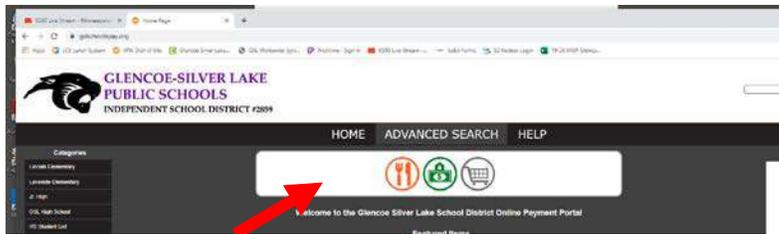


## Setting up Online Lunch Account

1. Go to [www.gsl.k12.mn.us](http://www.gsl.k12.mn.us), In the middle of the page click on “Online Payments”



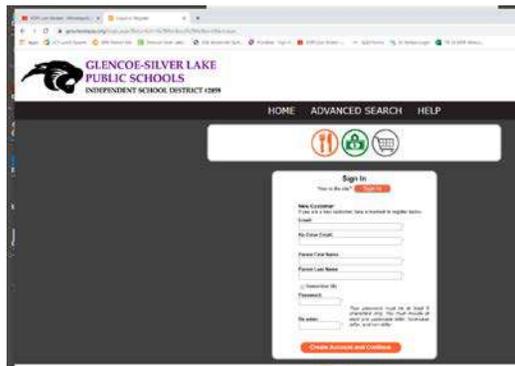
2. On the next page you will click on the “Orange fork and knife”



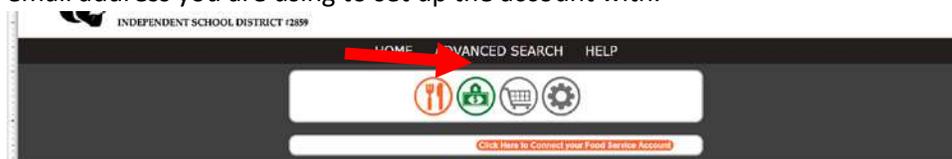
3. Click on “Sign Up”



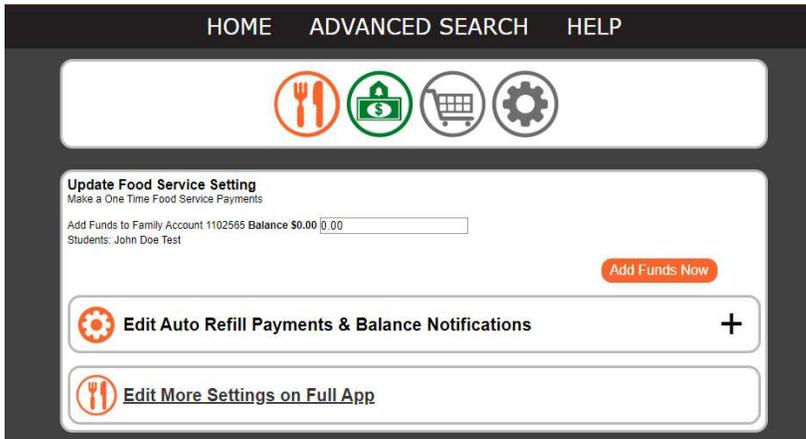
4. Create an Account



5. You will then 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](mailto:tzajicek@gsl.k12.mn.us) and let her know what email address you are using to set up the account with.



- 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.



- 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.



FIG 1

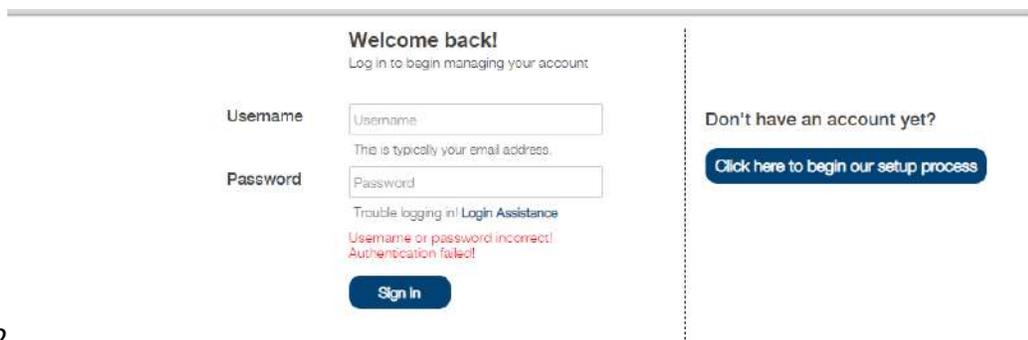
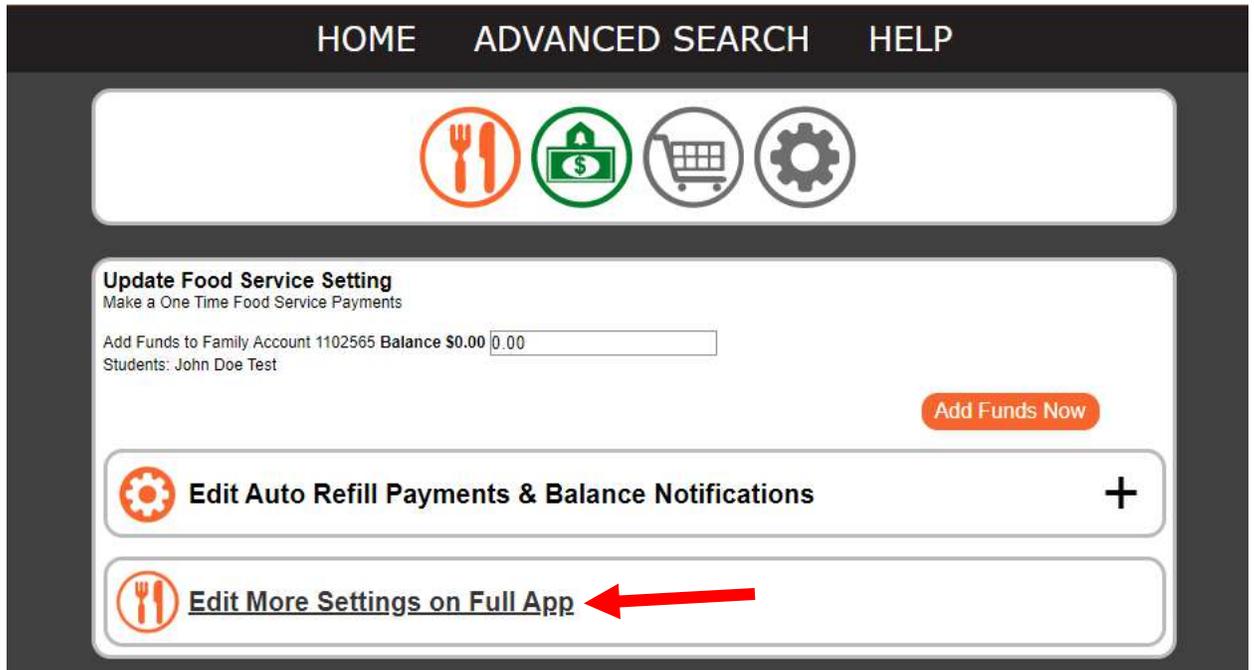


FIG 2

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



2. Click on Family Accounts



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

