eFORMAT
Electronic Free Or Reduced Meal Application Tracking

GO TO:

https://greatoaks.sdms2.com/Default.aspx

Click 'New User Registration' and follow on screen prompts.

The system will ask you if you are a Parent or Student.

-SELECT- from the drop down list and then Click 'Next'

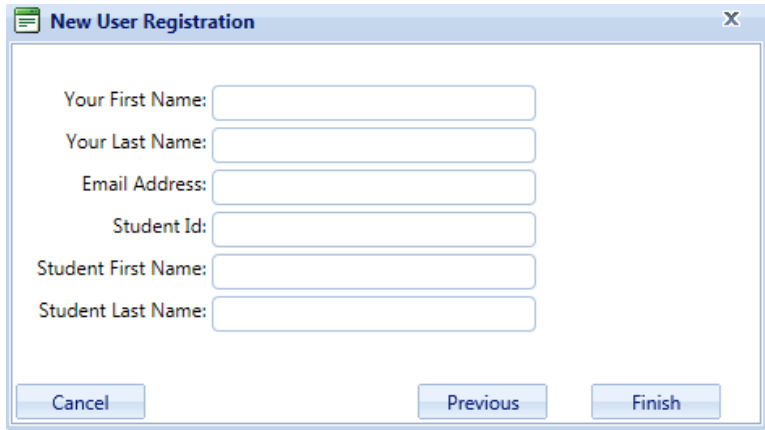In order to create a user to log in with you will need to specify your information as well as your student's First Name, Last Name, and Student ID Number. Click 'Finish' when finished filing in the form.

New User Registration

Your First Name:
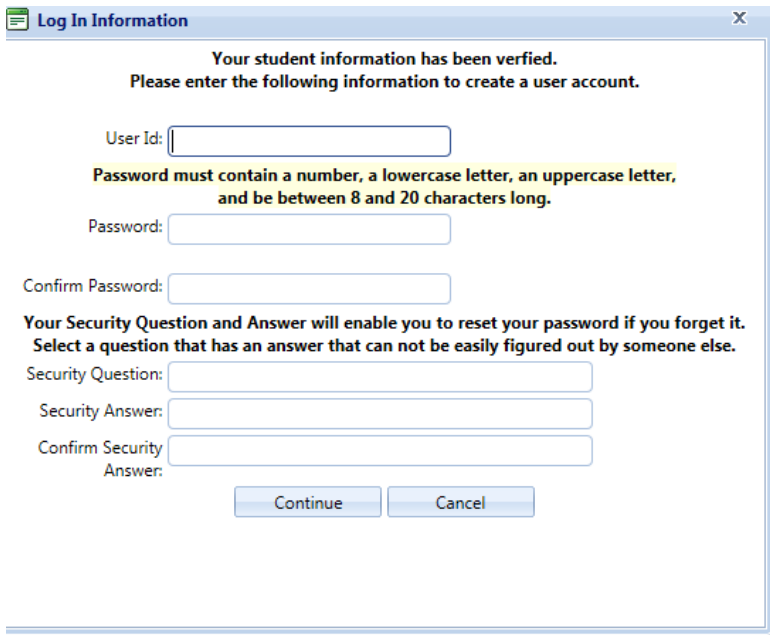Your Last Name:
Email Address:
Student Id:
Student First Name:
Student Last Name:

Cancel   Previous   Finish

Log In Information, here you will create a User ID, Password, and Security Question & Answer. Click 'Finish' when finished.

Log In Information

Your student information has been verfied.
Please enter the following information to create a user account.

User Id:

Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.

Password:

Confirm Password:

Your Security Question and Answer will enable you to reset your password if you forget it. Select a question that has an answer that can not be easily figured out by someone else.

Security Question:
Security Answer:
Confirm Security Answer:

Continue   Cancel

The system should return to the log in screen, you should be able to log in now.

Add additional students by clicking 'Add Student' in the Related Students section.

Welcome to the SDMS Parent and Student Portal

Related Students

Student Id	Last Name	First Name	Middle Name	Grade	Birth Date	School	
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Add Student

Select Your Application

Contact Info   FORMAT

Add Patron, Enter Student Id, First Name, and Last Name.
Click 'Continue' when finished.

Add Patron

In order to add a student you will need to know the
first and last name and student id exactly as it is
stored in SDMS.

Student Id:

Student First Name:

Student Last Name:

Continue   **Cancel**

Under Select Your Application section, click 'Contact Info'.
Preferred Delivery Method is how you would like your notifications, sent via mail or e-mail?
Fill in your Address Line 1, Line 2 (if necessary), City, State, and Zip, E-mail, and Phone Number.
Click 'Save' when finished.

Contact Information

Please enter your contact information and preferred delivery method.
Address is required.
Email address is required.
Phone Number is optional.

Preferred Delivery Method: Email ▾

Address: Address Line1

Address Line2

City   OH ▾   Zip

Email Address: name@email.com

Phone Number: 555-123-4567

Save   **Cancel**

Add/Edit Application by clicking 'FORMAT' in the Select Your Application section.
Select Students, Check Mark your students that are eligible for Free/Reduced Application.
Click 'Continue'

Select Students

The following students are listed as part of
the family. Check those that you want to add
to the application.

☑ Erin Smith

☑ Audrey Smith

Continue   **Cancel**

Add Student, every question here requires an answer, click 'Save'.
Repeat for the rest of the students listed in the family.

Add Student

Please fill in the information below about the student. If you select cancel the
student will not be added to the application. You must select an answer to
every question.

Student Id: 312384

First Name: Eri...

Last Name: S...

Assistance Type: ○ SNAP ○ TANF ○ FDPIR ○ Other ○ None of These

Special Situation: ○ Homeless ○ Migrant ○ Runaway ○ None of These

Foster Child: ○ Yes ○ No

Head Start/Even Start: ○ Yes ○ No

Earns Income: ○ Yes ○ No

Save   **Cancel**

Add Family Member, fill out the form for each member in the household that is not considered a student. This allows the software to determine household size. You can also enter Assistance Type and/or whether or not the member Earns Income.
Click 'Save' when finished.

Read the Statement, then click 'Next'.
Read the Instructions, then click 'Next'.
Students, to edit one click the pencil if you want to remove one click the red x, click 'Next'.
Household Members, to add a member click 'Add Member', pencil to edit, red x to remove, Click 'Next'.

Sign Application, you must electronically sign the application for it to be accepted.
Select Family Member from the drop down then enter the Last 4 of the SSN and click 'Sign'.

Disclosure Method – Decide to break it up by each individual student or by all students. Make a selection to continue.
Fee Waiver - Opt in or out
Electronic Signature - you must enter your password to your username to submit your application.
Determination Letter – Download a PDF, E-mail, or Mail
Application is complete after signing and downloading your determination letter.