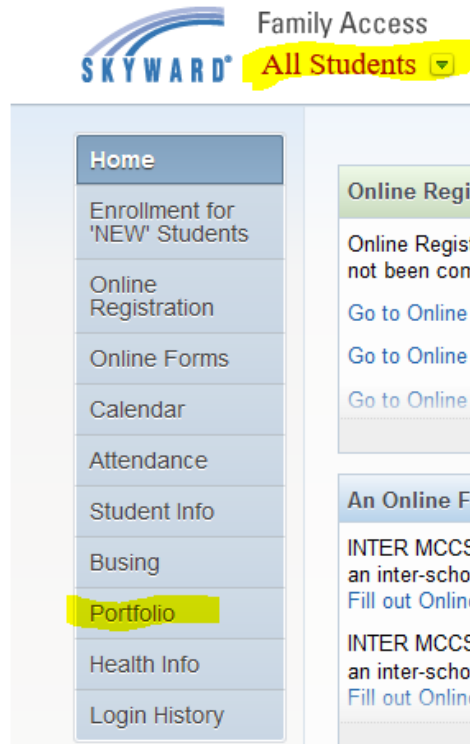
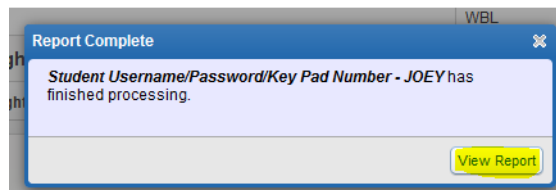


1. Select your child's name from the drop down, then locate the "Portfolio tab in the home row (setup for schools differ, so your home row might have different tabs listed).



2. Next, click on the Portfolio tab which will bring up the "Report Directory". Locate and click on the "Student Username/Password/Key Pad Number". Double click to run the report, when it has finished you can click on the "View Report" button.

JOEY	
Description	Type
[REDACTED]	Report Directory
[REDACTED]	Report Directory
Student Username/Password/Key Pad Number (Play School)	Report Directory



3. The report will list three fields; you will look for the "Key Pad Number" as the student ID to use with My Payments Plus. This is the number your child will use when checking out in the lunch line.

Stu Access	Stu Access	Key Pad
<u>Login</u>	<u>Password</u>	<u>Number</u>
clamejoe0	PHONE	00000