

## School Meal Low Balance Instructions Using Parent Portal

Log into Parent Portal via **emmettschools.org**

*If you do not have a Parent Portal account please contact your school secretary so they can set you up.*

Once on the Emmett Schools website select “Infinite Campus – Parent/Student Portal” on the black bar under the Huskie logo.

Once you have logged into your portal account:

1. Click on the “Person” icon in the upper right hand corner



2. Click on “Settings”

3. Click on “Notification Settings”

4. Go to: “Lunch Balance is Low” and click to receive low balance alerts to monitor the funds left on your student(s) meal accounts, or unclick if you do not wish to receive the notifications.



5. Use the Slide/toggle bar to designate what monetary amount you would like to designate as your low balance alert threshold.

