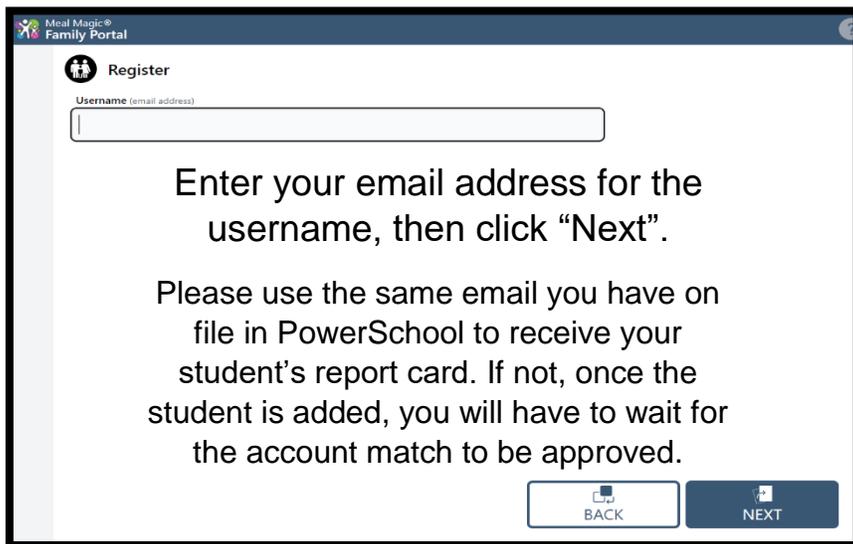
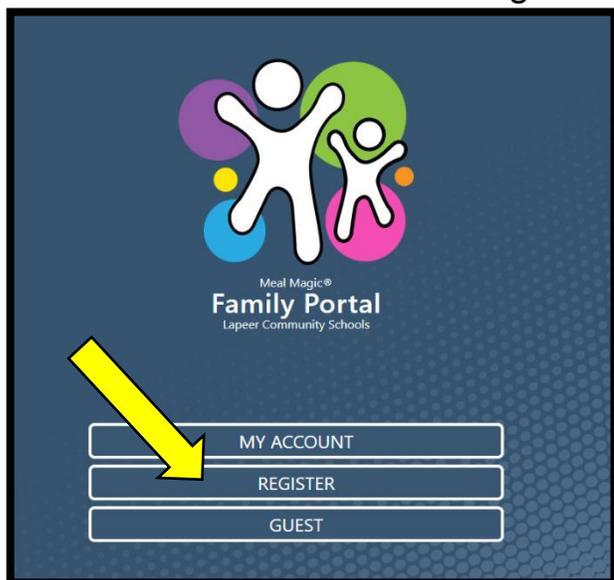
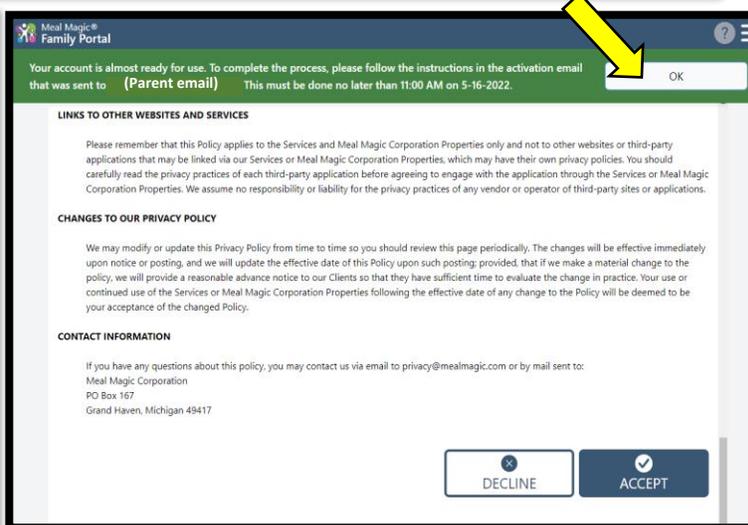
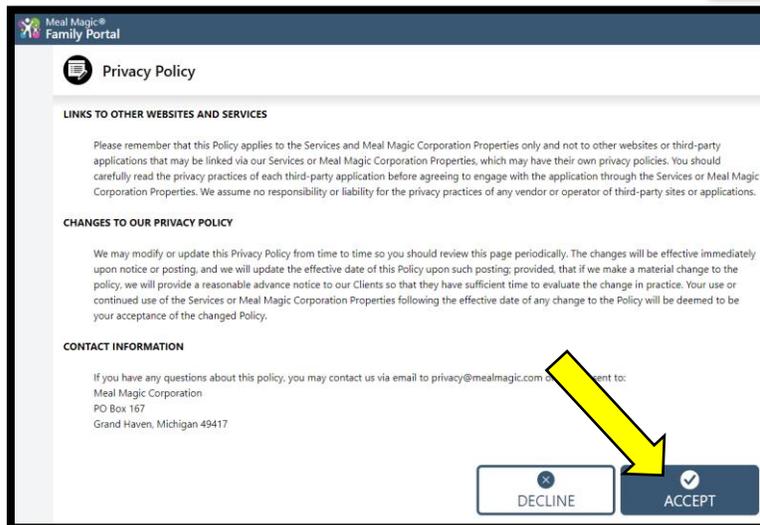
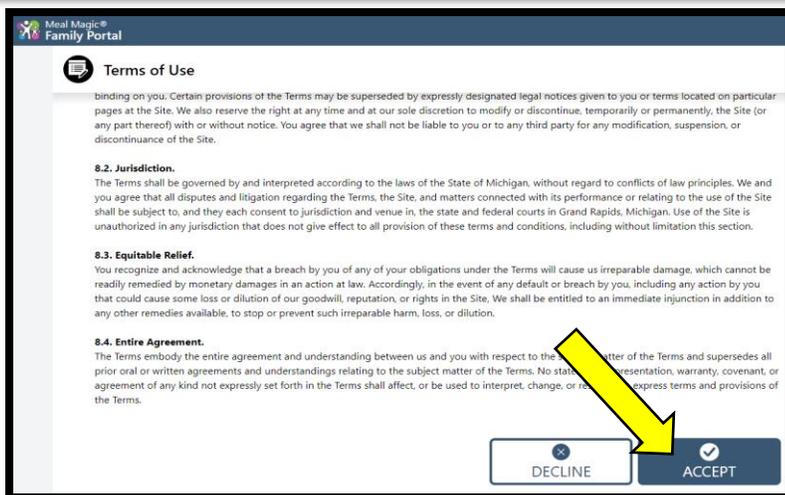


