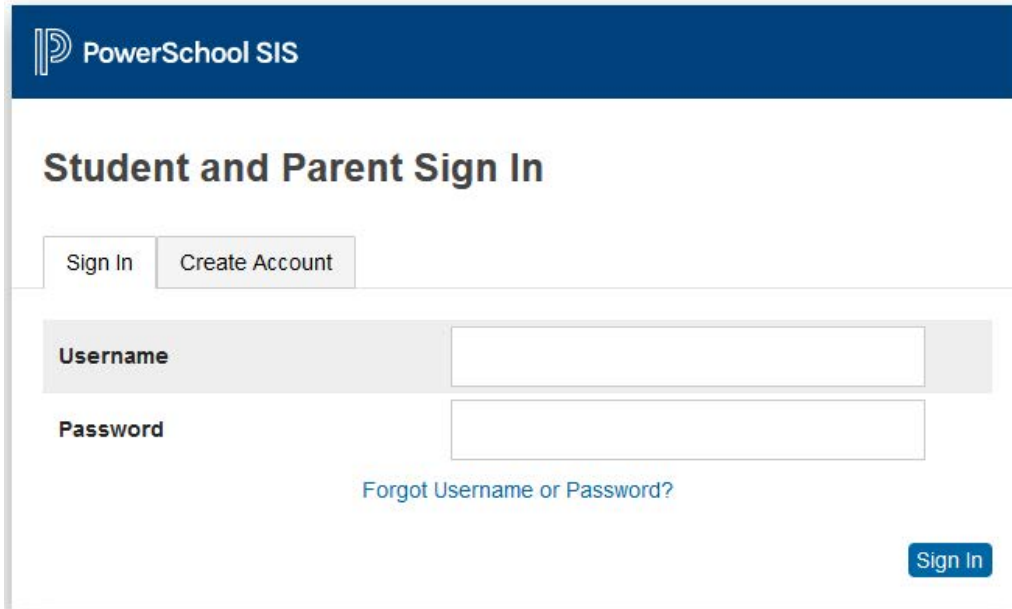
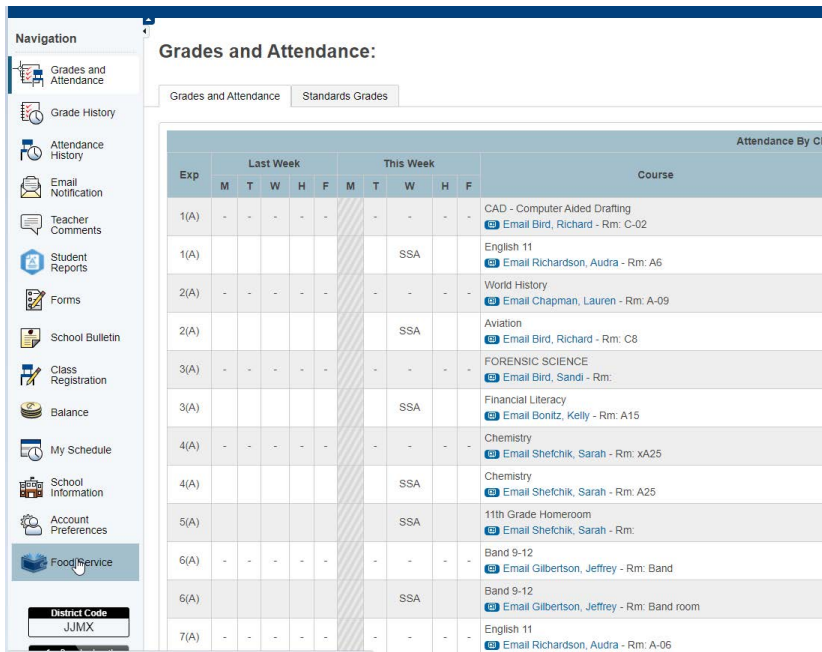


