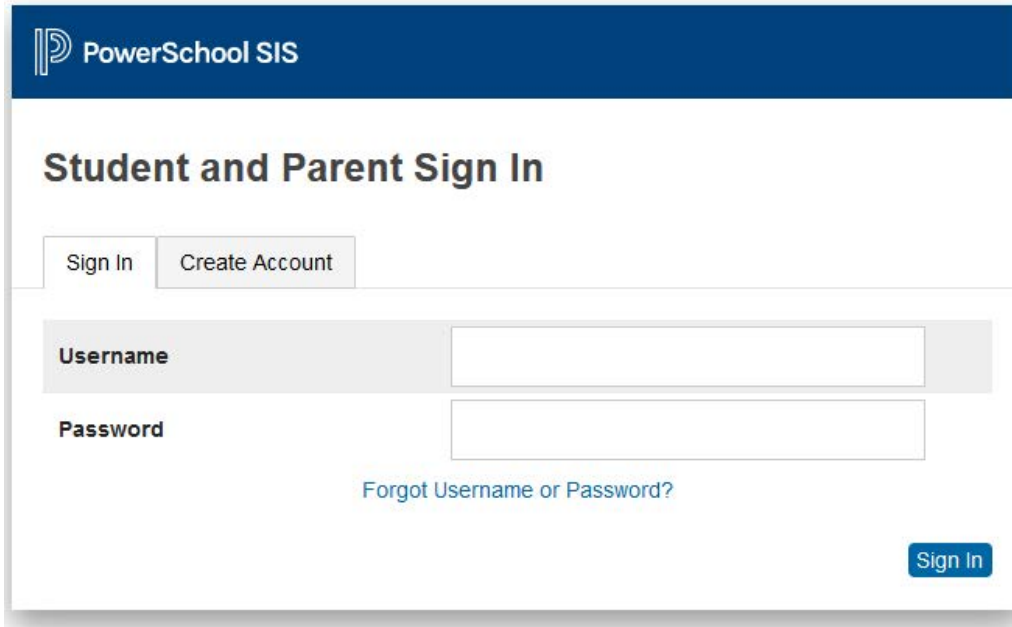
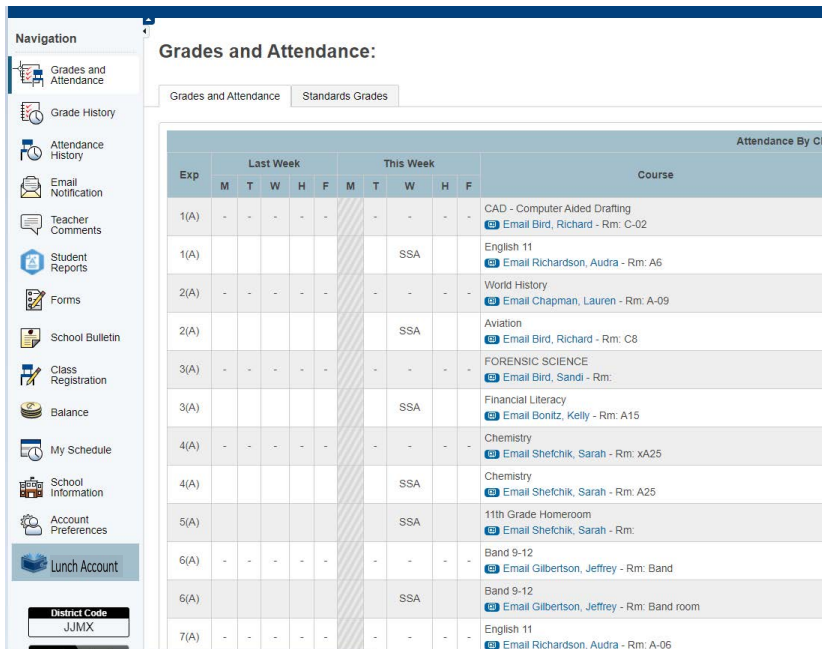


Login to PowerSchool Portal with your PowerSchool Parent User



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.