To visit the LCS Meal Magic Family Portal, please use this [Family Portal](#) link. Included in this packet are directions for filling out a free or reduced lunch application, viewing students account history, transferring money between students, and setting parental controls. To deposit money to a student's account, you will continue to use the [PaySchools Central](#) platform. For instructions on using the platform, use this [Payschools Central Parent Guide](#) link.

To get started using the Meal Magic Family Portal you must create an account using the "Register" link on the portal homepage.



Review and accept the Terms of Use and Privacy Policy. Once accepted you will receive a prompt at the top of the page to check your email for further instructions on completing the verification of your account. Click "OK", then check your email.



After clicking on the activation link in your email, you will be directed to the activation screen. Fill in the parent/guardian name and create a passphrase.

The screenshot shows the 'Activation' page of the Meal Magic Family Portal. It features four input fields: 'First Name', 'Last Name', 'Passphrase (12 characters or more)', and 'Passphrase (again)'. Below the fields is a note: 'Instead of a simple combination of letters, numbers, and special characters, we suggest using a phrase that is harder to guess, such as "My dog Spot is 12."'. At the bottom right, there are two buttons: 'CANCEL' and 'SUBMIT'.

Once you have a passphrase created, you will be logged into your account. Click the "Add Person" button to add a student to your account.

The screenshot shows the 'My Account' page. It displays a message: 'No one added. Click "Add Person" below to get started.' Below this message are two buttons: 'BENEFITS' and 'ADD PERSON'.