Login to PowerSchool Portal with your PowerSchool Parent User



The image shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

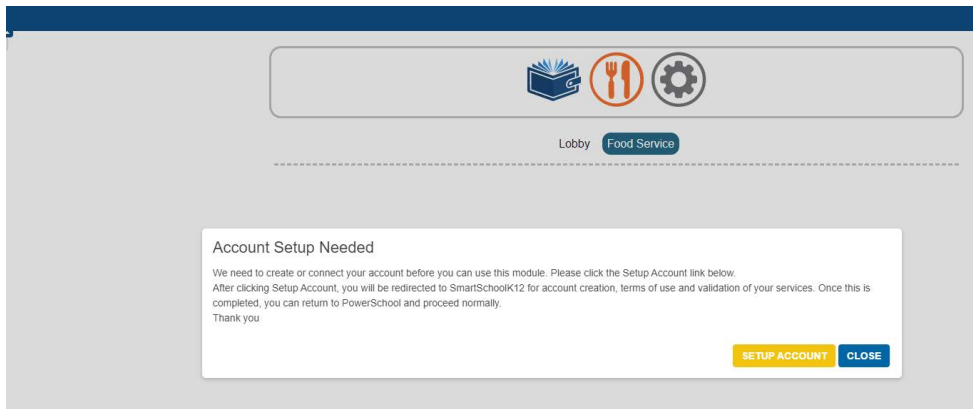
Click on Food Service on the bottom left of the page.



The image shows the "Grades and Attendance" page in the PowerSchool SIS portal. The page has a navigation sidebar on the left with various icons and labels. The main content area is titled "Grades and Attendance:" and has two tabs: "Grades and Attendance" (selected) and "Standards Grades". Below the tabs is a table showing attendance and grades for various courses. The table has columns for "Exp", "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), and "Course". The "Course" column contains course names and email links for teachers. The "Food Service" option is highlighted in the navigation sidebar.

Exp	Last Week					This Week					Course
	M	T	W	H	F	M	T	W	H	F	
1(A)	-	-	-	-	-	-	-	-	-	-	CAD - Computer Aided Drafting Email Bird, Richard - Rm: C-02
1(A)								SSA			English 11 Email Richardson, Audra - Rm: A6
2(A)	-	-	-	-	-	-	-	-	-	-	World History Email Chapman, Lauren - Rm: A-09
2(A)								SSA			Aviation Email Bird, Richard - Rm: C8
3(A)	-	-	-	-	-	-	-	-	-	-	FORENSIC SCIENCE Email Bird, Sandi - Rm:
3(A)								SSA			Financial Literacy Email Bonitz, Kelly - Rm: A15
4(A)	-	-	-	-	-	-	-	-	-	-	Chemistry Email Shetchik, Sarah - Rm: xA25
4(A)								SSA			Chemistry Email Shetchik, Sarah - Rm: A25
5(A)								SSA			11th Grade Homeroom Email Shetchik, Sarah - Rm:
6(A)	-	-	-	-	-	-	-	-	-	-	Band 9-12 Email Gilbertson, Jeffrey - Rm: Band
6(A)								SSA			Band 9-12 Email Gilbertson, Jeffrey - Rm: Band room
7(A)	-	-	-	-	-	-	-	-	-	-	English 11 Email Richardson, Audra - Rm: A-06

## Select Account Setup



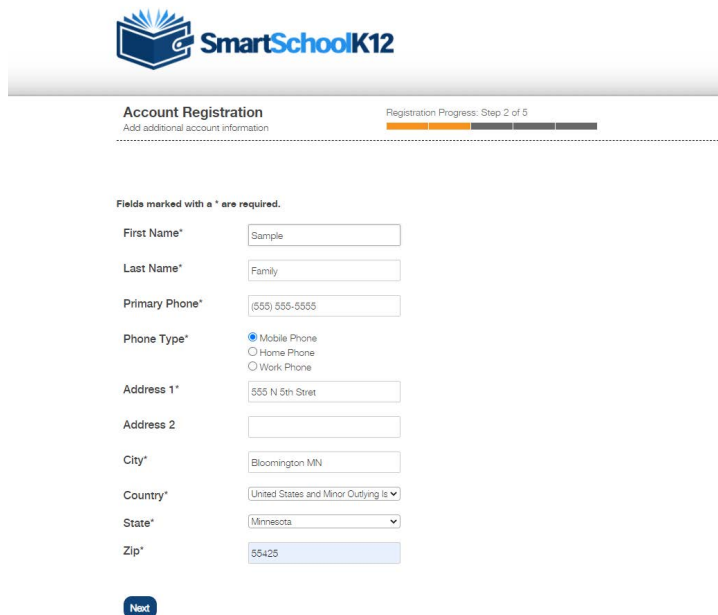
The screenshot shows a web interface with a dark blue header. Below the header, there are three icons: a book, a fork and knife, and a gear. Below these icons, the text "Lobby" is followed by a button labeled "Food Service". A dashed horizontal line is below this. A white box with a grey border contains the following text:

**Account Setup Needed**

We need to create or connect your account before you can use this module. Please click the Setup Account link below. After clicking Setup Account, you will be redirected to SmartSchoolK12 for account creation, terms of use and validation of your services. Once this is completed, you can return to PowerSchool and proceed normally. Thank you

At the bottom right of the white box, there are two buttons: "SETUP ACCOUNT" (yellow) and "CLOSE" (blue).