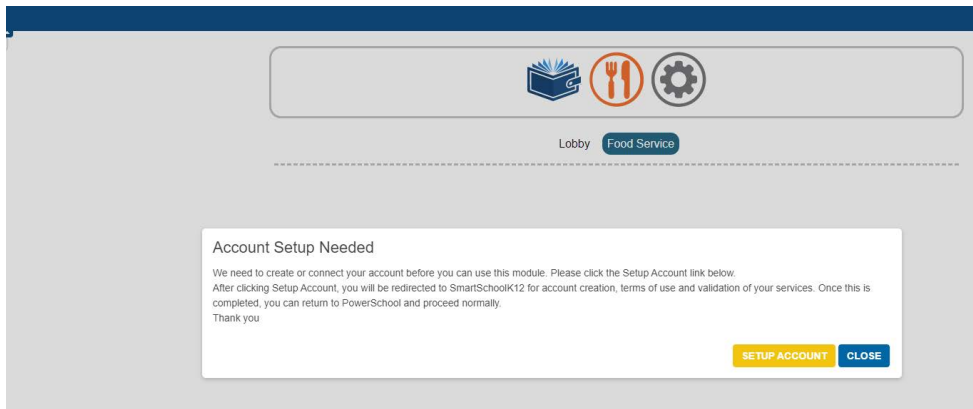
Click on Lunch Account on the bottom left of the page.



The image shows the "Grades and Attendance" page in the PowerSchool SIS portal. The page has a navigation sidebar on the left with various menu items. 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 student attendance and grades. The table has columns for "Exp", "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), and "Course". The "Exp" column contains student identifiers like 1(A), 2(A), 3(A), 4(A), 5(A), 6(A), and 7(A). The "Last Week" and "This Week" columns contain attendance status (e.g., -, SSA). The "Course" column lists the course name and the teacher's name and room number. A "Lunch Account" button is visible in the bottom left of 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



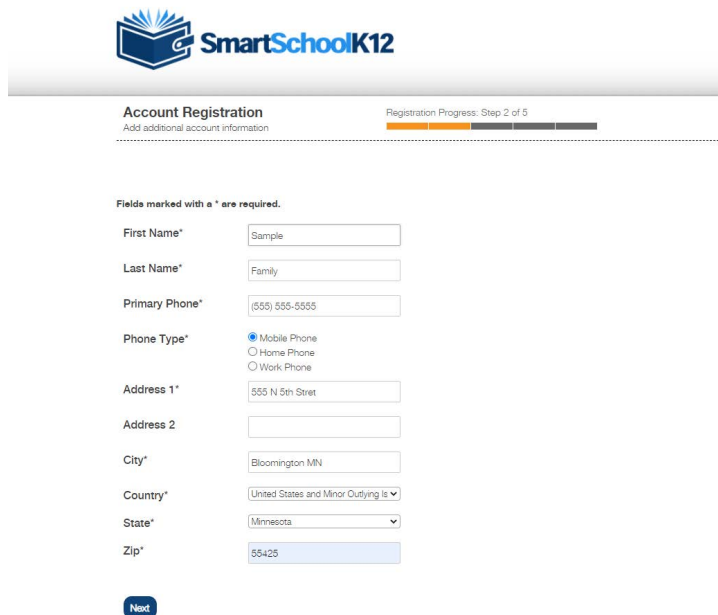
The screenshot shows a web interface with a dark blue header. Below the header, there are three icons: a book, a fork and knife, and a gear. Below these icons, the text "Lobby" is followed by a button labeled "Food Service". A dashed horizontal line is below this. A white notification box with a grey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

