# MySchoolMoney.com
# Parent
# User Manual



*Education Management Systems, Inc.*

4110 Shipyard Blvd, Wilmington, NC 28403

www.mealsplus.com or (800) 541-8999

# Table of Contents

# 1.0   Welcome to MySchoolMoney.com

The *MySchoolMoney* site has several functions for parents at participating schools.

- Parent functions include, but are not limited to:
    - Apply money to lunch payments
    - Pay fees for field trips, uniforms, books, etc.

## 1.1   Homepage

## 1.2   New User

To set up a new user account, click on **Create New User** at the top center of the www.MySchoolMoney.com homepage page.  The **Create New User** page appears.

### Create New User

Begin by selecting a participating state where your child is currently enrolled:

| | | | |
|---|---|---|---|
| State: | North Carolina | | |
| District: | LPP District 123 | | |
| User Name: | username | E-mail: | use@mealsplus.com |
| Password: | •••••••• | Confirm Password: | •••••••• |
| Phone: | 910-123-1234 | | |

| | | | |
|---|---|---|---|
| First Name: | FirstName | Last Name: | LastName |
| Address1: | 4110 Shipyard Blvd | Address2: | |
| City: | Wilmington | State/Zip: | NC   28411 |

User Type:   ◉ Premium  ○ Basic

| Features | Premium | Basic |
|---|---|---|
| Meal History | ✔ | ✖ |
| View Balances | ✔ | ✖ |
| Low Balance Notifications | ✔ | ✖ |
| School Fees Notifications | ✔ | ✔ |
| Online Payment | ✔ | ✔ |
| Registration Fee *Lifetime | ~~$10.00~~ | Free |
| Transaction Fee | $2.00 | $2.00 |

☑ I have read and I abide by the rules and regulations stated in the Terms of Use and Privacy Policy. Registration fees are non-refundable.

**Register Me**

- Select a state from the **State** dropdown list.
- Select the school district where the students are enrolled from the **District** dropdown list.
  - Once the district is selected, the chart showing fees for that district will display.
- Enter a user name for your MySchoolMoney parent account in the **User Name** text field.

- Enter an email address in the **E-Mail** text field. This is required and will be used only for MySchoolMoney correspondence.
- Create a password by entering it in the **Password** test field.  A password is required for security.  Re-enter the password in the **Confirm Password** text field to ensure the correct password has been created.
- Enter parent's name, address and phone number in the **Name, Address, Phone** text fields.  This is the contact information in case we need to reach a parent and email is not available.  First and Last name are required.  Address and phone are requested but not required.
- Select **Premium** or **Basic** from the User **Type** field. The chart shows the features and costs.
    - o   Basic users can upgrade to Premium at any time.
- Check the **Terms of Use** box to agree to Terms of Use and Privacy Policy.
- Click **Register Me**. If an annual fee applies, the payment screen will appear.  Enter the credit card information.

## Registration Payment

This is the one-time registration fee to establish premium services.  **Students will not receive credit for this fee**.  Please make sure you enter your credit card information as it appears on your card.   Your address must match the mailing address the credit card company has on file for you otherwise your payment will not be authorized.   **This fee is non-refundable.**

### Your Credit Card Information

First Name: (As it appears on Credit Card)

Jennifer

Last Name: (As it appears on Credit Card)

Pincher

Address - Line 1:

4110 Shipyard Blve

Address - Line 2:

City:

Wilmington

State/Province:

North Carolina

Zip:

28403

Credit Card Number:

●●●●●●●●●●●●●●●

Card Code: What is this?

633

Card Expiration Month:

01

Card Expiration Year:

2014

☑ Save to Wallet?

☑ I have read and I abide by the rules and regulations stated in the Terms of Use and Privacy Policy.

**\*\*$10.00 will be charged to your credit card.  There is no refund.\*\***

**Process Registration Fee**

- The information you enter here must match the credit card's billing information.
- If **Save to Wallet** is checked, it will save your credit card information to Manage Wallet so the information will not need to be re-entered. (This feature is optional.)

- After the Registration is done, the next step is to **Add Students** under **Manage Students.**

## 1.3    Participating Schools

Participating Schools allows the user to verify that MySchoolMoney is available for their child's school before registering.

## Participating Schools

Choose a State:

North Carolina ▼

Choose a school district to view participating schools:

AH ▼

**View Schools**

| School |
| --- |
| 096 |
| Test A |
| Test B |

- Select a state from the **Choose a State** dropdown list.
- Select a district from the **Choose a school district to view participation schools** dropdown list.
- Click **View Schools.**
- The participating schools will display.

## 1.4   Terms of Use

Terms of Use displays the terms and conditions set forth below that apply to your use of the MySchoolMoney.com™ website, call center, payment service and related facilities.

- Please read before registering.

## 1.5   Privacy Policy

Education Management Systems, Inc. takes your privacy seriously. Please read this section to learn more about our privacy policy.

## 1.6    About Us

About Us provides a brief description of Educational Management Systems, as well as the company's vision.

