

LunchBox Parent Portal

Thank you for using **Your School District's** Parent Access to LunchBox, the easiest and fastest way to securely deposit money into your child's lunch account and view account transaction reports—right from the comfort of your own home.

Parent Instructions for signing up and using the **Lunchbox Parent Portal**

Requirements

- Parent(s) must sign up for a LunchBox Parent Login. (see instructions below)
- **Microsoft Internet Explorer 6 or better** web browser
- If using an **Apple Macintosh** computer – please use the **Opera** web browser – (free download at <http://www.opera.com>)

Parent “Sign up” Account Screen – Setting up a Parent Account

- You can access the Parent Sign up Account Screen by going to the School District's Web Site and click on the link for LunchBox Parent Portal or
- Go onto the internet and type into the browser the following site;
<http://lunchbox.tulpehocken.org/servlet/SiteManager>



Click on the “Sign up” button to be able to set up your Parent account access into Lunchbox.

Setting up an Account – Parent Login Account

Note: that during the initial “**Sign up**” process only one child will be associated with the parent account. If you have more than one child in the district they can be added to an account once that account is established. Each student may have only one parent login account. In cases of split custody, the parents designate guardians must share a single account. To add other children to your account, see “Adding Additional Children”.

In the screen (Example shown below)



The screenshot shows a Windows Internet Explorer browser window. The address bar displays `http://lunchbox/servlet/SiteManager`. The page title is "Data Futures LunchBOX Application Suite". The main content area features a form titled "Add New User" with the following fields and a button:

E-mail	<input type="text" value="(Your email address)"/>
Name	<input type="text" value="(Your name)"/>
Student ID	<input type="text" value="Child's DistrictID #"/>
<input type="button" value="Submit"/>	

Red text to the right of the form reads: "Fill in the information that is requested, then click on the 'Submit' button". A red line points from this text to the form.

- “**E-mail**” - Type in your e-mail address into the box
- “**Name**” - Type in your Name
- “**Student ID**”- This is your child’s District ID # given to you by the school
- Click the “**Submit**” Button

After your login credentials are verified the following screen will appear;



Click the “**Continue**” button and you will now be able to begin using your account.

Parent “**Logon**” to Account Screen (After establishing a Parent Account)

You can access the Parent Logon Account Screen by going to the School District’s Web Site and click on the link for **LunchBox Parent Portal** or go onto the internet and type into the browser the following - <http://YourSchoolsWebAddress/servlet/SiteManager>



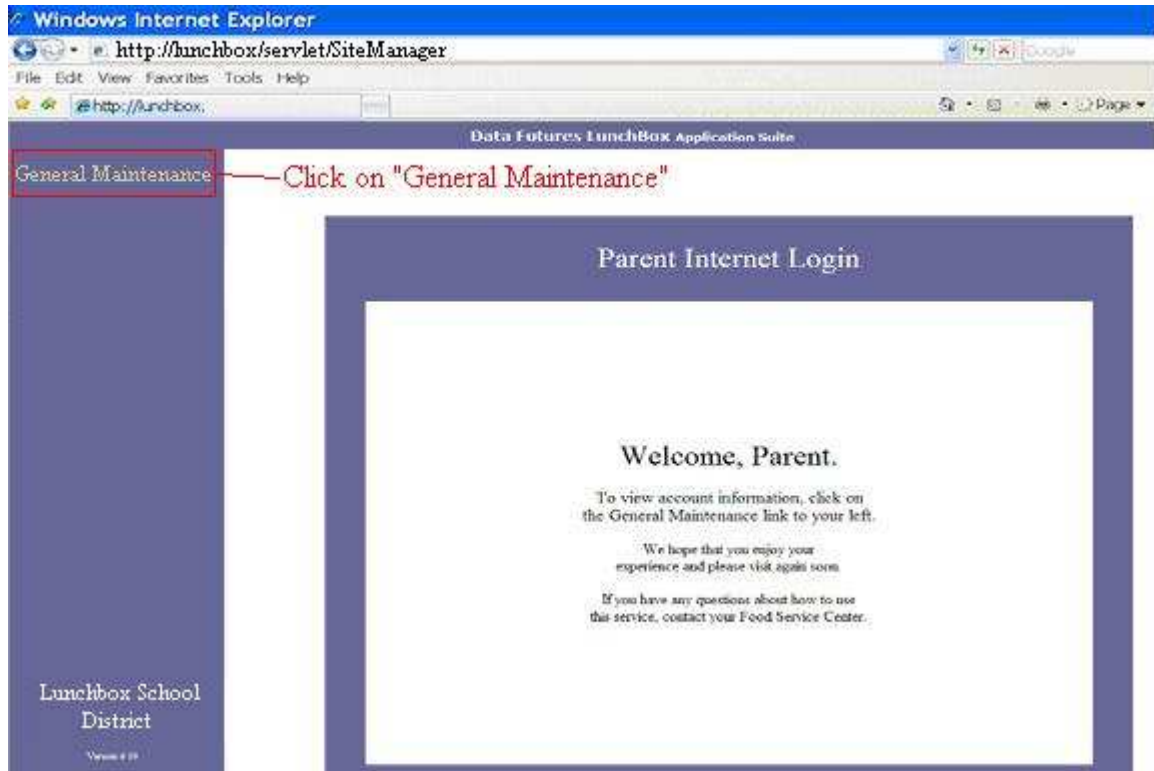
The First Time you “**Logon**” to your account you will use your e-mail address for both the User ID and Password

