# Welcome to the WSSU Tyler SIS Student 360 Parent Portal!

# MEAL BALANCES AND ACCOUNT PAYMENT INSTRUCTIONS

To begin using the Parent Portal, follow these steps:

- 1.) Ensure you have an email address on file with your school.
- 2.) Your password will be emailed to the address you provided on the registration form.
- 3.) Go to the WSSU Tyler SIS Student 360 web page at <a href="https://sdm.sisk12.com/VTWS360/Parent">https://sdm.sisk12.com/VTWS360/Parent</a>

	Tyler SIS	
	Washington South Supervisory Union	
	Parent	
	User Name:	
	Password:	
	Forgot your parent password?	
For support p	lease contact the WSSU Technology Office at (80	2) 485-5467

You can also contact us via the WSSU HelpDesk or email Brucie Donahue (donahueb@wssu.org) or Trey Cates (catest@wssu.org)

If you have problems or questions about accessing the site, please contact the school where your child is enrolled.

NOTE:

- If your email address changes, be sure to contact the school and let them know so your contact info can be updated or you can submit the changes yourself using the Update Household Data screen, explained below.
- If you forget your password, click the Forgot Password link, enter your email address, and instructions for resetting your password will be emailed to you.
- Tyler SIS Student 360 supports the following web browsers, using the latest versions:
  - o PC with Internet Explorer, Edge, Firefox, or Chrome
    - Mac with Safari, Firefox, or Chrome
    - o iPad with Safari
    - Android tablet with Chrome

Once inside Tyler SIS Student 360, you will have access to several different areas of information for each child you have enrolled in the district. Each of these areas is explained below.

## Navigating

Tyler SIS Student 360 is designed to be touch-friendly for tablets and computers with touch screens, but it also works well with keyboard-and-mouse input. Throughout this document, wherever the word "click" is used, tablet and touch-enabled computer users can tap instead.



The Navigation Bar sits at the top of the screen and allows you to navigate quickly.

- **Back** go back a page
- Home return to the Student Summary screen
- **Menu** this menu shows all of the areas to which you have access so you can quickly navigate between areas without returning to the Student Summary
- Student switch between your students enrolled in the district
- Year choose the Academic Year for which data displays
- Links if your district has created external links to other websites, those links will be listed here
- User Preferences (displays as your name) access Notification Preferences, change your password, and log out from this menu
- Language change between available languages
- Help access a general navigation guide for Tyler SIS Student 360



At the bottom of each screen is the Tool Bar, which changes based on which data area is being viewed. The rest of the screen displays student data.

## Meal Service

Cha	Gra	anne B de 11 - Edw <b>and Dep</b>	arkei <sup>vards Hig</sup> osits	r gh Schoo MOr	ol hthly Lunch	n Menu			Deposits Purchases <b>Balance</b>	\$36.00 \$11.30 \$24.70	Mea Academic Y	Servi ear - 2019	ice 5-16
				Break	fast	Lun	ich	Sna	ck				
More	2	▼Date		Meal	A La Carte	Meal	A La Carte	Meal	A La Carte	Deposits	Total Purchases	Net	
-	Tue	04/19/16		0.00	0.60	0.00	2.05	0.00	0.00	30.00	2.65	27.35	^
	Meal G	iroup	Item T	ype	ltem		Transacti	on Type	Charge	e Deposit	Processed		
	Lunch		N/A		N/A		Deposit		0.0	30.00	04/19/16 11:08 AM		
	Lunch		A La Ca	irte	Теа		Charge		0.5	0.00	04/19/16 11:12 AM		
	Lunch		A La Ca	irte	Hot Pocket		Charge		1.2	5 0.00	04/19/16 11:12 AM		
	Lunch		A La Ca	irte	Extra fruit/ve	getable	Charge		0.3	0.00	04/19/16 11:12 AM		
	Breakfa	ist	A La Ca	irte	Biscuits/Grav	У	Charge		0.6	0.00	04/19/16 11:11 AM		
+	Mon	03/28/16		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	~
<													>
Expand	) All Co	Ilapse All F	<b>T</b> Filter		Select	an underlined	Lunch item to	o view the Daily	/ Lunch menu.				

