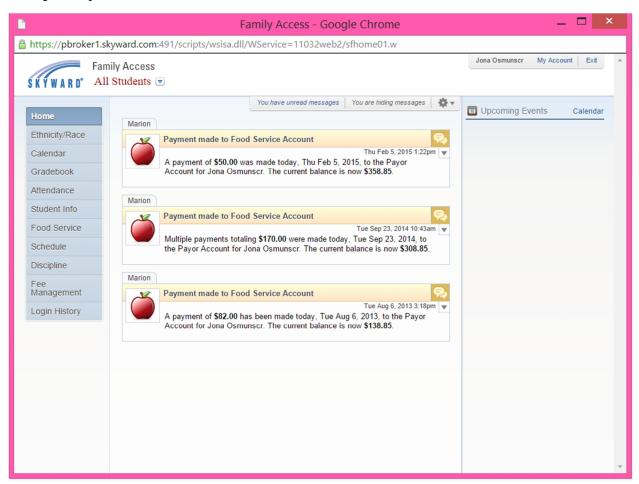
## Family Access - Parent Menu

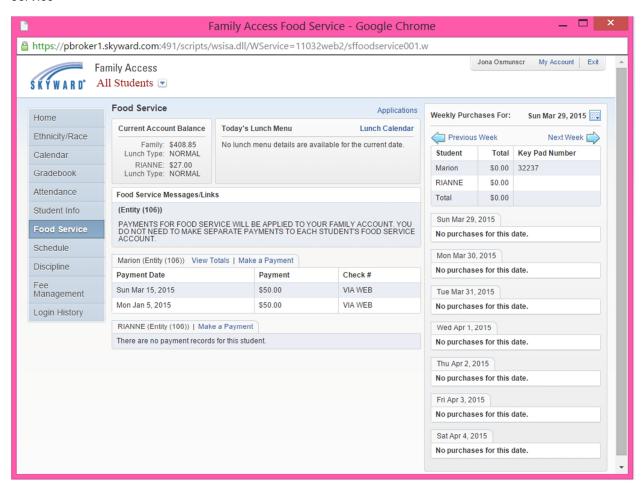
After parent has accessed their Family Access account they can use the menu on the left to navigate through the system



If you need your log in information to Family Access, email <u>registrar@shiocton.k12.wi.us</u> or contact Cathy Bronold, Registrar, at <u>920-986.3351</u>. ext. 797.

## Family Access – Food Service

If the parent would like to view the food service balances and make a payment, they can select Food Service



From this page the parent can select the Make a Payment option, which will then bring them to the e~Funds for Schools log in page for the district.

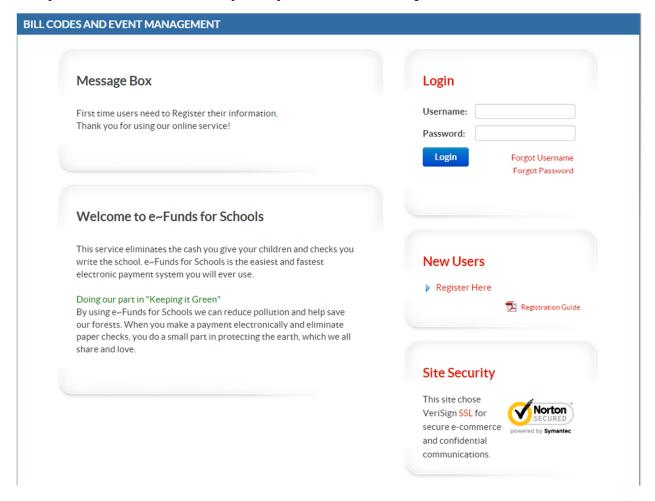
#### Parent Log in

# **New Registrations**

Once the Make a Payment option has been selected from the Food Service view in Family Access, the parent is brought to the e~Funds for Schools log in page for their school district.

If the parent already has an account they can log in using the username and password that they created.

If they have not created an account yet, they will need to select Register Here.



# e~Funds for Schools – New Users

After a new user has selected Register Here, they will be asked to enter the information below.

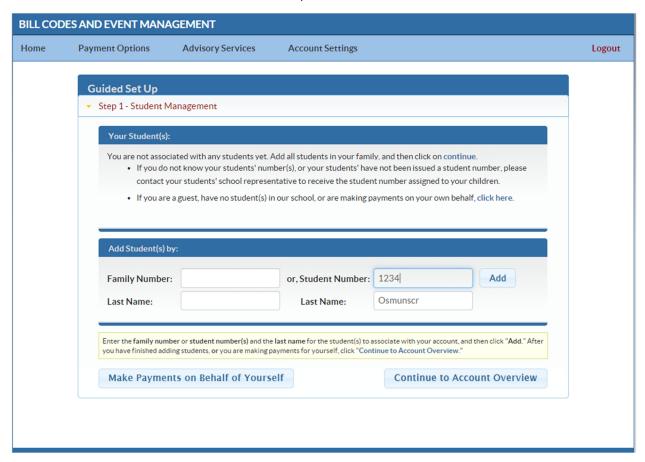
DES AND EVENT MANAGEMENT			
Log In	Sign Up		
To begin using e~Funds for Schools, please log in.	New user? Sign up to start usi	New user? Sign up to start using e~Funds for Schools!	
*Username:	* Username:	username	
*Password:	* Password:	•••••	
Log In	* Re-Enter Password:	•••••	
Forgot Username?   Forgot Password?	* First Name:	Test	
	*Last Name:	Family	
	Email:	family@email.com	
	Phone:	555-555-5555	
		By clicking on "Sign Up!" I confirm that I have read, understand, and agree to the Terms of Service, and Privacy Policy of e~Funds for Schools.	
		Sign Up!	