Enter User ID – (Type in your e-mail address)

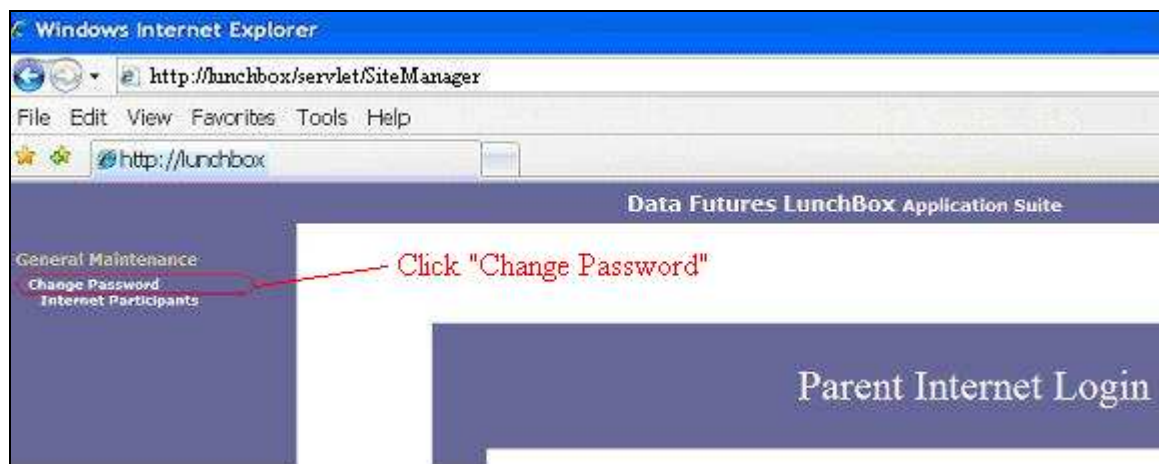
Enter Password – (Type in your e-mail address)

