Setting up Online Lunch Account

1. Go to <u>www.gsl.k12.mn.us</u>, In the middle of the page click on "Online Payments"



2. On the next page you will click on the "Orange fork and knife"



3. Click on "Sign Up"



4. Create an Account



- 5. You will than get one of 2 screens depending on if your email is registered in our system or not.
- 6. If you get this first screen below you or sometime throughout asks for a Family Key Number you will have to contact the food service secretary at tzajicek@gsl.k12.mn.us and let her know what email address you are using to set up the account with.



7. If we have, your email already in the Lunch Account Software when you sign up it will automatically connect your family and you will get this screen below, with your balance and student name(s). This is where you will be able to make payments.

	НОМЕ	ADVANCED SEA	RCH	HELP	
	()	
Update Food Service Make a One Time Food Servi	Setting ce Payments				
Add Funds to Family Account Students: John Doe Test	1102565 Balance \$	0.00		Add Fund	Is Now
Edit Auto	Refill Paym	ents & Balance Notific	ations		+
Edit More	<u>Settings o</u>	n Full App			

8. If you would click on the Edit More Setting on Full App you will need to create an account on the smartschool512 website also. You will first hit on the icon that shows in Figure 1. It may make you insert a user name and password 3 times before it gives you the screen IN Figure 2. You will than hit the click here to begin our setup process.

Lunch		Go
Store		600
Checkout		60
Checkout	Welcome back! Log in to begin managing your account	<u><u><u></u></u></u>
Checkout	Welcome back! Log in to begin managing your account Username	Don't have an account yet?
Checkout	Welcome back! Log in to begin managing your account Username This is typically your email address.	Don't have an account yet?
Checkout Usemame Password	Welcome back! Log in to begin managing your account Username The is typically your email address. Password Transfer lensing in U add Address	Don't have an account yet?

FIG 2

Once you have made an account through SmartSchoolK12 it will send a confirmation email that you must activate. Once you have done all of these steps close our of all browsers and go back to Steps 1 and 2 to log in to your account.

If you would like to see what transactions your child(ern) have made you will follow the following steps.

1. Click on Edit more Setting on Full App

	HOME	ADVANCED SEARCH	HELP
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Update Food Serv Make a One Time Food S Add Funds to Family Acc Students: John Doe Test	vice Setting Service Payments ount 1102565 Balance	\$0.00 0.00	Add Funds Now
Edit Au	to <mark>Refill P</mark> ayn	nents & Balance Notifications	+
Edit Mo	ore Settings o	n Full App	

2. Click on Family Accounts



3. Click on Show Transactions. This will show your child(ern) charges that they have made.

ime User Management	Camily Accounts Students		
Account Number 1102585	Parect Name John Doe	Pamily Liness gslunchtest@gntail.com	GLENCOE-SILVER LAKE PUBLIC SCHOOL 1621 E 1845 St
and Europ	Family 107 Family Account its 3183 / 1102565 Family Members	Notifications are ON O Change Notification Settings	Lunch Contact Trisha Zajicek (320) 864-2494
Contractions	John Doe Test Parent Address 1621 16th St E Giscope MM 66236		