

Instructions to Create and Access PowerSchool Parent Portal and Lunchtime Software

Create Your PowerSchool Parent Portal Page (PPPP)

1. Go to <https://gsa.powerschool.com/public>
2. You are now in the **Student and Parent Sign In** page. Click on the **Create Account** tab.
3. Click the dark blue **"Create Account"** box in the bottom right hand corner.
4. Fill in **Parent Account Details**. Choose a password and username that you will remember, GSA does not have access to your chosen username and password.
5. Fill in the **Link Students to Account** Section. **In this mailing, we have provided you with an access ID and access password for each of your students.** The access password and ID that you received in the previous mailing from GSA are for the student account and will not work for this account.
6. Once you have finished entering your information, scroll to the bottom of the page and click the dark blue **ENTER** box.
7. You will be taken directly to your brand new **PowerSchool Parent Portal Page**.

Create your Lunchtime Account

Now that you have created your PowerSchool Parent Portal Page you can access Lunchtime Software and pay or prepay for your student(s) meals online. You can set spending limits, check your balance or credit amount, sign up for automated emails and more.

1. At the top of the page on the right there is a dark blue bar with 5 icons on it. **Click on the second icon (right next to the graduation cap), it is a box with an arrow pointing out of the top right hand corner of that box.**
2. You will see a drop down menu that will offer two options. **Choose School Payment Portal.**
3. **You will be prompted to enter a user ID and password. For simplicity's sake use the same password and ID that chose above for your PPPP sign in.**
4. **You are in.** You can sign up for email reminders by clicking on the **green box that says view/set reminders**. You can pay or prepay for meals, save your payment info and /or set up auto replenishment of funds by clicking on the purple box that says **Make Cafeteria Deposit**. Under the heading: **Cafeteria Balance/Transaction Information** you can place restrictions on what items your student can and cannot purchase, set spending limits, etc. Clicking on **Restrict Items**, then clicking on **Transactions** will allow you to view all of your student(s) transactions in detail.

If you have any questions or need assistance with this, please call our main number at 374-2808.