### About Us

Education Management Systems is dedicated to providing quality software and services for the management of the K-12 Education environment.   We provide cafeteria management software along with financial packages developed specifically to meet the needs of today's school administrators and business managers.   We are totally committed to this environment, *and only it*, and will always strive to provide product updates that lead to the highest quality of software possible.

- Over 20 years of providing solutions

- Over 30 years of education experience

- Excellent support from our Help Desk staff

**Our Contact Information:**
Education Management Systems, Inc.
4110 Shipyard Boulevard
Wilmington NC 28403
Email: ContactUs@MySchoolMoney.com

## 1.7    Contact My District

If a logged-in user submits a message from Contact My District, an email will be sent directly to the District Administrator for your district.

The email text will include the User Name and Student Names and Numbers.

| Your Name: | |
| --- | --- |
| Your E-mail: | |
| Confirm E-mail: | |
| Your Telephone: | |
| School District: | AH |

**Comments**

**Submit**

## 1.8   Help/FAQ

This information can also be viewed from the MySchoolMoney website by clicking Help/FAQ.

### 1.8.1  Frequently Asked Questions

**What is my child's Student Number?**

The **Student Number** is a unique number assigned by your school district office. (It is usually not the same as the 3 or 4-digit lunch number that is used in the cafeteria.) It is usually printed on report cards and correspondence that you receive from the school. Please contact your district office if you do not know what number to use.

**Why are there fees for this service?**

The fees cover the costs of maintaining the secure website and the fees that are charged to us for processing credit card payments. School districts usually do not have funds available for this type of expense.

**What does the service cost?**

The cost depends on the level of service (Premium or Basic) that you select and the school district that your students are in. When you select your school district during registration, it will show the fees that apply in that district. You will always be provided with the cost information before any payment is processed.

For **Premium** membership, there is a one-time registration fee. This gives you access to your student's lunchroom balance and meal history, and offers e-mail notification when the account balance drops below a limit you have set. The fee varies per school district.

With **Basic** membership, you can still make payments for meals and school fees online, but you will not be able to look up your student's balance or meal history, and you will not receive Low Balance notifications. The regular payment fees will apply but there is no registration fee. You can upgrade to premium service at any time if the service is available in your district.

When you make Payments, a fee will be added to cover the cost of processing the credit card transaction. One online payment can be split among all of the students attached to your account, with no additional cost.

**What does the processing fee cover?**

The payment fee covers the fees that the credit card company charges for processing the transaction. In some areas, the fee is partially paid by the school district.

**Do I have to pay a separate registration fee for each student?**

No, one registration fee covers all the students in your family who attend school in the same district.

**What does the registration fee include?**

The registration fee gives you access to your student's lunchroom balance and meal history, and offers e-mail notification when the account balance drops below a limit you have set. It includes all the students in your family who attend school in the same district

**How long from the time I register as a New User can I make a lunch payment?**

This process usually takes less than a day. Students must be verified before we can accept payments. This can usually be done instantly; however, in some cases it can take up to 24 hours. Once this process has completed, you can make payments directly to your student account from www.Myschoolmoney.com

**Why is the verification process necessary for lunch payments?**

This is how we make sure that your payment is credited to the correct student's cafeteria account. We check for a match on the student's last and first name, school, and student Number. This can usually be done instantly; however, in some cases it may take up to 24 hours. Once a student has been verified, lunch payments are processed by a service that runs automatically throughout the day.

If it has been more than 24 hours, please contact your school district office and ask for the Student Nutrition Department. They will be able to assist you.

**How long does it take for the payment to show at my student's school?**

Generally, all lunch payments are applied within 24 hours.

**How do I know it is safe to enter my credit card information on www.MySchoolMoney.com?**

www.MySchoolMoney.com has 128 Bit Encryption provided by Thawte. Thawte is the most trusted name in online shopping. All information submitted is protected by our secure server, which automatically encrypts your personal information so that it cannot be read while traveling over the Internet.

**What do I do if I do not see all my students listed on the payment screen?**

If all the students you have entered do not show up on the payment screen, it is possible the information you supplied could have been typed incorrectly. Please go to the **Manage Student** page and check the student's first and last name, school, and **Student Number**. Correct any errors and save your changes. This student account will be available as soon it is verified with the school's information.

**Why do I not see my district's name listed under Participating Schools?**

If your district name is not listed under the **Participating Schools** page, then they have not signed up with Education Management Systems, Inc. to participate in *MySchoolMoney.com.* Please encourage them to contact us.

**What if my student's school is not listed?**

If your student's school is not listed in the dropdown box you will need to check with your school district directly. They will be able to tell you if the school will be added to our program.

**How do I set up a low balance notification?**

Go to **Manage Profile** and enter the **Low Balance** amount.

Check **Send Notifications**. You will receive an e-mail when the balance drops below the amount you set. (You must have Premium service to use this feature.)

**How do I find out what my student has been buying for lunch?**

On your home page, click on **Meal History** next to the student's name. (You must have premium service to use this feature.)

