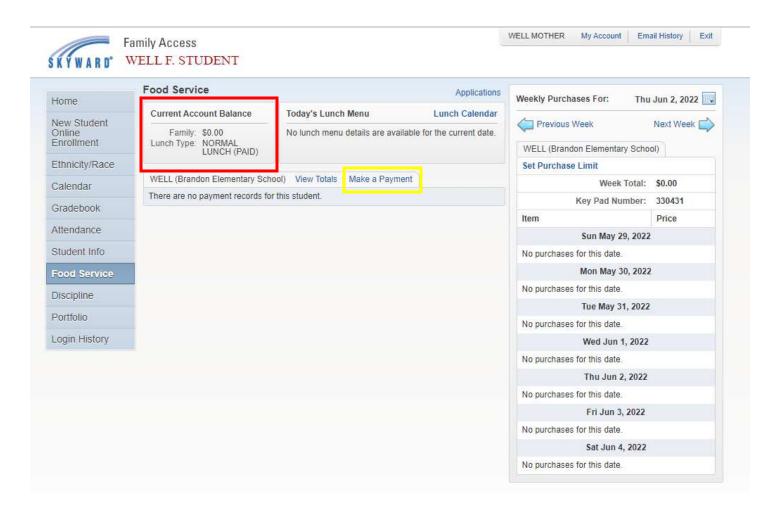
Link to Family Access Skyward: https://fa.brandonvalley.k12.sd.us/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w



2. Select the Food Service tab along the left side of the screen.



3. Once in Food Service tab, a variety of information will be available. In the middle section, you will see 'Current Account Balance'. This will show the most recent, updated lunch balance for your family's foodservice account. If you have made recent payments, they will also populate in the middle section, listed with any relevant information (check number, student name, amount, etc. You will also have the option to make a payment online (see yellow box below).



4. On the right side of the screen, you can view weekly purchases for your student(s). You can see what student's purchased, total spent per student during the week, as well as item type sold.



5. Also in this section you can set ala carte limits for your student(s). Please note, the value entered here does not include the purchase of breakfast or lunch meals. This only applies to ala carte items such as second entrees, bottled beverages, chips, or other items not included in the meal. If you prefer your students are not purchasing any extras, you can select 'Do Not Allow Purchase' for no ala carte purchases to be made. Once saved, this will be applied to your students' account.