The Meal Service screen has two views: student Charges and Deposits, and the Monthly Lunch Menu. By default, the Charges and Deposits view is displayed.

#### **Charges and Deposits**

At the top of the screen, the student's meal service balance displays, including the rollover (start of year) balance if one exists, along with the total deposits and charges for the student throughout the school year. Below the balance, the grid displays daily meal service detail. Each date the student had a meal service transaction displays on the grid.

Click the + icon in the More column to display additional information about a date. Underlined items on the More screen will display the Monthly Lunch Menu entry for that item.

#### **Monthly Lunch Menu**

Char	Charges and Deposits Monthly Lunch Menu								
		C	) April 2016	٢					
	▼Date	Choice #1	Choice #2	Choice #3					
Fri	04/29/16	Toasted Ham & Cheese							
Thu	04/28/16	Peanut Butter Sandwich	Black Bean & Salsa Soup	Turkey Tetrazzini					
Wed	04/27/16	Ham & Bean Soup	Biscuits/Gravy/Smokies	Turkey Pot Pie					
Tue	04/26/16	Ham & Bean Soup	Breaded Fish	Tuna Sandwich					
Mon	04/25/16	Ham & Cheese Melt	Breaded Beef	Taco Soup					
Fri	04/22/16		Pasta	Pasta					
Thu	04/21/16	Baked Potato	Southwest Panini	Peanut Butter Sandwich					
Wed	04/20/16	Baked Mac & Cheese	Whole Grain Chicken Nuggets	Pancakes/Smokies					

The Monthly Lunch Menu displays what choices students have when they go through the line each day.

## **Notification Preferences**

Grade 11 - Edwards	Ker Notification Preferences   High School Academic Year - 2015-16
Email Notifications	Attendance Phone Notifications
Email	
joe@barker.com	
Attendance	Grades
If student is absent	Gradebook score notification
Discipline	
If student is involved in discip	line incident
Т	o change these preferences, select Set Notification Preferences from the options under the User icon:

Use the Notification Preferences screen to see what types of notifications the school offers and if you have indicated you wish to receive those notifications. This screen contains read-only data; to make changes to your preferences, use the Set Notification Preferences option from the User menu.

Your district may offer either or both of these notifications. If one or the other is not available, that tab will not be displayed.

Acc	ount / New Deposits	Transacti	on History	On Act	line Payment Audemic Year - 2015-16
View	All Accounts 🗸				
Site	Student Name	Account	:	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Ac	count	-0.79	
ZZNE	Britton, Dylan L	Meal Ac	count	54.80	
ZZMS	Barker, Debbie Eilene	Meal Ac	count	0.10	
ZZHS	Barker, Jeanne Marie	Meal Ac	count	24.70	
ZZHS	Barker, Jeanne Marie	ATHL - A	thletics	-125.00	
ZZHS	Barker, Jeanne Marie	LIBR - Li	brary	-2.00	
ZZHS	Barker, Michelle Kay	Meal Ac	count	-6.90	
ZZHS	Barker, Michelle Kay	LIBR - Li	brary	-40.00	
ZZHS	Barker, Michelle Kay	TEXT - T	extbook	-40.00	
		Palanca	no of Academic Vent 2015 16	314.60	~
	agend		Select an underlined account balance to view details		Proceed to Verification

### **Online Payment**

The Online Payment screen shows all student Fees & Billing and Meal Service accounts. By default, the Account / New Deposits screen appears. Accounts with a negative balance will be highlighted in yellow.