**How do I pay School Fees using MySchoolMoney.com?**

Log in to your www.MySchoolMoney user account. It doesn't matter whether it is Premium or Basic. If you have verified students associated with your account, any fees that the school has assigned to your students will display. If your school or district has other fees that are not student specific, those can be viewed by clicking on "View All Fees."

Click **Add** to select the fees to be added to your shopping cart. You can enter multiple quantities if desired.

Click **Shopping Cart** to view the list of items.

Click **Make Payment** to process your payment. The school will be notified that the payment has been made.

**What if I forget my user name or password?**

Click on **Forgot Login Info?** on the Login screen. Send us your registered e-mail address and we will send you a return e-mail with your information.

**What if I can't remember what e-mail address I used or it is no longer available?**

Contact your school district administrator and they will assist you.

**I know that my student should have meal history or money in their account, so why does the balance show N/A?**

There are a couple of reasons that Myschoolmoney.com displays balance as N/A. The most likely reason is the link between our website and the school's cafeteria server was broken during a nightly upload. When this occurs, we display N/A to avoid showing inaccurate information or because no information is available.

**What if I am currently using MySchoolMoney.com and am transferring to/from another district that also uses MySchoolMoney.com?**

Please send an email to [ContactUs@Myschoolmoney.com](mailto:ContactUs@Myschoolmoney.com), requesting your school district to be changed. Please provide your username and email address when contacting us. The change will be made within 24 hours. **PLEASE NOTE:** THIS IS NOT THE SAME AS CLICKING ON CONTACT US ON THE WEBSITE.

Any money left in your student's account cannot be transferred between districts. You must withdraw any outstanding balance from the school cafeteria you are leaving. Contact your student's cafeteria for more information.

**I have a question about one of the charges on my student's account. How do I dispute it?**

If you suspect a cashier error or wonder if another student may be borrowing your student's account number, please contact your school district directly.

**I'm getting some sort of error while trying to make a payment. What do I do?**

It's possible that your credit card information that you've entered on the website does not match the information on file with your credit card company. Delete and re-enter your credit card information, paying particular attention to your address and name. If that does not work, send an email to ContactUs@Myschoolmoney.com. **PLEASE NOTE:** THIS IS NOT THE SAME AS CLICKING ON CONTACT US ON THE WEBSITE.

**If I make payments in the cafeteria, will they appear on MySchoolMoney.com?**

When you view **Payment History**, the page only displays the payments made through our website. Any payments made in the cafeteria will be shown on the Meal History page for each student.

**Why do I sometimes get an error while making a payment, and then find a charge on my credit card anyway?**

All credit cards are processed through a third-party service that verifies all the credit card information and payment amount. The service verifies that your name, address, card number, and card code match exactly to what your credit card company has on file. If there is a mismatch, the service sends a message to us that the charge failed. Depending on your credit card company's policy the payment amount may still show as a Pending or a Temporary Hold against your account. Again, depending on your

credit card company's policy, it may take a day or two for the temporary hold to be removed. Please note that Myschoolmoney.com has no control over this process.

## 1.9    Nutritional Information

Nutritional Information provides links to nutritional resources.
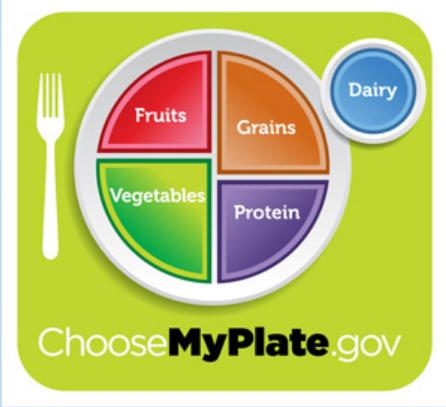


- Click any of the links to read more information on those topics.

## 1.10   Find us on Facebook

This provides instructions for accessing *MySchoolMoney.com* on Facebook. The Facebook app allows the parent to make lunch payments, pay school fees, view payment history and the district menu, contact their district or manage students.

- Click the link on  www.MySchoolMoney.com to go to Facebook or search 'myschoolmoney.com' in the toolbar on Facebook.
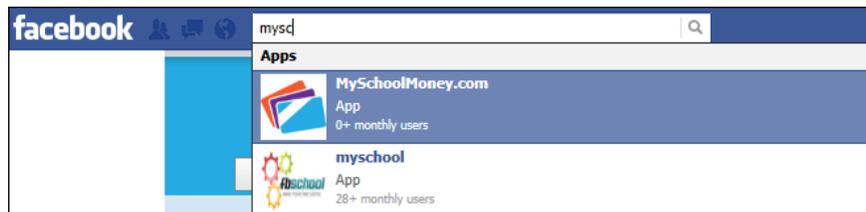


