



# Parent View

## Parent Account Setup and Usage

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# Chapter 1 Overview and Required Information

## Overview

In order to use *Parent View* you will need to create two accounts. The first account is with *LunchBox*, your school district's child nutrition software program. The second account is with *eFunds for Schools*, the internet-based banking institution that has partnered with LunchBox to offer this convenient service to you. **IF YOU ALREADY HAVE AN ACCOUNT WITH EFUNDS YOU CAN SKIP THAT PART.**

### With your LunchBox account you will be able to...

1. View and print your student's cafeteria transaction history
2. Check to see how much money your student has in his/her cafeteria account
3. Set spending limits for your student
4. Quickly access your *eFunds for Schools* account to deposit funds

### With your eFunds for Schools account you will be able to...

1. Make deposits to your student's cafeteria account via the web.
  - Payment options include...
    - Pay by checking account (ACH) - \$1.00 fee per transaction
    - Pay by credit card - \$1.99 fee per transaction
    - Multiple transactions can be combined to save on fees
2. Set "Reoccurring Payments" by amount and date range\*
3. Set "Automatic Account Refill" based on a specified low balance\*  
*\*Recurring and automatic transactions do not require C.C. phone verification every time.*
4. Set up an "Email Alert" when account reaches low balance.

## What is needed to use LunchBox Parent View?

### Requirements

1. An Internet connection
2. Internet Explorer 7, Firefox 3, Safari or higher
3. A valid email address
4. Your student's permanent District ID Number
  - There are several places where this number can be found:
    - On your student's class schedule
    - On your student's report card
    - By contacting your student's school office
    - By contacting your school district's Nutrition Services Department
    - This number may be your student's Social Security Number or PIN number.\*  
*\*Depends on your school district's policies and procedures*

# Chapter 2 Sign Up

## Creating your LunchBox Account

### Access the online payments/internet deposits link

1. Click the online payments / internet deposits link found on the school districts web site. Install Microsoft Silverlight plug-in when/if prompted (Required). This will bring you to the screen below...
2. First time users must click "New User? Sign Up Here" to create a LunchBox account.



**LunchBox**  
UNMATCHED. UNPARALLELED. UNRIVALED.

Email:

Password:

Login

New User? Sign Up Here

After clicking the “New User? Sign Up Here” you will see the screen below...

**LunchBox**  
UNMATCHED. UNPARALLELED. UNRIVALED.

**New User Sign Up**

**User Information**

E-Mail:

Password:

Confirm Password:

**Student Information**

Student ID:

Last Name:

A  
B  
C  
D  
E

3. Enter required information:
  - A. Email: Must be a valid Email address.
  - B. Password
  - C. Confirm Password
  - D. Student ID – Student’s District ID#. (*Please see page 1 for details*).
  - E. Last Name: The last name of the Student
  
4. Click “Sign Up” when complete

*Note: The student whose ID is entered here will be the first student attached. Additional students may be added after the LunchBox account has been created.*

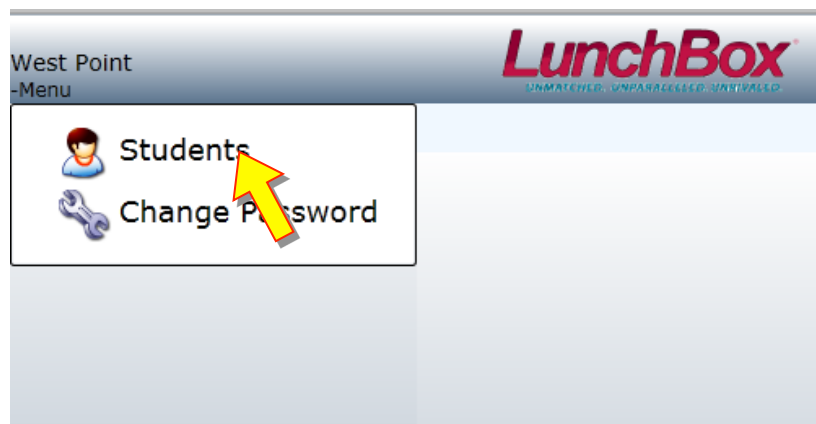
### Logging In

*When your LunchBox account is first created, you will automatically be logged into LunchBox. Any subsequent times you will have to fill in the email and password boxes then click Login*



The image shows a login form for LunchBox. At the top, the LunchBox logo is displayed in red, with the tagline "UNMATCHED. UNPARALLELED. UNRIVALED." in blue below it. Below the logo, there are two input fields: "Email:" and "Password:". Below the "Password:" field is a "Login" button. At the bottom of the form is a link that says "New User? Sign Up Here".