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

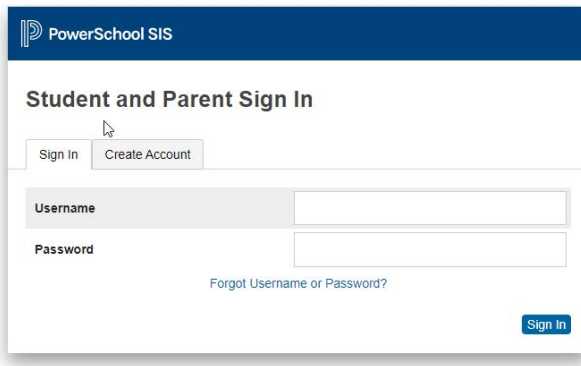
**Skip this Step?** ✕

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

**Skip Anyway** Back

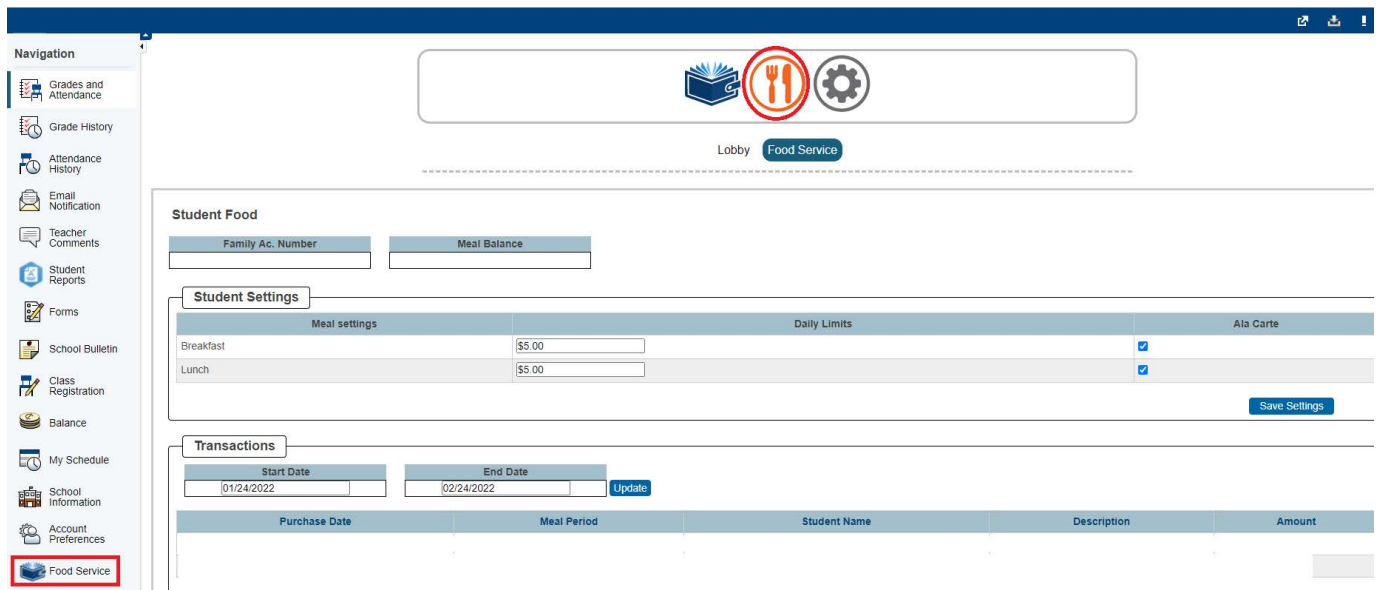
# How to Make an Online Payment

Log in to the PowerSchool Site



The image 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 at the bottom right.

Click on Food Service and Select the Fork And Knife



The image shows the PowerSchool SIS Student Food settings page. The page has a dark blue header with a navigation menu on the left. The navigation menu includes: Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, Student Reports, Forms, School Bulletin, Class Registration, Balance, My Schedule, School Information, Account Preferences, and Food Service (highlighted with a red box). The main content area has a "Lobby" button and a "Food Service" button. Below the buttons, there are sections for "Student Food" (Family Ac. Number, Meal Balance), "Student Settings" (Meal settings, Daily Limits, Ala Carte), and "Transactions" (Start Date, End Date, Update, Purchase Date, Meal Period, Student Name, Description, Amount).

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) \$0.00. A red circle highlights the 'Add Funds' button. A red arrow points from the 'Add Funds' button to the 'Add Payment Method' button. The page also includes a 'Quick Links' section with links for 'Load to add a child to my family' and 'Load Assistance', and a 'Mobile Account Management' section.

Click on "Add Payment Method."

The screenshot shows the 'Add Funds' page for the 'SHERRY PIRNIE' family at 'Colorado Academy Demo 2065'. The current balance is \$0. The page lists 'Available Payment Methods' and includes a red circle around the 'Add Payment Method' button. A red arrow points from the 'Add Payment Method' button to the right.

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.

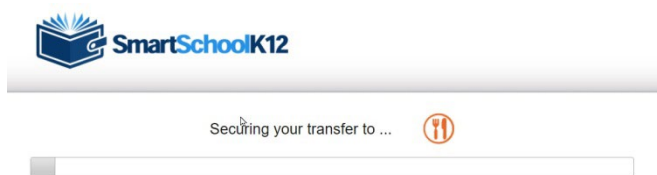


The screenshot shows the SmartSchoolK12 dashboard. At the top is the logo. Below it is a navigation bar with icons for Home, People and Places, User Management, Funding Sources, and a red circle around a fork and knife icon. A red arrow points from the fork and knife icon to the 'Add Funding Source'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