- The Facebook app will open and functions similarly to www.MySchoolMoney.com.
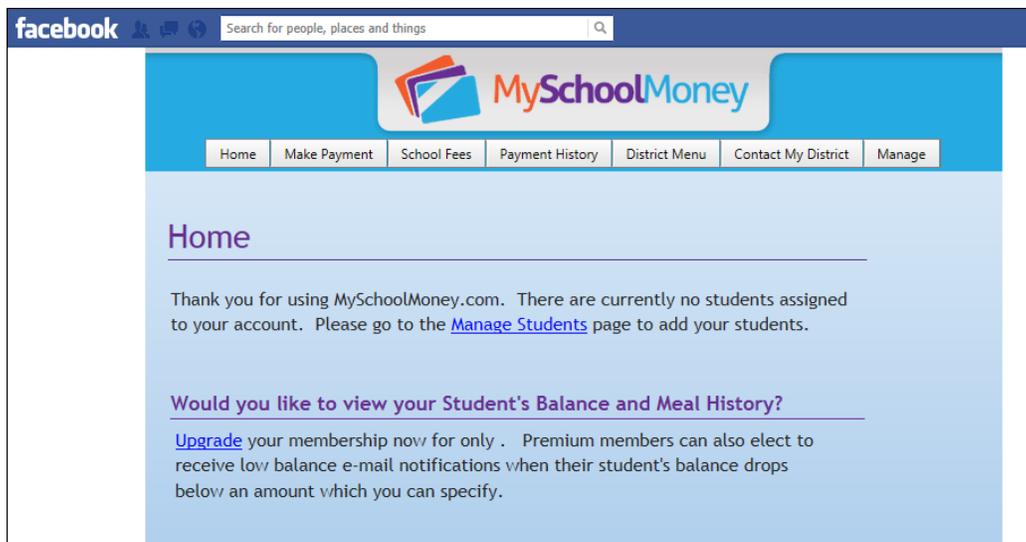


## 1.11  Signing into www.MySchoolMoney.com

- Enter your parent User Name and Password and click **Sign In.**

# 2.0   Parent Functions

## 2.1   Parent's Home Page
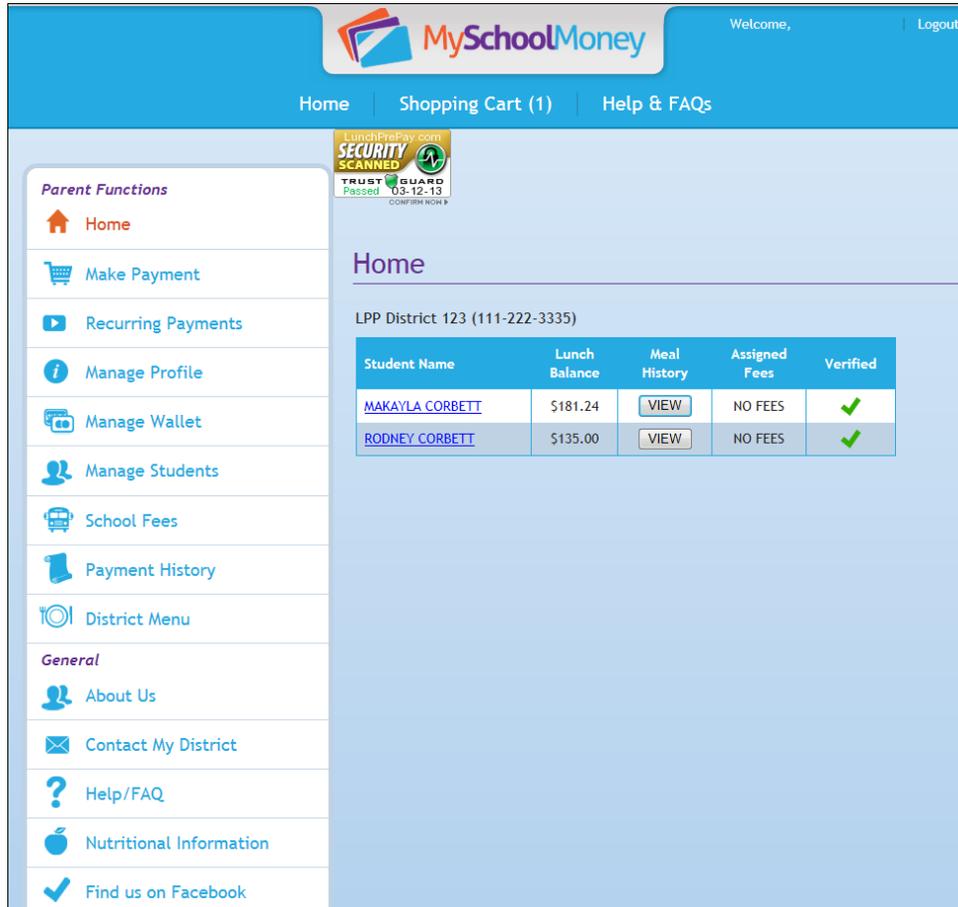


### 1.1.2  Parent Functions

On the left side of the Parent's Home Page, there is a list of all the *Parent Functions* to navigate the site.
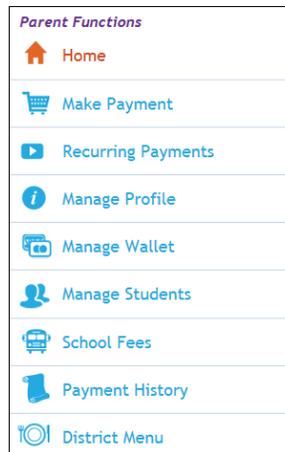
- Click any link to go to that page.