*Logging in will bring you to the main menu page*



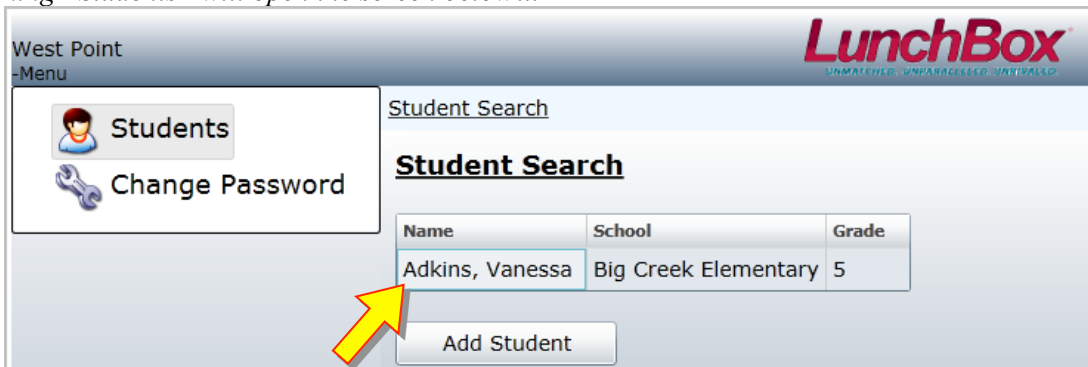
### Logging in brings up two options

1. "Students" allows you to view and print your student's cafeteria related information and/or open eFunds for Schools to make deposits.
2. "Change Password" option allows you to change the password required to log in to your LunchBox account.

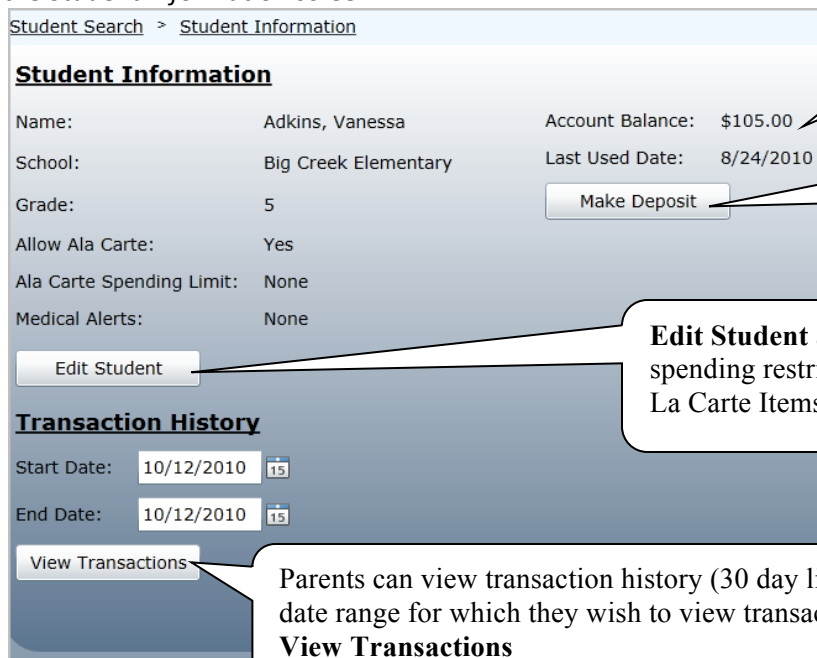
# Chapter 4 Student

## Student Overview

Clicking "Students" will open the screen below...



Click on student's name for which you wish to view/print information or deposit funds, to bring you to the Student Information screen



**Balance and Last Used Date:**  
Updated Hourly

**Make Deposit** takes you to the District's eFunds sign-in page

**Edit Student** allows Parents to create preset spending restrictions, and limit the purchases of A La Carte Items.

Parents can view transaction history (30 day limit) by typing in the date range for which they wish to view transactions and clicking **View Transactions**

## Student Functions

### Adding additional students

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on “Add Student”

Name	School	Grade
Adkins, Vanessa	Big Creek Elementary	5

*The add student page will come up*

4. Fill in Student ID
5. Fill in Last Name
6. Click “Save”

**Add Student**

Student ID:

