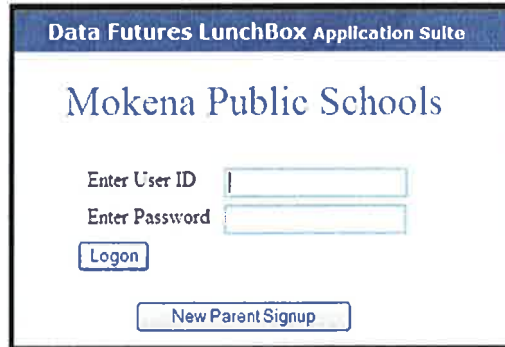


## Check Student Lunch Balance Directions

First, you must sign-up to use the system. Click on the "Check Student Lunch Balance" link. The following log-in window will appear. Once you have signed up as a user, you will only need to enter your "User ID" (your email address) and your password to access your students' information.

### NEW USERS



Click on "New Parent Signup".



The "Add New User" screen will appear.

- Enter your "E-mail" address
- Enter "Parent Name"
- Enter the "Student ID" number
- Click "Submit"

After you click "Submit" the following message will then appear:

**Account Created. Your Email address is both your UserID and Password. Please change your password the first time you log in. Thank you.**

Click "Continue". You will be returned to the log in screen where you will log in using your email address as the UserID and Password. Click "Logon".

Now you will see the Welcome, Parent screen (shown at right). You should now change your password.

**To change your password:**



- Click "General Maintenance" on left of screen.
- Click "Change Password"
- Enter your new password.
- Click "Submit".

You should then see this screen.



Click "Continue". Be sure to remember your password.



To view your student's information, click "Internet Participant" on the left side of the screen. You should now see your student listed.

|        | First Name | Middle Name | Last Name | Home Room | Status | Balance | Site                     |
|--------|------------|-------------|-----------|-----------|--------|---------|--------------------------|
| Select |            |             |           | N211      |        | 0.00    | Mokena Elementary School |

To add other students to the Participant list:

- Click "Add Participant".
- Enter another "Student's ID" number.
- Click "Add".

The other student will appear as shown below.

|        | First Name | Middle Name | Last Name | Home Room | Status | Balance | Site                     |
|--------|------------|-------------|-----------|-----------|--------|---------|--------------------------|
| Select |            |             |           | N211      |        | 0.00    | Mokena Elementary School |
| Select |            |             |           | C212      |        | 0.00    | Mokena Elementary School |

Repeat "Add Participant", if necessary, until all your children are showing in the Participant List.

To see individual information for each of your students, click on the "Select" button next to their name. The "Student Record" screen now shows. From here you can:

- View all transactions to their lunch account
- Print a report of transactions
- See the prepaid lunch balance
- Make a WebStore Deposit

Clicking "Submit" to make a Webstore Deposit opens the window on the right. Click on "Deposit Funds" to be taken directly to the Mokena 159 Webstore where prepaid lunches can be purchased with a credit card. The Webstore will open in a separate window, so remember to close the LunchBox window when you have finished.

Questions? Contact [StoreManager@mokena159.org](mailto:StoreManager@mokena159.org)