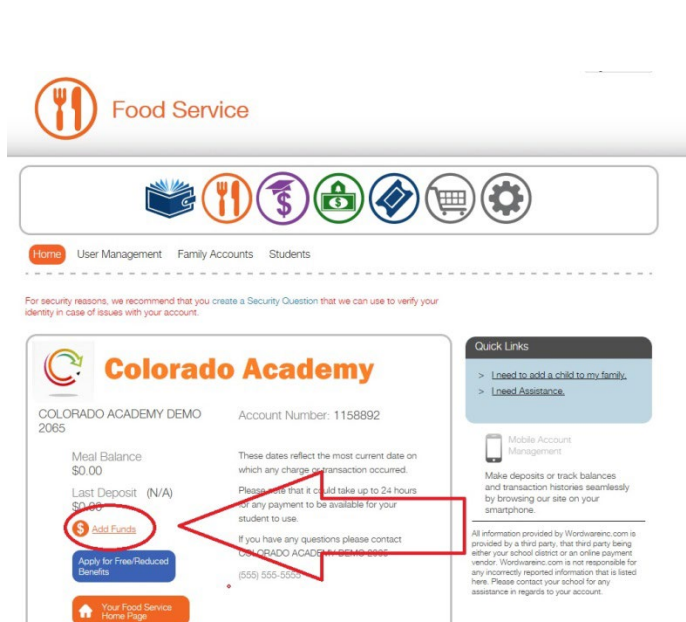
Below the table is a button labeled 'Add Funding Source' and a link to 'Return to settings page'.

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.

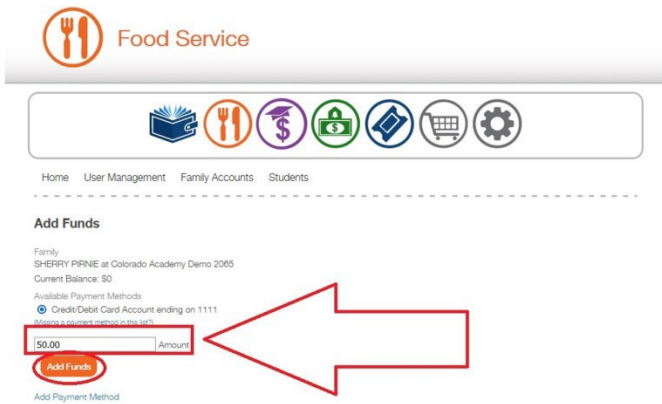
Click on "Add Funds."



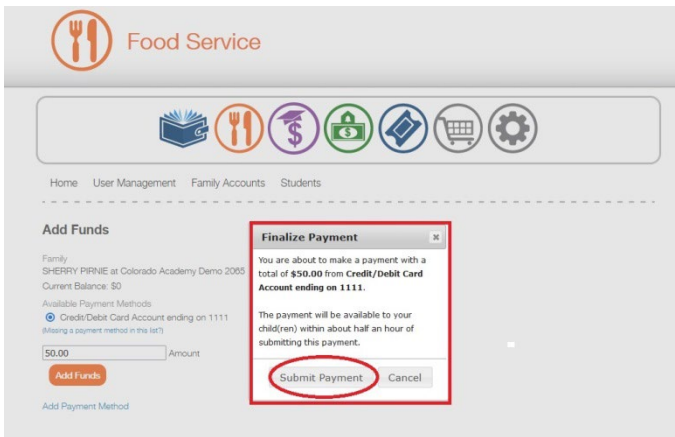
The screenshot shows the 'Food Service' account page for 'Colorado Academy'. The page has a navigation bar with icons for Home, User Management, Family Accounts, and Students. Below the navigation bar is a security warning: 'For security reasons, we recommend that you create a Security Question that we can use to verify your identity in case of issues with your account.' The main content area displays the account information for 'COLORADO ACADEMY DEMO 2065' with account number '1158892'. It shows a 'Meal Balance' of '\$0.00' and a 'Last Deposit (N/A)' of '\$0.00'. A red circle highlights the 'Add Funds' button. A red arrow points from the 'Add Funds' button to the 'Add Funds' button in the 'Funding Sources' section of the previous screenshot. The page also includes a 'Quick Links' section with links for 'Need to add a child to my family' and 'Need Assistance', and a 'Mobile Account Management' section with a link to 'Make deposits or track balances and transaction histories seamlessly by browsing our site on your smartphone'. A disclaimer at the bottom states: 'All information provided by Worwareinc.com is provided by a third party, that third party being either your school district or an online payment vendor. Worwareinc.com is not responsible for any incorrectly reported information that is listed here. Please contact your school for any assistance in regards to your account.'



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.