## 2.1.2 Student Information

The page will display a list of all their students, along with a green check if the student is verified.

- The last MySchoolMoney Payment that was made for each student will display.
- **Premium** users will also see each student's **Balance** from *Point of Sale,* and a button for looking up **Meal History.**

| LPP District 123 (111-222-3335) | | | | |
|---|---|---|---|---|
| **Student Name** | **Lunch Balance** | **Meal History** | **Assigned Fees** | **Verified** |
| MAKAYLA CORBETT | $181.24 | VIEW | NO FEES | ✔ |
| RODNEY CORBETT | $135.00 | VIEW | NO FEES | ✔ |

- Click on the **View** button under **Meal History** to display a list of all the transactions for that student.

**Meal History for MAKAYLA CORBETT**

| Date | Description | Price | Qty. | Balance | Voided |
|---|---|---|---|---|---|
| 03/11/2013 | NET PAYMENT | $20.00 | 1 | $181.24 | |
| 02/18/2013 | NET PAYMENT | $20.00 | 1 | $161.24 | |
| 02/13/2013 | NET PAYMENT | $15.00 | 1 | $141.24 | |
| 02/13/2013 | NET PAYMENT | $25.00 | 1 | $126.24 | |
| 02/13/2013 | NET PAYMENT | $20.00 | 1 | $101.24 | |
| 02/13/2013 | NET PAYMENT | $20.00 | 1 | $81.24 | |
| 02/13/2013 | NET PAYMENT | $5.00 | 1 | $61.24 | |
| 02/13/2013 | NET PAYMENT | $3.99 | 1 | $56.24 | |
| 02/13/2013 | NET PAYMENT | $20.00 | 1 | $52.25 | |
| 02/11/2013 | NET PAYMENT | $12.25 | 1 | $32.25 | |
| 02/08/2013 | NET PAYMENT | $20.00 | 1 | $20.00 | |

- A student must be *verified* before lunch payments can be made. If a student is **Not Verified,** a **Meal History** link will not display.
  - o Click the student's name (in blue) to go to the **Manage Students** page.
  - o Make any corrections needed for the student to be verified. (Please see **Verifying Students**.)

## 2.2    School Fees

A parent can select school fees to be paid in MySchoolMoney.com.  Any *MySchoolMoney* user can make payments for school fees associated with any site.

### School Fees

Welcome to the MySchoolMoney.com School Fee payment service.  Click the Add button to add items to your Shopping Cart.  Payments for School Fees are processed from the Make Payment page.  All School Fees for **LPP District 123** are available for purchase.

School:    ALL
Title:
Category:    ALL

| Title | School | Student | Price | Qty | Cart |
|---|---|---|---|---|---|
| SHIRT | LPP District 123 | RODNEY | 19.00 | 1 | ADD |
| ALTAMAHAW | Altamahaw Ossipee Elem | RODNEY | 1.75 | 1 | ADD |
| NEW FEE | Altamahaw Ossipee Elem | MAKAYLA | 8.00 | 1 | ADD |
| SOCCER | Altamahaw Ossipee Elem | RODNEY | 25.00 | 1 | ADD |
| SOCCER | Broadview Middle | MAKAYLA | 25.00 | 1 | ADD |
| BAND TRIP TO CAROWINDS | Eastern Alamance High | RODNEY | 25.00 | 1 | ADD |
| RALEIGH TRIP 2013 | Eastlawn Elementary | RODNEY | 15.00 | 1 | ADD |
| MT VERNON FIELD TRIP | Graham High School | RODNEY | 35.00 | 1 | ADD |

- You can filter the list by selecting a **School** or **Category** from the dropdown lists.
- Or if you already know the name of the fee, enter it in the **Title** text field.

*GRID*
- To purchase an item, select a student from the **Student** dropdown list and click **Add.**
  - You can purchase multiple quantities of the same item by adjusting the Qty.
- A message stating the shopping cart is updated will appear.

Message from webpage

SHOPPING CART IS UPDATED

OK

- Click **OK** to close the message.
- To view the shopping cart at any time, click **Shopping Cart** on the top of page.
    - The number in parenthesis denotes the number of items currently in the shopping cart.



- This will return you to the **Shopping Cart/Make Payment** page.
- Click **Continue Shopping** if you want to add more items.
- Click **Make Payment** to go to the payment screen.

## 2.3   Make Payment

**Make Payment** is where both **lunch payments** and **school fee payments** are made.

*LUNCH PAYMENTS*

- To make a lunch payment, enter the payment amount for each student in the **Price** field. (Only verified students will show here.)
- If a school fee displays and is optional or you do not want to pay it at the same time as the lunch payments, you may remove it.  Click the **Remove** box and click **Update Cart.**
  - o   A school fee can be added later.