Once entered the user will select Sign Up to continue on to the second step of registration.

Existing users can click on Student Management to link their student(s) to their account.

## e~Funds for Schools – Linking Students

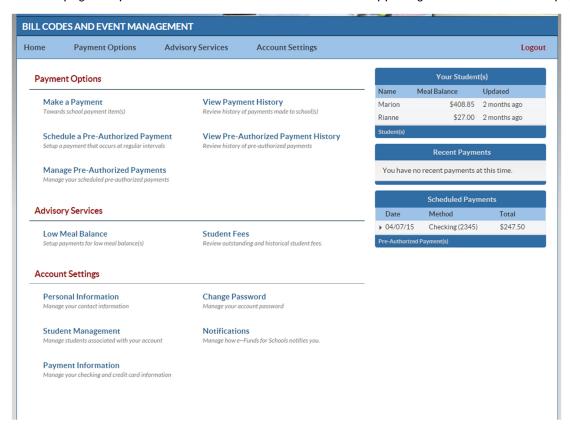
The second step of registration will request that they link students to their account. The students can be linked with either their student ID or family ID (if the school provided this ID to EFS). They will also need to enter the last name of the student. See example below



After linking all students they continue on to the Home page by selecting Continue to Account Overview

#### e~Funds for School - Home

At the home page the parent can view the lunch balances in the upper right hand corner of the page.

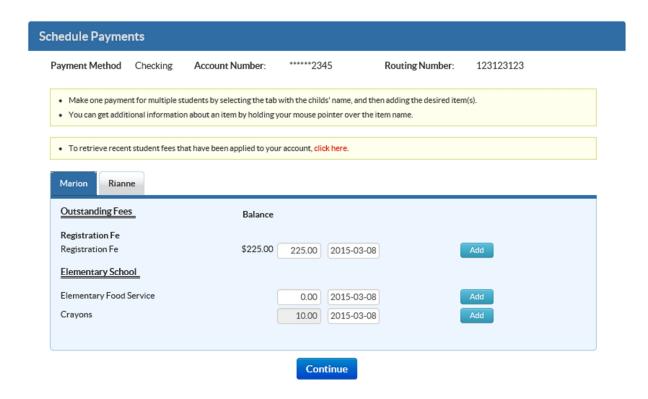


If they select to Make a Payment for the first time they will be required to add payment information. Once added they would view the options that the school has set up with their student's building and/or any outstanding fees (charges) that have been assessed to their student in Skyward.

See example on following page

## e~Funds for Schools - Make a Payment

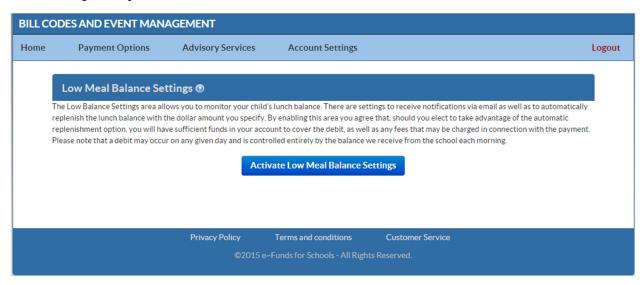
The parent will be able to select items from both students and submit payments for several options with each student in one transaction



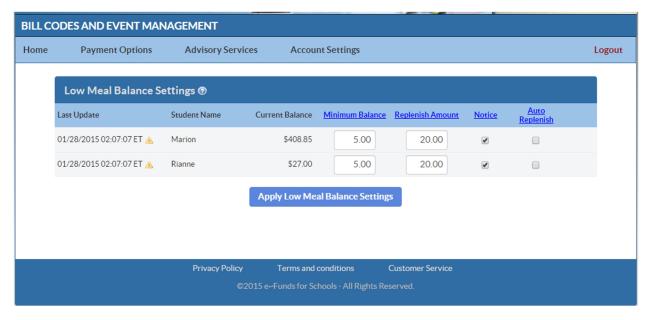
If payments are made to fees or lunch items linked to Skyward, the payment will post back to the students' accounts after the parent has completed the transaction.

## e~Funds for Schools – Advisory Services

From the home page there are Advisory Services options available. The Low Lunch Balance option will be active if the school is using the Skyward Food Service module. The parent does need to activate these settings if they would like to use them

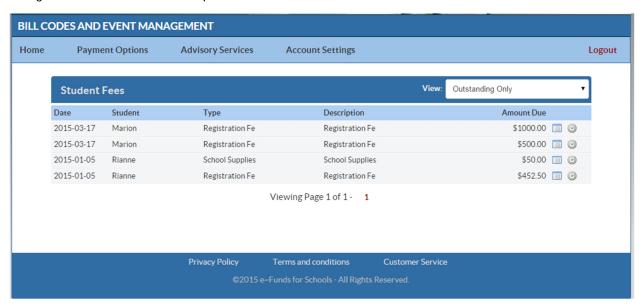


After they have been activated they can use the email and auto-replenish features. These settings are controlled by the parent.



#### e~Funds for Schools – Advisory Services

If the school is using the Student Fee Management module with Skyward, the Student Fees option from the Advisory services menu will be active. If the parent has students with charges, they can view these charges from the Student Fees option.



This information is populated based on what the students have been charged in Skyward.