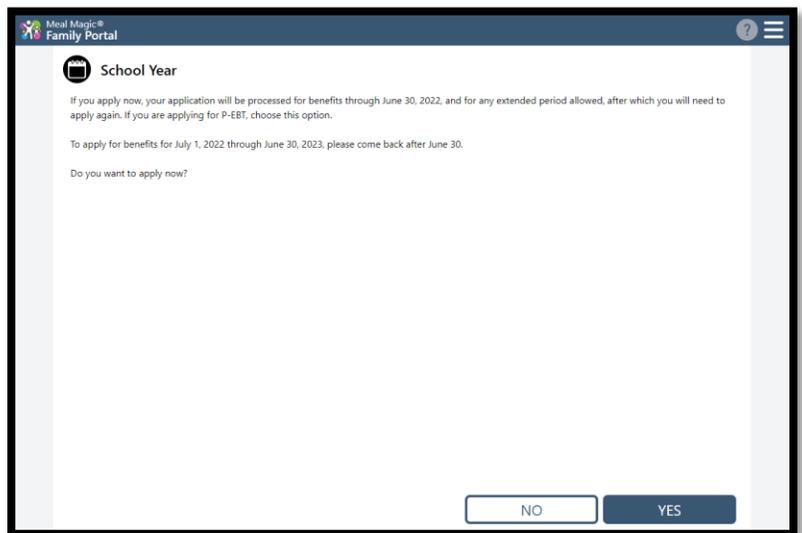
Fill in student ID Number, First Name, and Last Name, then click the "Submit" button.

The screenshot shows the 'Add Person' page. It features three input fields: 'ID Number', 'First Name', and 'Last Name'. At the bottom right, there are two buttons: 'BACK' and 'SUBMIT'.

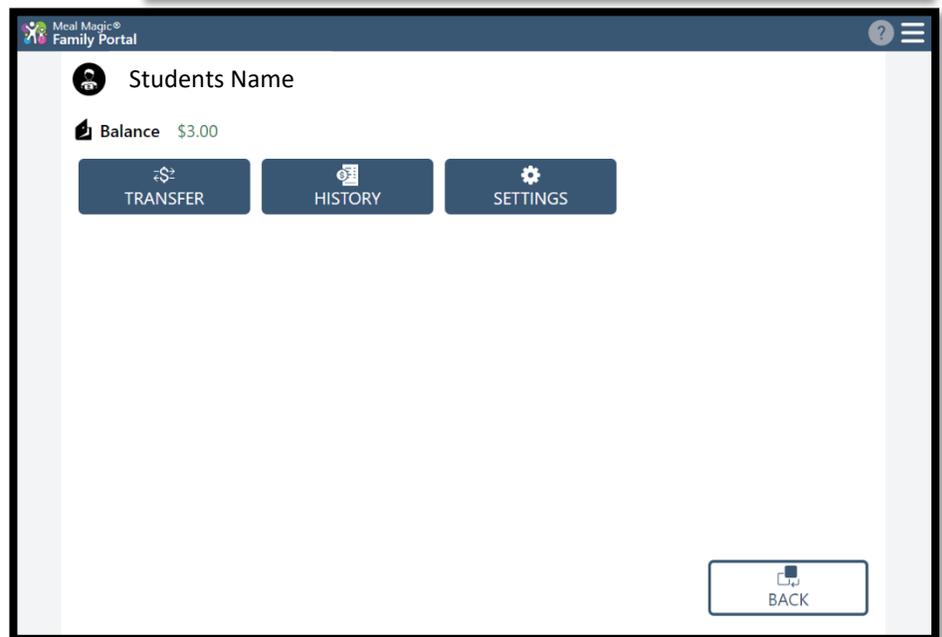
When all students are added, you can view individual accounts by clicking on the student's name or use the benefits button to fill out a free or reduced lunch application.

The screenshot shows the 'My Account' page with one student added. The student's name is displayed in a card: 'Students Name \$3.00'. Below the card are two buttons: 'BENEFITS' and 'ADD PERSON'.