Add parent information and hit "next"



The screenshot shows the SmartSchoolK12 logo at the top left. Below it, the text "Account Registration" is followed by "Add additional account information" and a progress bar labeled "Registration Progress: Step 2 of 5". Below this, there is a form with the following fields:

Fields marked with a \* are required.

First Name\*

Last Name\*

Primary Phone\*

Phone Type\*  Mobile Phone  
 Home Phone  
 Work Phone

Address 1\*

Address 2

City\*

Country\*

State\*

Zip\*

At the bottom left of the form, there is a blue button labeled "Next".

A confirmation code will be emailed to you, add the code and hit "next"



**Account Registration**  
Confirm your email address

Registration Progress: Step 3 of 5



**We have sent a confirmation code to your email!** Please open this email and copy the code into the form below. If you do not complete this step now you will have 30 days to confirm your email or your account will be temporarily disabled.

**Not seeing any email?** Please try [resending it](#). If you still do not see the email, please call 800-934-2821, Monday through Friday, 8:00 a.m. to 5:00 p.m. Central Time or email us at [techsupport@wordwareinc.com](mailto:techsupport@wordwareinc.com)

Confirmation Code

**Next** Skip this step

Step 5 of 5 you will skip. You will add your payment method by following instructions on "How to make an Online payment."

LOGGED IN AS jake



**Account Registration**  
Add your primary funding source

Registration Progress: Step 5 of 5



We highly recommend setting up a funding source now. You will be able to use this funding source on any of the SmartSchoolK12 applications. SmartSchoolK12 does not store your credit card or bank account number, we only store a tokenized reference to your account that can be used through our secured gateway.

Skip this step

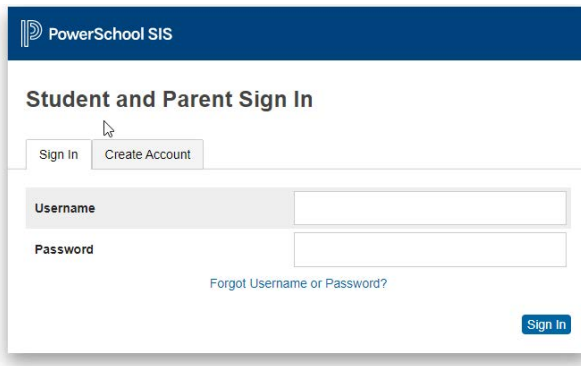
**Skip this Step?** ✕

If you choose to skip this step now, you will always be able to add a funding source later