**Payment Summary**

This displays a summary of the payments you are making that includes Lunch Payments, School Fees payments, all Service Charges and Total charges.

| Payment Summary | |
|---|---|
| TOTAL LUNCH PAYMENTS | 0.00 |
| TOTAL SCHOOL FEE PAYMENTS | 25.00 |
| CONVENIENCE FEE ($2.00) | 2.00 |
| TOTAL CREDIT CARD CHARGES | 27.00 |

*CHOOSE A WALLET ACCOUNT*

- If you select a **Wallet Account,** it will automatically fill in the information that was entered in **Manage Wallet.**

*OR ENTER YOUR ACCOUNT INFORMATION*

If you do not want to use or have not set up a wallet account, you can enter the required information on this screen.

- Enter the **name, address** and **zip code** exactly as it appears on the credit card bill in the appropriate fields.
- Enter the **Credit Card Number, Card Code, Expiration Month** and **Year.**
- You must check the **Terms of Use** box to process the payment.
- Click [Make Payment] to process the payment.
  - o   It will give a confirmation message and also send an email if **Send Notification** is checked in **Manage Profile.**

Confirm Payment

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Pay From: Credit Card (...8456) ($ USD) 27.00
Payment Amount: ($ USD) 27.00
Payment Date: 03/13/2013

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

[Continue] [Cancel]

- Click **Continue** to finish processing the payment or **Cancel** to go back to the **Shopping Cart/Make Payment** page.
- Click Print Receipt on the confirmation screen if you would like a printed copy.
  - o You can also print a receipt for any transaction from the Payment History page.

## 2.4    Recurring Payments

This page allows you to schedule recurring payments on a monthly or weekly basis.

*NOTE: A Wallet Account is required for recurring payments.*



- Select the wallet account to be used from the **Wallet Account** dropdown list.
- Select **Monthly** (first of every month) or **Weekly** (every Monday morning) from the **Payment Frequency** dropdown list.
- Enter the number of payments to be scheduled in the **Number of Payments** field.
- Click ![Schedule Payments] to save.
  - o You will get a message that tells you when the next payment will be made.
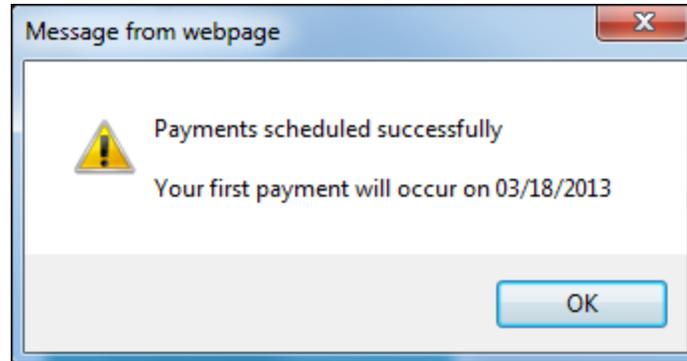
- The page refreshes. The **Wallet Account, Payment Frequency** and **Next Payment** will display with the parent's selections, as well as the **Student Name** and **Amount** of the recurring payment.
- The amount of payments remaining will display in the **Next Payment** field.



Wallet Account:       AmEx
Payment Frequency:  WEEKLY (every Monday morning)
Next Payment:          03/18/2013 (6 payments remaining)

**Lunch Payments**

| Student Name | Amount |
|---|---|
| RODNEY CORBETT | 20.00 |
| MAKAYLA CORBETT | 20.00 |

Total Lunch Payments ($2.00 Convenience Fee): 40.00 + 2.00 = $42.00

**Unschedule Payments**

- The total amount charged to the parent for each payment will display below the student name.
- To delete a scheduled payment, go to the Recurring Payments page, and click **Unschedule Payments**.

## 2.5   Manage Profile

Manage Profile is where the parent can change their password, email address and other account information.

*NOTE: This information is used ONLY for managing MySchoolMoney accounts; it is never shared with anyone else.*

- Select your child's school district from the **District** dropdown list.
- Enter the email you would like *MySchoolMoney* to contact you with if necessary in the **E-mail** text field.
- Enter your first name in the **First Name** text field.
- Enter your last name in the **Last Name** text field.
- Enter your address in the **Address 1** and **Address 2** text fields.
- Enter your **City, State** and **Zip Code** in the appropriate text fields.
- Enter your phone number in the **Phone** text field.  It will automatically be formatted.

**Why do we need name and address here since it is also listed with the credit card information?**

Name and address are required here in case we have to contact the parent about their account. The credit card information is ONLY used for processing payments.  It is not available to the District Administrator or *MySchoolMoney* support staff.

- Enter a password for your account in the **Password** text field.
- Enter the same password in the **Confirm Password** text field.
- Select a security question from the **Security Question** dropdown list.  If you select **Write your own question…** enter the question in the text box below.
- Type the answer to the security question in the **Answer** text field.

*LOW BALANCE NOTIFICATIONS*
- Check the **Send Low Balance E-mail Notification** box if you would like receive notifications for low balances.  If the box is checked, enter the following:
    - The amount at which you want to be notified.
    - Your mobile number and carrier if you would also like to be texted for low balances.

*SCHOOL FEE NOTIFICATIONS*
- Check the **Send School Fee E-mail Notifications** box for notifications when any school fees have been assigned to your child(ren).
- Select a **number** of days in the dropdown list if you also want an email notification sent that many days before the due date.

