**STEPS TO SETTING UP BOONE CENTRAL HOT LUNCH ACCOUNT ONLINE PORTAL VIEW**

1. Go to Powerschool and login

Graphical user interface, application

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1. Click on the Lunch Portal

Shape

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1. Click Set Up Account, Read terms of service and Accept

Graphical user interface, text, application

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Graphical user interface, application

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During registration if it asks for a family key code, please finish as much as you can on the account and then email [jclassen@boonecentral.esu7.org](mailto:jclassen@boonecentral.esu7.org)

Please include the following in the email:

* Your name
* Your email used to register
* Your students names

The system will allow you to keep all of the settings until the key code is entered.

Once the keycode is entered the remaining windows will show.

Graphical user interface, application

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1. Enter card information for a onetime payment.
2. SAVE
3. You will see your payment reflected regardless of payment method on your lunch dashboard.

Text

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A few features that may interest you:

1. Editing meal, vending, and milk permissions

In your Powerschool Sign In, click on Shape

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This will open a window that shows permissions for your student… including vending settings. Students in the elementary do not have access to the vending machine, middle school and high school students have access through these permissions.

In the interest of communication and student responsibility these permissions can be edited by through the parent portal here.

Graphical user interface

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1. Reviewing student transactions

On the powerschool dashboard you can review the transactions. This feature is also available through the wordware dashboard under Icon

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Please use this transaction information to stay informed on student purchases.

1. Family member access
   1. Click on the fork and go to family accounts

Graphical user interface, application

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Logo

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* 1. Enter the email of the person needing access
  2. NOTE: this will give them access to the entire lunch account. If they only want to give a donation they can make an online payment or send a check/cash to the school.

*If you have portal questions please contact Mrs. Classen at* [*jclassen@boonecentral.esu7.org*](mailto:jclassen@boonecentral.esu7.org)