**Skip Anyway** Back

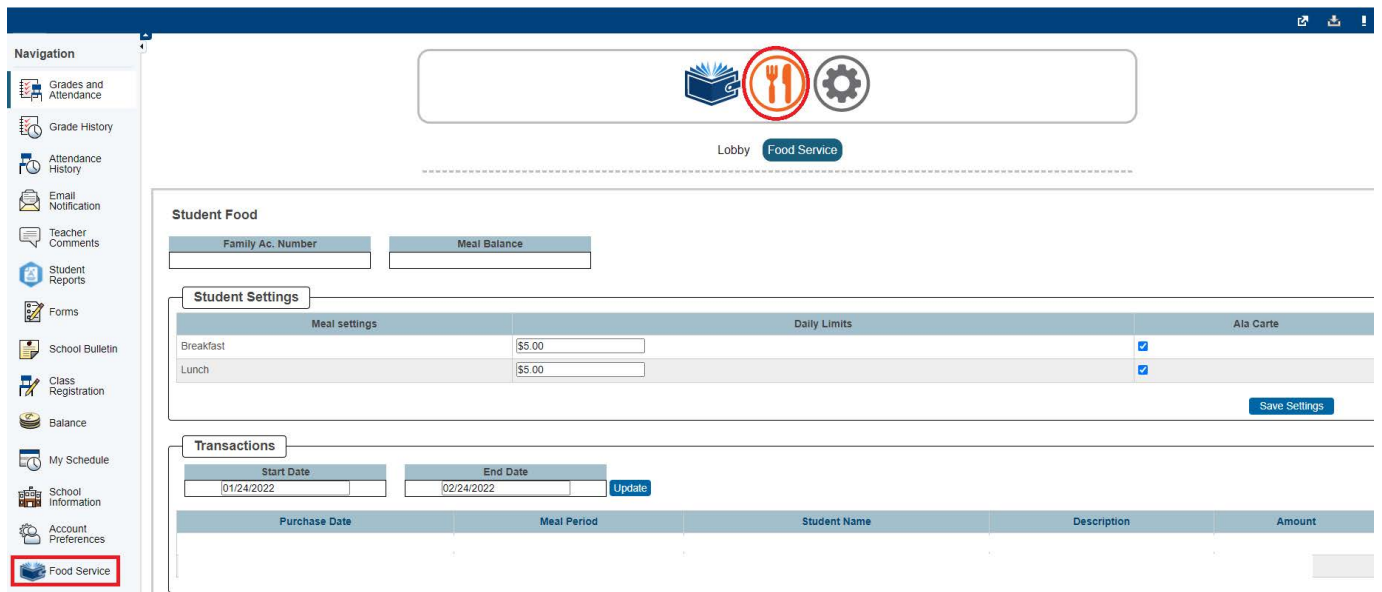
# How to Make an Online Payment

Log in to the PowerSchool Site



The screenshot shows the PowerSchool SIS login page. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form.

Click on Food Service and Select the Fork And Knife



The screenshot shows the PowerSchool SIS interface for the "Student Food" section. The "Food Service" option in the left navigation menu is highlighted with a red box. The main content area features a "Lobby" section with a "Food Service" button. Below this, the "Student Food" section includes a "Family Ac. Number" and "Meal Balance" input field. The "Student Settings" section contains a table for meal settings and daily limits, and a "Save Settings" button. The "Transactions" section includes a date range selector and a table for transaction details.

Meal settings	Daily Limits	Ala Carte
Breakfast	\$5.00	<input checked="" type="checkbox"/>
Lunch	\$5.00	<input checked="" type="checkbox"/>

Purchase Date	Meal Period	Student Name	Description	Amount
---------------	-------------	--------------	-------------	--------

After selecting the Fork and Knife you will click on "Add Funds".

The screenshot shows the 'Food Service' account page for 'Colorado Academy DEMO 2065'. The account number is 1158892. The page displays the meal balance as \$0.00 and the last deposit as N/A. A red circle highlights the 'Add Funds' button, with a red arrow pointing to it from the text above. Other buttons include 'Apply for Free/Reduced Benefits' and 'Visit Food Service Home Page'. A 'Quick Links' section on the right contains links for 'Load to add a child to my family' and 'Load Assistance'. A 'Mobile Account Management' section is also visible.

Click on "Add Payment Method."

The screenshot shows the 'Add Funds' page for the family 'SHERRY PRNJE at Colorado Academy Demo 2065'. The current balance is \$0. Under the 'Available Payment Methods' section, the 'Add Payment Method' link is circled in red, with a red arrow pointing to it from the text above. The page also includes navigation links for 'Home', 'User Management', 'Family Accounts', and 'Students'.

You will be redirected to the SmartSchoolK12 Lobby.




Click on "Add Funding Source."



Click on the blue Credit Card box.



Enter your credit card information and then click the blue "Save" button.



Home People and Places

**User Management**  
Add a Funding Source

Please enter credit card information:

**First Name:**

**Last Name:**

**Address:**

**City:**

**State:**

**Zipcode:**

**Card Number**

**Expiration Date**

**Card Code**

**Important:**  
For security reasons, auto-fill is not supported for the credit card number.  
Please do not select auto fill and manually enter the credit card number.  
If you have problems, scroll down to the reset button and start this process over.  
Any failed attempts to enter a credit card number will require you to restart the process.  
Click "Reset" to restart.

**Important:**

For security reasons, auto-fill is not supported for the credit card number.

Please do not select auto fill and manually enter the credit card number.

If you have problems, scroll down to the reset button and start this process over.

Any failed attempts to enter a credit card number will require you to restart the process.

Click "Reset" to restart.

Next, click on the orange fork and knife.