#### Account / New Deposits

The student's school, name, account name, and balance display on each line. Click the underlined account name to see transaction details. On the right, enter an amount to pay toward that account. Once you have entered all of the amounts you want to pay, click Proceed to Verification on the Tool Bar. After verifying that the amount is correct, click Proceed to PayPal and complete the checkout process with your PayPal account.

<b>.</b>				
Site	Student Name	Account	Account Balance	Deposit Amount
ZZNE	Barker, Max Paul	Meal Account	-0.79	10.00
ZZHS	Barker, Jeanne Marie	ATHL - Athletics	-125.00	50.00
		Balance as of Academic Year 2015-16	-214.69	60.00
			Service Charge	2.00
			Transaction Total	62.00
TOUT	If you want to proce and complete th	eed to a screen provided by PayPal to submit y nis transaction select Proceed to PayPal. If not :	our eCheck or credit card in section select Go Back to Previous \$	nformation Screen.
	E			$\mathbf{i}$

If you do not have a PayPal account, PayPal allows you to make a limited number of payments without creating one using a credit or debit card. If you do not complete the checkout process and receive a receipt from PayPal, the payment will not be completed and student accounts will not be credited. Such transactions appear on the Transaction History screen as "Initiated."

#### **Transaction History**

Account / New Deposits Transaction History							
▼Date/Time	Parent Name	User	Deposit	Serv. Charge	Trans. Total Status		
04/11/17 3:26 PM	Barker, Joe R		80.00	0.00	80.00 Initiated		
Site AStudent Name		Acc	ount Descriptie	Deposit Amount			
Barker, Debbie Eile	ene	Me	al Account		20.00		
Barker, Jeanne Ma	Barker, Jeanne Marie				20.00		
Barker, Max Paul	Barker, Max Paul		al Account	20.00			
Barker, Michelle K	ву	Me	al Account		20.00		
	v Deposits Transa VDate/Time 04/11/17 3:26 PM AStudent Name Barker, Jeanne Ma Barker, Jeanne Ma Barker, Max Paul Barker, Michelle Ki	V Deposits Transaction History   ▼Date/Time Parent Name   04/11/17 3:26 PM Barker, Joe R   ▲Student Name Barker, Joe Debbie Eilene   Barker, Debbie Eilene Barker, Haar Paul   Barker, Max Paul Barker, Michelle Kay	V Deposits Transaction History   VDate/Time Parent Name User   04/11/17 3:26 PM Barker, Joe R Marker, Joe R   ▲Student Name Acc   Barker, Debbie Eilene Me   Barker, Jeanne Marie Me   Barker, Max Paul Me   Barker, Michelle Kay Me	Transaction History   ▼Date/Time Parent Name User Deposita   04/11/17 3:26 PM Barker, Joe R 80.00   ▲Student Name Account Description   Barker, Debbie Eilene Meal Account   Barker, Jeanne Marie Meal Account   Barker, Max Paul Meal Account   Barker, Michelle Kay Meal Account	▼Date/Time   Parent Name   User   Deposite   Serv. Charge     04/11/17 3:26 PM   Barker, Joe R   80.00   0.00     ▲Student Name   Account Description   0.00     Barker, Debbie Eilene   Meal Account   100     Barker, Jeanne Marie   Meal Account   100     Barker, Max Paul   Meal Account   100     Barker, Michelle Kay   Meal Account   100		

All online payment transactions for the school year appear on the Transaction History screen. The invoice number, date/time, parent name, deposit totals, and status appear in the grid. Click the + icon in the More column to see which specific student accounts were included in the transaction.

Depending on the payment method and other circumstance, the Status column will show one of four statuses.

• Initiated – a payment has been started but has not yet completed. This could be that an echeck has not completed or that the user stopped after clicking Proceed to PayPal. Echecks take up to five business days to clear.

- **Completed** the payment has successfully completed and the student accounts have been credited.
- **Denied** the payment was denied by PayPal. You should have received an email from PayPal explaining the reason.
- **Reversed** the payment has been returned or refunded.