Last Name:

**NOTE: STUDENTS CAN BE ADDED TO MULTIPLE ACCOUNTS, SO MULTIPLE PEOPLE CAN DEPOSIT MONEY INTO A STUDENT'S ACCOUNT. I.E. DIVORCED PARENTS, GRANDPARENTS.**

### Depositing Money – Starting in Parent

*If you have already created your LunchBox account starting in Parent is optional*

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on the Student’s Name
4. Click “Make Deposit”

*This will take you to the School Districts eFunds for Schools page.*

5. Login and follow the eFunds directions to deposit money

### Depositing Money – eFunds for Schools

1. Click the online payments / internet deposits link found on the school districts web site that takes you directly to eFunds.
2. Login and follow the eFunds directions to deposit money

**NOTE: EDIT STUDENT LISTINGS IN PART OR AS A WHOLE MAY NOT BE ENABLED. THIS IS A DISTRICT DECISION**



### Editing Student – Allow Ala Carte Purchases

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on the Student
4. Click “Edit Student”
5. On the Edit Student Pop-up window Change the “Allow Ala Carte” to Yes or No
  - Yes: Student will be able to purchase ala carte items
  - No: Student will not be allowed to purchase ala carte items
6. Click “Save”

### Editing Student – Limit Ala Carte Purchases

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on the Student
4. Click “Edit Student”
5. On the Edit Student Pop-up window Change the “Ala Carte Spending Limit” to the most you want to allow your student to purchase
6. In the Drop-down menu to the right of the “Ala Carte Spending Limit” box, change this to time period you want to apply the spending limit. ***See examples below***
  - Daily
  - Weekly
  - Monthly
7. Click “Save”

#### *Ala Carte Spending limit examples:*

Example 1: Allows only \$4.00 a day of ala carte (Non-Meal) purchases

Ala Carte Spending Limit:	<input type="text" value="\$4.00"/>	<input type="button" value="Daily"/> ▾
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Example 2: Allows only \$10.00 a week of ala carte (Non-Meal) purchases


Ala Carte Spending Limit:	<input type="text" value="\$10.00"/>	<input type="button" value="Weekly"/> ▾
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Example 3: Allows only \$20.00 a month of ala carte (Non-Meal) purchases


Ala Carte Spending Limit:	<input type="text" value="\$20.00"/>	<input type="button" value="Monthly"/> ▾
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### Medical Alerts – Adding a Medical Alert to a Student

*Medical Alerts is a way of informing a cashier that a student may have an Allergy or Intolerance to an ingredient in an ala carte item or meal. Medical Alert(s) is applied to both the student and the product. If the student attempts to purchase that item a pop up on the serving line computer will warn the cashier.*

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on the Student
4. Click “Edit Student”
5. On the Edit Student Pop-up window, under Medical Alerts, click on one of the Available Medical Alerts
6. Click on the arrow pointing to the Assigned Medical Alerts 
7. The Medical Alert should now be under the Assigned
8. Click “Save”

### Medical Alerts – Removing a Medical Alert from a Student

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on the Student
4. Click “Edit Student”
5. On the Edit Student Pop-up window, under Medical Alerts, click the Assigned Medical Alert you want to remove
6. Click on the arrow pointing to the Available Medical Alerts 
7. The Medical Alert should no longer be under the Assigned
8. Click “Save”

### Viewing/Printing Transactions

*To view reports you must have Adobe Reader. You can download it from here:<http://get.adobe.com/reader/>*

**NOTE: TRANSACTIONS ARE ONLY AVAILABLE FOR THE LAST 30 DAYS. ANY TRANSACTIONS OLDER THAN 30 DAYS WILL HAVE TO BE PRINTED BY THE SCHOOL CAFETERIA MANAGER.**

1. Login to Parent View
2. Click “Students” on the Menu
3. On the Student Search screen click on the Student
4. Click “Edit Student”
5. On the Edit Student Pop-up window, under Transaction History, change the Start Date and End Date to include the days for which you wish to see transactions
6. Click “View Transactions”
7. The report will open in Adobe Reader .pdf format
8. You may then View or Print them.

# Chapter 5 Change Password

## Changing your Password

1. Login to **Parent View**
2. Click "Change Password" on the Menu
3. Under Change password Type your new password in the **New Password** box
4. Re-Type your new password in the **Confirm New Password** box
5. Click "Change Password"
6. Click Refresh in your browser and test your new login name/password combination