## 2.6   Manage Wallet
This feature is optional and allows the user to save credit card information so it does not need to be retyped every time a payment is made.

- On the Manage Wallet page, click **Add New Account.**
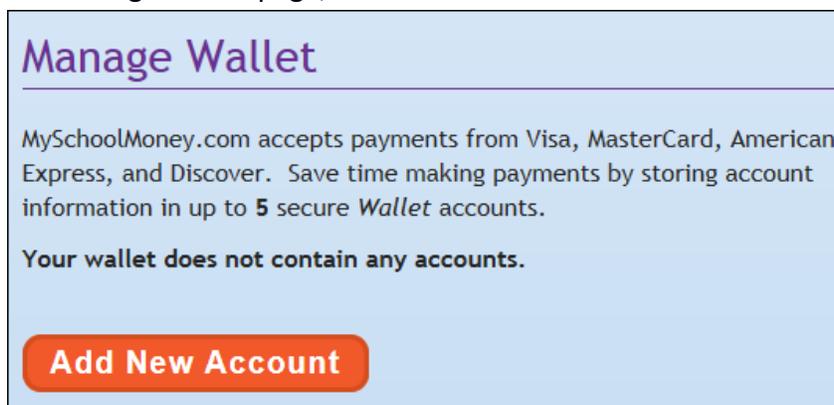


Manage Wallet

MySchoolMoney.com accepts payments from Visa, MasterCard, American Express, and Discover.  Save time making payments by storing account information in up to **5** secure *Wallet* accounts.

**Your wallet does not contain any accounts.**

Add New Account

- The form will appear to add a new account.



- Enter a Nickname for this card in the **Nickname** text field. This is used to make it easy to tell which card is being selected.
- Select the Account Type from the **Account Type** dropdown list.
- Enter the **credit card billing name** and **address, card number** and **expiration date** in the appropriate text fields.
  - o Verify it matches the credit card's billing information.
- Click [Save Account] when completed.

- To set up another account, click **Add New Account.** Up to five accounts can be saved.
- To delete or change an account, click **Edit.**
  - There will be a **Delete Account** option if no recurring payments are attached to the account.

## 2.7 Manage Students

Parents can **Add** or **Delete** students or modify student information in **Manage Students.** MySchoolMoney will verify that the information provided is correct.



**Why do students need to be verified?**

This is done to ensure that a *POS* account exists for this student and that the correct student gets credit for the payments.

### 1.7.2  Add New Students

- Click **Add New Student.**

**Manage Students**

**Add New Student**

District 123 assigns an 8 or 9 digit number to each student. This number can be found on your student's schedule or report card. If you are unable to obtain this number please contact your student's school directly.

Student Number: 1212121212

First Name: LANDON

Last Name: CORBETT

School: Eastlawn Elementary

**Save Student**   **Cancel**

- Enter the **Student Number, First Name** and **Last Name** in the respective text fields and select the School from the **School** dropdown list.
  - **Student Number** and the student's **Last Name** must match the school records exactly.
  - The **Student Number** digit length is determined by your district.

**Why do we require an exact match on last name and student number?**

For security, we require that the parent provide at least these two pieces of information.

Then the verify feature can be used to fill in the first name and school.  This makes the registration process easier if parents are not sure exactly how their child's first name is spelled in the school records, while still providing confidentiality.

- Click **Save** and it will search the database for a match.

Message from webpage

Your Student is successfully VERIFIED at Southern  Washing  High!

OK
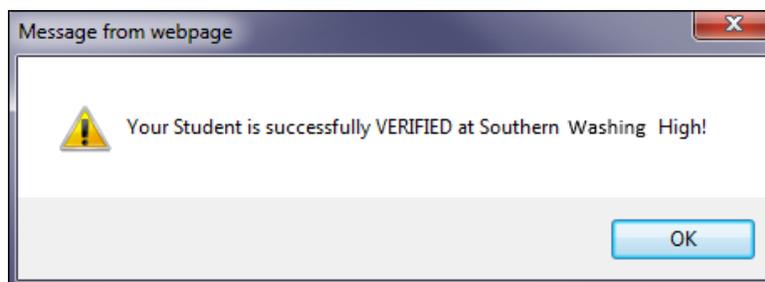
- If a match is found, click **OK.**  It will be verified immediately and the account will be ready to accept payments.
- If no match is found, the student cannot be instantly verified.
    - Verify the **Student Number** and **Last Name** are entered correctly
    - *MySchoolMoney* will automatically attempt to verify the student when the auto-updates run.
    - If it is not verified with 24 hours, please refer to Verifying Students.
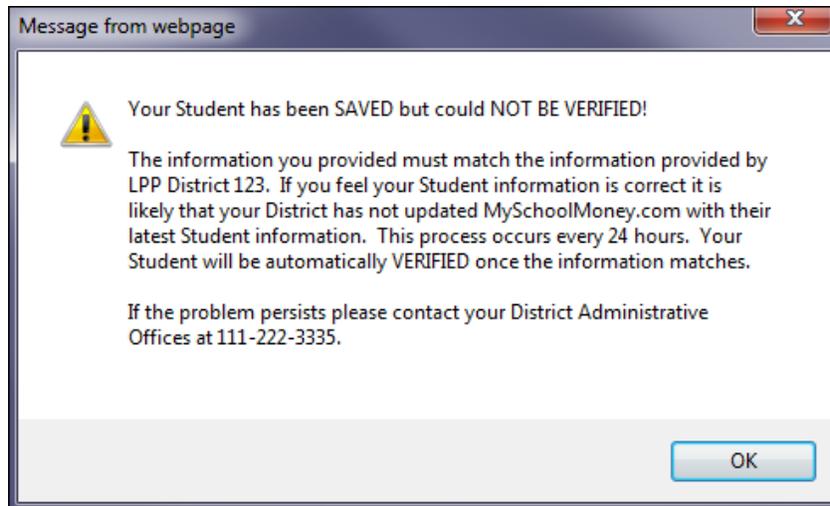