Click the “Logon” button

The “Welcome, Parent.” Screen will appear

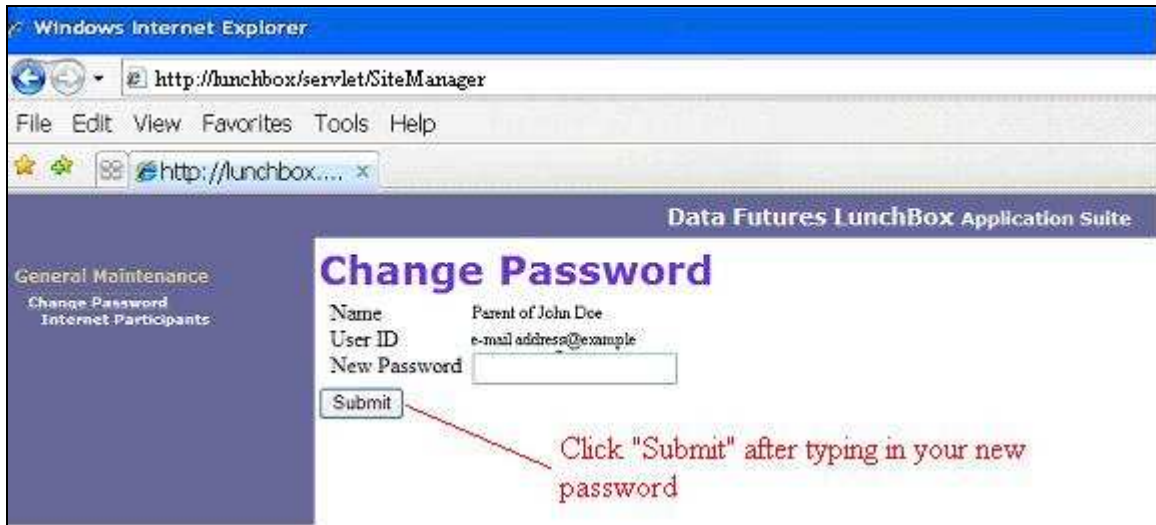


Click “General Maintenance” - 2 other options will drop down. They are “Change Password” and “Internet Participants”



Click on the “Change Password” option to change your password.

The **Change Password** screen will appear.



Click in the “**New Password**” field and type your new password.
Click on the “**Submit**” button.

You will then see the “**Password change successful**” screen.



Your new password will apply the next time you sign on the web site.

Click on “**Continue**” to return to the main screen. Close the browser.

You will need to Logon again using the new Password.

If this does not work, contact the School District Food Service Director by calling 717-933-4611 x2113

Adding Additional Children

This is done from the “**Welcome, Parents**” screen

Logon

Click “**General Maintenance**”

Click “**Internet Participants**” (If this is your first visit to the Parent Account you will see the child associated with the child’s District ID# used when you first established the account).



The **"Participants"** screen appears listing the child assigned to this User ID or Parent Account. To add another child **Click** the **"Add Participant"** button.

The **"Add Participant"** screen appears

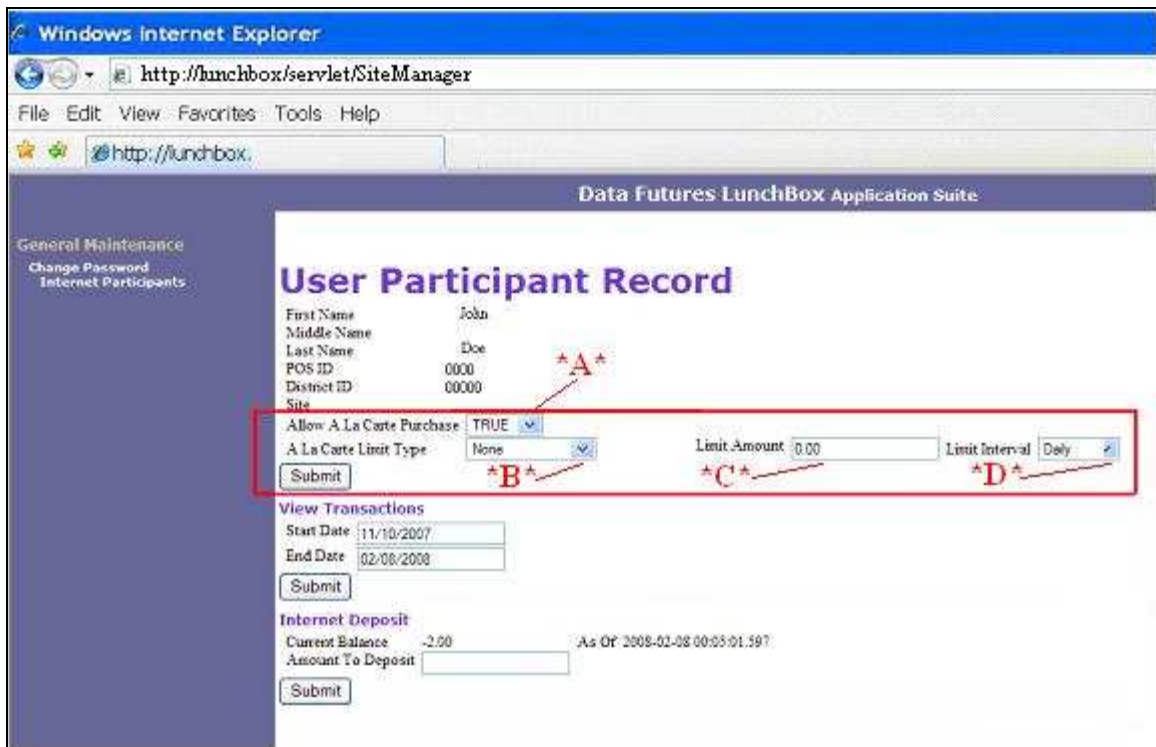


Type the additional child's **"District ID"** in the **"Student ID"** box and **Click "Add"**

The screen will return to the **"Participants"** screen where the new child will now be listed with the others. See picture below.



