

How to Make an Online Lunch Deposit

Before you can make on-line lunch deposits, you must apply for a SIS Portal Account. Please contact the office at the school in which one of your students attends in order to receive an on-line SIS Portal Application.

After you have received your SIS Portal account information by email, please follow the steps below.

1. Login to your SIS account as usual
2. Click on Actions, and go to My Lunch Balance
3. Click on My Lunch Balance

The screenshot shows a web browser window displaying the SIS Portal interface. The browser address bar shows the URL: <https://sdm.sisk12.com/DTSample/SISK12.aspx>. The page title is "SAMPLE STAFF HOME:SDMADMIN". The main content area is titled "ZZCO - 0607 (Current) Edwards Central Office - 2006-2007".

The interface includes a navigation menu with tabs for "View / Maintain", "Reports", "Utilities", "Management", and "Logout". Below the navigation menu is a "Favorites (Select Item)" dropdown and a "Student Data Links" dropdown. The main content area is divided into several sections:

- TODAY'S BULLETINS**: A section with a "View All" link.
- FAVORITES**: A list of links including "Family Registration", "Student Data Grid", "Discipline Referrals", "Curriculum", "Subjects and Sections-Show All", "Core Data Manual", "DESE SpEd", "DESE IEP", and "DESE".
- SCHOOLS TODAY**: A table with columns for Type, Site, Date, and Transfer In. The table contains the following data:

Type	Site	Date	Transfer In
CE	ZZVI	01/04/07	
EL	ZZEL	01/04/07	
HS	ZZHS	01/04/07	
MS	ZZMS	01/04/07	
- Actions**: A dropdown menu with options: "My Login Site-Year", "Favorites", "My Lunch Balance" (highlighted), "My Reports", and "Change My Password".
- Present**: A table with columns for Present, Present %, and Discipline. The table is currently empty.

At the bottom of the page, there is a "Show Site Name" checkbox, an "Include Projected Students" checkbox, and an "Update Display" button. The Windows taskbar at the bottom shows the system clock as 8:22 AM on 8/17/2012.

Click on Make an Online Payment

(Have your credit or debit card handy)

The screenshot shows a Windows Internet Explorer browser window displaying a web application for NCT1213 North Technical High School. The address bar shows the URL <https://sdm.sisk12.com/SSD/STSK12.aspx>. The browser's Favorites bar contains several links, including 'ST_WK', 'Passkey', 'Index', 'North Tech High School', 'CIW', 'MO-ACTE', 'MSSC', 'TSA', 'DESE_Memos', 'SkillsUSA', 'ITester', 'ServSafe@', 'PULSE', 'Encore', 'STAR', 'STAR-Admin', and 'Edusoft'. The main content area is titled 'STAFF LUNCH ACCOUNT HISTORY' and displays account information for a staff member with FTE: 1.000, Hire Date: 03/01/08, and InActive Date: . The account balance is \$0.00. A table of charges and payments is shown, with a 'Make an Online Payment' button highlighted in green. The table includes columns for Breakfast-Paid, Lunch Paid, Breakfast-Charges, Lunch-Charges, Snack Milk-Charges, and Refunds, all currently showing \$0.00. The browser's taskbar at the bottom shows several open applications, including 'start', 'kirsta_a - Yahoo! Mail...', 'NCT1213 North Tech...', 'School Dining - Online...', 'untitled - Paint', 'usbank12 [Compatbi...', and 'download[1]'. The system clock shows 9:36 AM on 11/15.

The name of your site (school) will display. (If you eat at more than one school, you can deposit to either or both. However, most people will deposit to one school account only)

1. Double click in the “Deposit Amount” column
2. Enter the amount that you want to deposit
 - Note—on-line deposits require a service charge ranging from \$1.00 to \$5.00, depending upon the amount. You will see the amount of the service charge prior to completing your transaction.
3. When you are satisfied with your deposit and the transaction total, click on **Proceed to Verification Step**
 - If you want to “bail out,” you can click on the house.

STAFF LUNCH - ONLINE PAYMENT

Name: _____
 FTE: 1.000 Hire Date: 03/01/08 InActive Date: _____

Done Edit Cancel

Balance: \$0.00 Breakfast-Paid: \$0.00 Breakfast-Charges: \$0.00 Snack/Milk-Charges: \$0.00
 Lunch Paid: \$0.00 Lunch-Charges: \$0.00 Refunds: \$0.00

Make New Online Deposit

Site	Meal Account Balance	Deposit Amount
NCT	0.00	
SCT	0.00	
		Deposit Amount:
		Service Charge:
		Transaction Total:

Proceed to Verification Step

Recent Online Activity

Invoice No.	DateTime	User	Deposit Amt.	Srv. Charge	Trans. Total	Status

A sliding scale charge is assessed to cover processing costs.