    - Click **OK** to return to the **Add New Student** page.

### 2.7.2  Edit Existing Students



- Click the **Edit** button on that student's line.
- You will get a screen similar to the new student setup.
    - Once a student is verified, Grade and Teacher fields will display and automatically populated if information is available.  These are read-only.

- Update the information and click **Save.**
- You can also **Delete** students on the Edit screen.

*NOTE:  If a Student Number needs to be changed on a student that is already verified, you will need to delete that student and add as a new student.*

## 2.8 School Fees - Parent Page

A parent can select school fees to be paid in MySchoolMoney.com.  Any *MySchoolMoney* user can make payments for school fees associated with any site.

### School Fees

Welcome to the MySchoolMoney.com School Fee payment service.  Click the Add button to add items to your Shopping Cart.  Payments for School Fees are processed from the Make Payment page.  All School Fees for **LPP District 123** are available for purchase.

School: ALL
Title:
Category: ALL

| Title | School | Student | Price | Qty | Cart |
|-------|--------|---------|-------|-----|------|
| SHIRT | LPP District 123 | RODNEY | 19.00 | 1 | ADD |
| ALTAMAHAW | Altamahaw Ossipee Elem | RODNEY | 1.75 | 1 | ADD |
| NEW FEE | Altamahaw Ossipee Elem | MAKAYLA | 8.00 | 1 | ADD |
| SOCCER | Altamahaw Ossipee Elem | RODNEY | 25.00 | 1 | ADD |
| SOCCER | Broadview Middle | MAKAYLA | 25.00 | 1 | ADD |
| BAND TRIP TO CAROWINDS | Eastern Alamance High | RODNEY | 25.00 | 1 | ADD |
| RALEIGH TRIP 2013 | Eastlawn Elementary | RODNEY | 15.00 | 1 | ADD |
| MT VERNON FIELD TRIP | Graham High School | RODNEY | 35.00 | 1 | ADD |

- You can filter the list by selecting a **School** or **Category** from the dropdown lists.
- Or if you already know the name of the fee, enter it in the **Title** text field.

*GRID*

- To purchase an item, select a student from the **Student** dropdown list and click **Add.**

- - You can purchase multiple quantities of the same item by adjusting the Qty.
- A message stating the shopping cart is updated will appear.



- Click **OK** to close the message.
- To view the shopping cart at any time, click **Shopping Cart** on the top of page.
  - The number in parenthesis denotes the number of items currently in the shopping cart.



- This will return you to the **Shopping Cart/Make Payment** page.
- Click **Continue Shopping** if you want to add more items.
- Click **Make Payment** to go to the payment screen.

## 2.9   Payment History - User Page

Payment History shows all the www.MySchoolMoney.com payments made on this account since the beginning of the current school year.

### Payment History

| Transaction Date | Amount | Approval Code | View Receipt |
| --- | --- | --- | --- |
| 03/11/2013 | 42.00 | 19FDJC | Receipt |
| 02/18/2013 | 42.00 | YNA6S2 | Receipt |
| 02/13/2013 | 52.00 | H8J0NS | Receipt |
| 02/13/2013 | 22.00 | IZCVR1 | Receipt |
| 02/13/2013 | 12.00 | KZKAYN | Receipt |
| 02/13/2013 | 32.00 | SAIERZ | Receipt |
| 02/13/2013 | 17.75 | RJL2LS | Receipt |

- You can click on any the Receipt link to view and print a receipt of the transaction.



- The report shows all the **Lunch Payments** and **School Fees** paid with this transaction.
  - o Lunch Payments will always be associated with a Student name.
  - o If a Lunch Payment has not been applied to the student's cafeteria account yet, it will have **N** in the **Applied** column. It will be applied the next time the automatic system update runs.
  - o School Fees will have a Student name if a student was selected in the Shopping Cart. They will always show **N/A** in the **Applied** column since they are not handled by the automatic update.

## 2.10  District Menu - Parent Page

This is a link to the School District's lunch calendar website.

- If the web address needs to be updated, please contact *Meals Plus* support.

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