



FOOD SERVICE MANAGEMENT









These instructions will walk you through how to manage your family's Food Service account and make payments accordingly!

First, log in to your user account. From there, select the orange fork and knife Food Service Icon:

 0 item(s) in your Cart

[Account](#) [Logout](#)

 **YOUR SCHOOL LOGO**



[Home](#)

[School Store](#)

[Student Council](#)

[Permits and Fees](#)


[Sports Registration](#)

[Technology](#)


[Events and Ticketing](#)

[Basketball](#)


[Giving](#)




[Wobegon Cap](#)
\$15.00
Wobegon Sports Team Ball Cap to show of your school spirit any day--rain or shine!
[Add To Cart](#)



[Wobegon T-Shirt](#)
\$15.00
Wobegon T-Shirts, now in two grayscale options AND a color!
[Add To Cart](#)



[Wobegon Hoodie](#)
\$30.00
Wobegon Hoodie, choose from multiple different colors!
[Add To Cart](#)



[Homecoming Button](#)
\$5.00
Help everyone show our school spirit!
[Add To Cart](#)

This will bring you to your school's Food Service module. You have the ability to add funds and go to user management pages to make appropriate adjustments as needed:



Food Service



Home

User Management

Family Accounts

Students



YOUR SCHOOL LOGO

COLORADO ACADEMY DEMO
2065

Account Number: 1158227

Meal Balance
\$47.25

Last Deposit 7/21/2020
\$50.00

 [Add Funds](#)

[Apply for Free/Reduced
Benefits](#)

 [Your Food Service
Home Page](#)

These dates reflect the most current date on
which any charge or transaction occurred.

Please note that it could take up to 24 hours
for any payment to be available for your
student to use.

If you have any questions please contact
COLORADO ACADEMY DEMO 2065

(555) 555-5555

Quick Links

- > [I need to add a child to my family.](#)
- > [I need Assistance.](#)












Mobile Account
Management

Make deposits or track balances
and transaction histories seamlessly
by browsing our site on your
smartphone.






All information provided by EduTrak Software is
provided by a third party, that third party being
either your school district or an online payment
vendor. EduTrak Software is not responsible for
any incorrectly reported information that is listed
here. Please contact your school for any
assistance in regards to your account.

If you would like to set an auto-refill payment, go to “Family Accounts” and select “Auto-Refill Options”:


 **Food Service**











[Home](#) [User Management](#) **Family Accounts** [Students](#)

Account Number	Parent Name	Family Users	COLORADO ACADEMY
Meal Balance 47.25	Family ID / Family Account ID	 Add a family user	DEMO 2065
 Add Funds	Family Members	Notifications are ON	555 N 5th Street
 Show Transactions	Parent Address	 Change Notification Settings	Minneapolis, MN 55425
 Auto-Refill Options			Lunch Contact (555) 555-5555
Apply for Free/Reduced Benefits			

You will need to enable auto-refill by selecting the box at the top. The descriptions for “Refill Amount” and “Low Balance Threshold” are marked below. Once those have been set, select the checkbox to agree to the terms of auto-refill. Finally, select “Save Refill Preferences”:

 Food Service



[Home](#) [User Management](#) [Family Accounts](#) [Students](#)


Auto-Refill Options: Family Account 1158227

☐ Auto-Refill Enabled

☒ Credit/Debit Card Account ending on 8688

[Add Payment Method](#)

Refill Amount The "Refill Amount" is the dollar amount to be refilled into your family's Food Service account

\$0.00 Estimated Processing Fee 


Low Balance Threshold The "Low Balance Threshold" is the dollar amount your family's Food Service account needs to go below in order to trigger the auto-refill payment

☐ Upon completion, you authorize regularly scheduled charges to your Credit Card or Bank Account. You will be charged the amount indicated. A receipt for each payment will be provided to you and the charge will appear on your Credit Card or Bank Account Statement. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected. I understand that this authorization will remain in effect until I cancel it. If the payment dates fall on a weekend or holiday, I understand that the payments may be executed on the next business day. For ACH debits to my checking/savings account, I understand that because these are electronic transactions, these funds may be withdrawn from my account as soon as the selected transactions process on the selected transaction dates. In the case of an ACH Transaction being rejected for Non-Sufficient Funds (NSF) I understand that the merchant may at its discretion attempt to process the charge again within 30 days, and agree to an additional \$25.00 charge for each attempt returned NSF which will be initiated as a separate transaction from the authorized recurring payment. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. I certify that I am an authorized user of this credit card/bank account and will not dispute these scheduled transactions with my bank; so long as the transactions correspond to the payments plans selected in the following auto payment configuration.









[Save Refill Preferences](#) [Return to Accounts](#)

In order to simply add funds to your Food Service account, at the homepage of the Food Service module, select "Add Funds"


NOTE: You can return to the Food Service page at any time by selecting the fork and knife icon:



Food Service



[Home](#) [User Management](#) [Family Accounts](#) [Students](#)




YOUR SCHOOL LOGO

COLORADO ACADEMY DEMO
2065


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Mobile Account Management

Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone.

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From there, enter the amount you would like to add to the food service account and select “Checkout”:


 **EduTrak Checkout**




[Checkout](#) [History](#) [Statements](#)

COLORADO ACADEMY DEMO 2065 [Checkout](#)

 **YOUR SCHOOL LOGO**

 **ARRON CULLEY**
Student Account ID: **2656522**
Student ID: **100917**
District ID: **2065**
District: **COLORADO ACADEMY DEMO 2065**

 **Add Balance to Family**
This balance is shared by all students in family 1158227.

Family Account ID	Balance	New Balance
1158227	\$47.25	\$97.25

\$ 50.00

You will be prompted to confirm one more time in order to complete your payment:

The image shows the EduTrak Checkout interface. At the top, there is a shopping cart icon and the text "EduTrak Checkout". Below this is a row of icons representing different services: a green apple, a fork and knife, a graduation cap with a dollar sign, a soccer ball, a house with a dollar sign, a diamond, a shopping cart, and a gear. Below the icons are three tabs: "Checkout", "History", and "Statements". The main content area shows "COLORADO ACADEMY DEMO 2065" and a "Checkout" button. A modal window titled "Checkout" is open, displaying the following information:

Please select a funding source:

- ☒ Credit Card ending in 8888

Order 1

Meal Balance Payment	\$50.00
Order Subtotal:	\$50.00
Grand Total:	\$50.00

Notice: Each order will appear as a separate charge in your statement.

At the bottom of the modal, there are two buttons: "Pay Now" (highlighted with a red box) and "Cancel".

Below the modal, there is a section for "YOUR ACCOUNT" with a profile picture placeholder and a list of items. Below this is a section for "Family Account ID" with a table showing the current balance and the new balance after payment.

Family Account ID	Balance	New Balance
1158227	\$47.25	\$97.25

At the bottom right, there is a button labeled "\$ 50.00".

Once payment has been completed, you will receive an email receipt with the information surrounding your recent payment to your family's Food Service account:

Receipt for Order #1324556

Description	Type	Amount	Family Account	Student
Meal Balance Payment	Wordware Lunch	\$50.00	1158227	

Subtotal: \$50.00

Processing Fees: \$0.00

Total: \$50.00