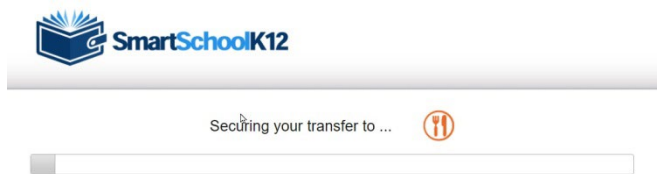


The screenshot shows the SmartSchoolK12 dashboard. At the top is the logo. Below it is a navigation bar with icons for Home, People and Places, User Management, Funding Sources, and a red circle around a fork and knife icon. A red arrow points from the fork and knife icon to the 'Add Funding Source' button in the 'Funding Sources' section. The 'Funding Sources' section contains a table with the following data:

Type	Last 4	Added
Credit Card	1111	01/14/2022 X

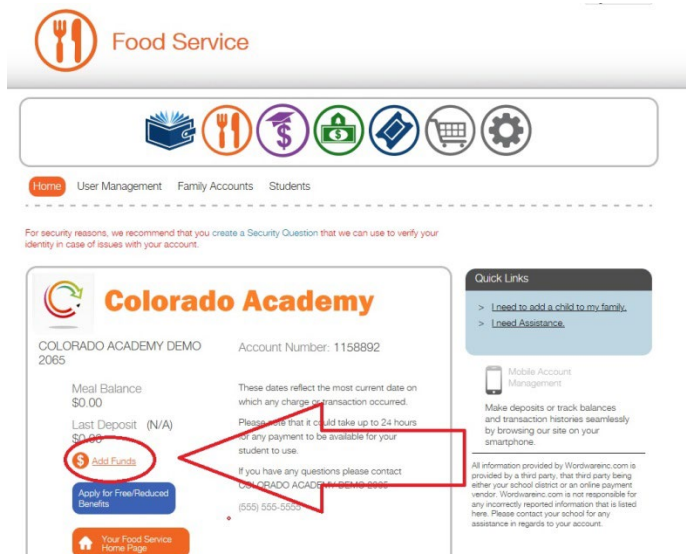
Below the table is a button labeled 'Add Funding Source' and a link to 'Return to settings page'.

You will be transferred to Food Service.



The screenshot shows a loading screen with the SmartSchoolK12 logo at the top. The main text reads 'Securing your transfer to ...' followed by a fork and knife icon. A progress bar is visible below the text.

Click on "Add Funds."



The screenshot shows the Food Service dashboard. At the top is the 'Food Service' header with a fork and knife icon. Below it is a navigation bar with icons for Home, User Management, Family Accounts, Students, and a red circle around a fork and knife icon. A red arrow points from the fork and knife icon to the 'Add Funds' button in the 'Meal Balance' section. The 'Meal Balance' section contains the following information:

**Meal Balance**  
\$0.00

**Last Deposit (N/A)**  
\$0.00

**Add Funds**

**Apply for Free/Reduced Benefits**

**Your Food Service Home Page**

Account Number: 1158892

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**

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

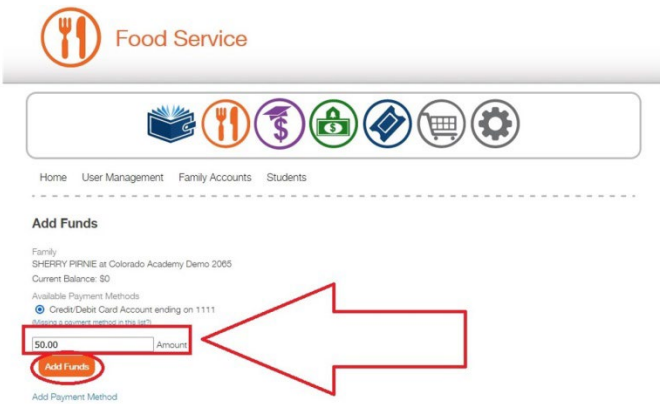
**Mobile Account Management**

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

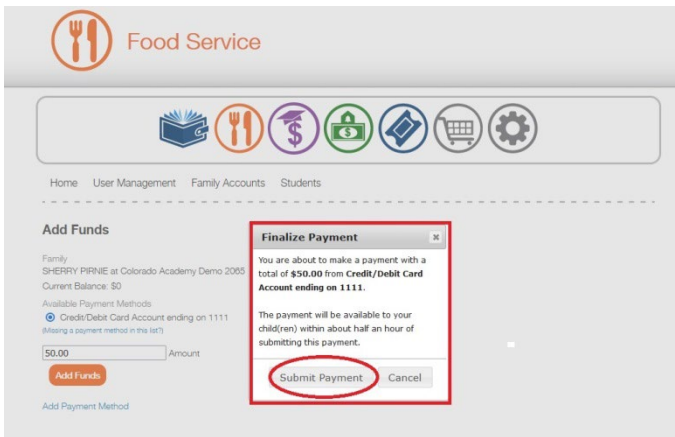
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Enter the amount of the payment and then click the orange “Add Funds” button.



You will be asked to finalize your payment. Click the “Submit Payment” button.



You will receive a message saying your transaction was successful. There is an option to print a receipt.