(The “**Participants Record**” screen appears with a list of the children you have added.)



Setting up Ala Carte Purchases

You can allow your child to make “A La Carte” purchases in the cafeteria. These items are any extra items available for sale at mealtime in addition to the breakfast or lunch meals.

In the “User Participant Record” Screen, locate the A La Carte section of the screen. There are four fields that can be set by the parent.

Allow Ala Carte Purchase. (*A* in diagram)

This field is automatically set to “**TRUE**” which means your child can make A La Carte purchases. If this field is set to “**FALSE**” then that child will not be allowed to buy A La Carte items at all.

A La Carte Limit Type (*B* in diagram)

There are 4 options that can be set here (the “Allow A La Carte Purchase” option must be set to true for these options to work). They are as follows:

- **NONE** – with this option set there are **no limit** types set for A La Carte purchases.
- **Account Tender** – with this option set you can limit the amount of **account money** your child can spend on A La Carte purchases.
- **All Tenders** – with this option set you can limit the amount of **all tenders** spent on A La Carte purchases (cash tenders, charge tenders, and account tenders)
- **Cash Only** – with this option set you can limit the amount of **cash tenders** spent on A La Carte purchases

Limit Amount. (*C* in diagram) This field sets the limit on the amount of money your child can use for these A La Carte purchases. Click in the field and type in the amount you want. Use the format XX.XX. For example, type 5.00 for \$5.00.

Limit Interval. (*D* in diagram) This field sets interval for the Limit Amount. Click in the drop down box to make a selection. There are three options to choose from. They are as follows:

- **Daily** – with this option set the limit amount will be daily
- **Weekly** – with this option set the limit amount will be weekly
- **Monthly** – with this option set the limit amount will be monthly

Once you have completed editing the settings, click on the “**Submit**” button under this section in order for the changes to be set.

Viewing Your Child's Transaction History

Windows Internet Explorer
http://lunchbox/servlet/SiteManager
File Edit View Favorites Tools Help
http://lunchbox

Data Futures LunchBox Application Suite

General Maintenance
Change Password
Internet Participants

User Participant Record

First Name John
Middle Name
Last Name Doe
POS ID 0000
District ID 00000
Site
Allow A La Carte Purchase TRUE
A La Carte Limit Type None
Limit Amount 0.00
Limit Interval Daily

Submit

View Transactions
Start Date 11/10/2007
End Date 02/06/2008
Submit

Internet Deposit
Current Balance -2.00 As Of 2008-02-08 00:05:01.597
Amount To Deposit
Submit

In the “View Transactions” section

- Enter in the “Start Date” and “End Date” using the format supplied (mm/dd/yyyy)
- Click the ‘Submit’ button located directly underneath the “End Date” textbox

***Note:** The first time you run this report, you are prompted to install the **Seagate Crystal Report plug-in**. (You **MUST** have your browser set to allow cookies and the **Pop up Blocker** turned off). Answer **YES** to this. If you answer no, you will not be prompted the next time. After the report displays on your screen, you can use the report toolbar located at the top of the screen to print your report.

Windows Internet Explorer
 http://lunchbox/servlet/SiteManager
 File Edit View Favorites Tools Help
 http://lunchbox

Data Futures LunchBox Application Suite

General Maintenance
 Change Password
 Select Participants

Preview
 1 of 5
 -214,935

Lunchbox High School

Transaction History Report

Report Date 01/01/2008 through 01/06/2008

POSID: 0000	Disker: 0000	SSN:	First/Last	MI:	Charge Amount	PrePay Amount	Deposit Amount	Cash Received	Starting Balance	End Bal
Date	Trans/Txn #	Transaction Description	Amount							
10/02/08 10:40:11AM	00 12938	Lunch GRILL DEPOSIT Cash	PayPal \$ 2.00 \$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00 \$ 12.00	\$ 14.00	\$ 0.00	\$ 0.00
10/02/08 10:26:33AM	00 12974	Lunch SLUSHIELO Poppy	PayPal \$ 0.75		\$ 0.00	\$ 0.75	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
10/02/08 10:36:24AM	00 12783	Lunch GRILL SOUP Poppy	PayPal \$ 2.00 \$ 1.00		\$ 0.00	\$ 3.00	\$ 0.00 \$ 0.00	\$ 0.00	\$ 0.00	\$ 11.25
10/02/08 10:36:01AM	00 14668	Lunch MATH Poppy	Student Loopup \$ 2.00		\$ 0.00	\$ 2.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8.25
10/02/08 10:33:22AM	00 15470	Lunch MATH SLUSHIE SM Poppy	PayPal \$ 2.00 \$ 0.50		\$ 0.00	\$ 2.50	\$ 0.00 \$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

