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).

Family Access				
HomeEnrollment for 'NEW' StudentsOnline RegistrationOnline Forms	Online Regis Online Regist not been com Go to Online I Go to Online I			
Calendar Attendance Student Info	An Online Fo			
Busing Portfolio	INTER MCCS an inter-schoc Fill out Online INTER MCCS			
Login History	an inter-schot Fill out Online			

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		Туре
		Report Directory
		Report Directory
Student Username/Password/Key Pad Number (Play School)		Report Directory
Report Complete	WBL	
Report Complete Student Username/Password/Key Pad Number - J finished processing.	WBL 🗱 OEYhas	

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
Login	Password	Number
clemejoe0	PHONE	00000