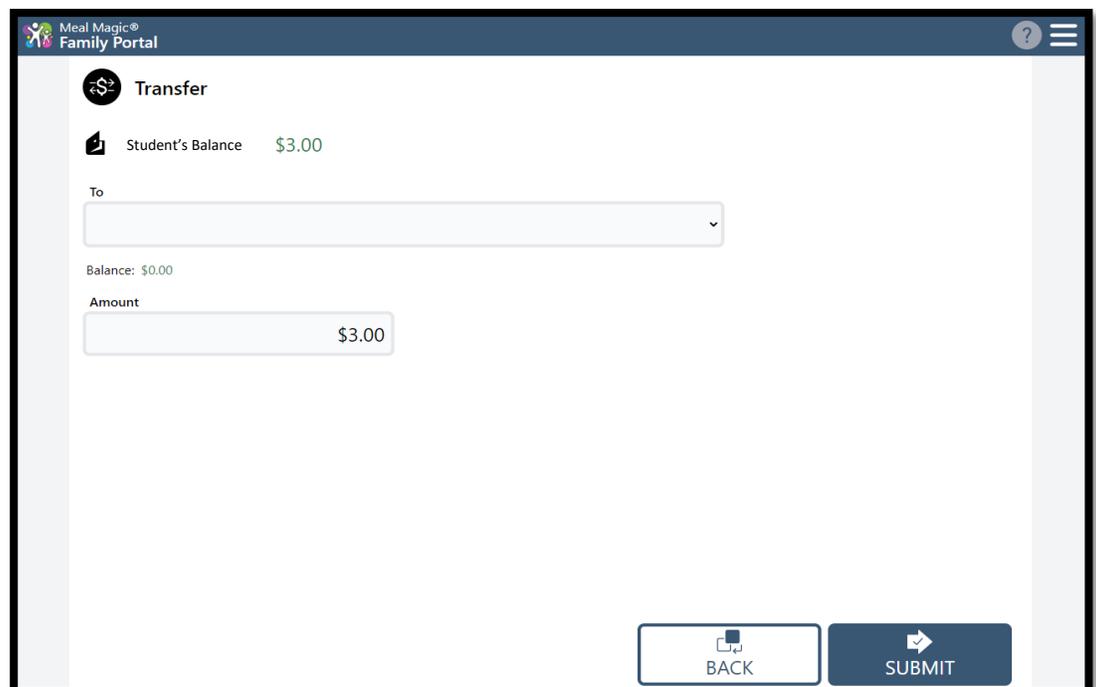
If you chose the benefits button on the previous screen, you will be taken to this page to fill out a free or reduced lunch application. Follow the on screen prompts and fill in the necessary information to submit.



If you click a student's name on the previous screen, options to transfer money, view account history, or set up purchasing restrictions will appear.



Transfer: If you wish to transfer funds between students, simply select the sibling you wish to transfer to and the amount, then click submit.



Account History:
Click on the word breakfast or lunch next to any date to expand the information and see what specific items were purchased.

Students Name		
05-18	Breakfast	\$0.00
05-17	Lunch	\$0.00
05-16	Lunch	\$0.00
05-16	Breakfast	\$0.00
05-13	Lunch	\$3.00
05-13	Lunch	\$0.00
05-13	Breakfast	\$0.00
05-12	Lunch	\$3.00
	Ice Cream 1.50	
	Cookie	
	Switch	
05-12	Deposit	\$6.00
05-12	Lunch	\$0.00

Settings: Use these options to enter restrictions on your students account if you wish to limit certain purchases.

Settings

Students Name

Restrictions

- No Breakfast
- No Lunch
- No Snack Foods
- Cash Only for A-la-carte

Daily Spending Limit
\$0.00 means no limit

Instructional support videos of these instructions can be found at:

<https://youtu.be/WvE3bDCw0s4>

<https://youtu.be/gj8483mcfng>

For any further assistance with the Lapeer Community Schools Meal Magic Family Portal, please call or email us at foodservice@lapeerschools.org or 810-538-1648.