Lunchbox School District
Version 2.10

(Screenshot of the "Transaction History Report")

***Note:** This is what the Transaction History Report should look like, if you get just a blank GREY screen that means you have not installed the Seagate Crystal Report plug-in.

Internet Deposits

Windows Internet Explorer
http://lunchbox/servlet/SiteManager
File Edit View Favorites Tools Help
http://lunchbox.

Data Futures LunchBox Application Suite

General Maintenance
Change Password
Internet Participants

User Participant Record

First Name John
Middle Name
Last Name Doe
POS ID 0000
District ID 00000
Site
Allow A La Carte Purchase TRUE
A La Carte Limit Type None Limit Amount 0.00 Limit Interval Daily
Submit

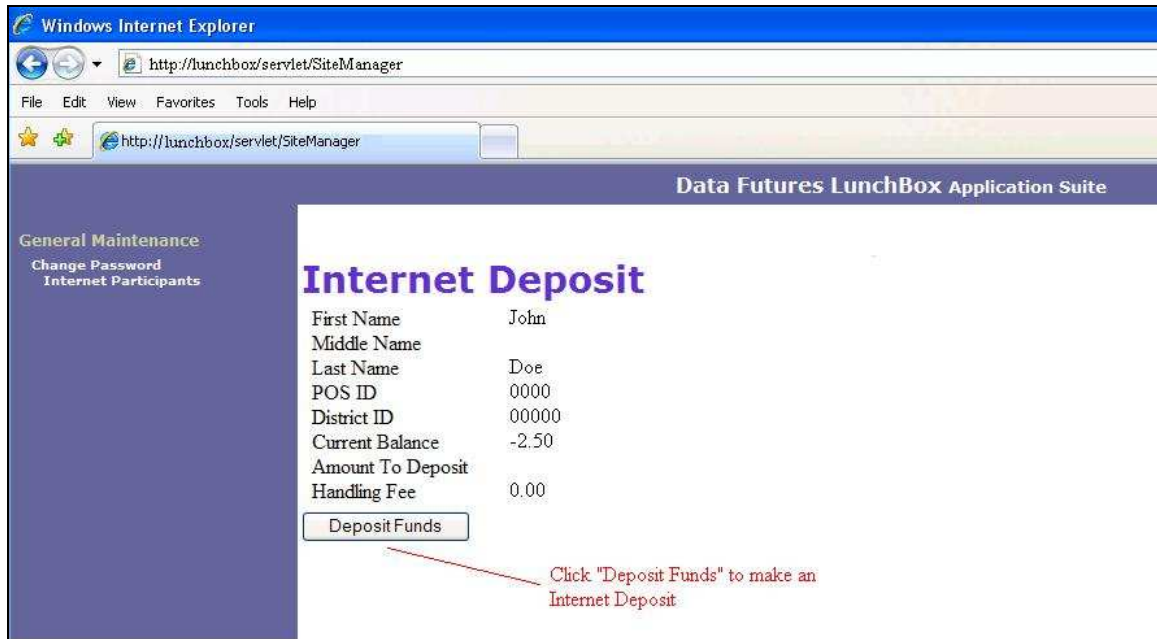
View Transactions
Start Date 11/10/2007
End Date 02/08/2008
Submit

Internet Deposit
Current Balance -2.00 As Of 2008-02-08 00:03:01.597
Submit

(Screenshot for the “Internet Deposit” section)

Instructions for Internet Deposits*

- Click “General Maintenance”
- Click “Internet Participants”
- Select your student
- Click the “Submit” button located directly under the “Current Balance” text.
 - Which takes you to the “Internet Deposit” screen
- Click “Deposit Funds” button to make an internet deposit at the eFunds for Schools website.



A new window will open in your browser, taking you to the secure **eFunds for Schools** website. From there you will have to **Login** to complete your transaction.

After the eFunds transaction is complete, you are taken to a new window, thanking you for using Internet Deposits. Simply **close** this window. This returns you to your Parent Login session.