

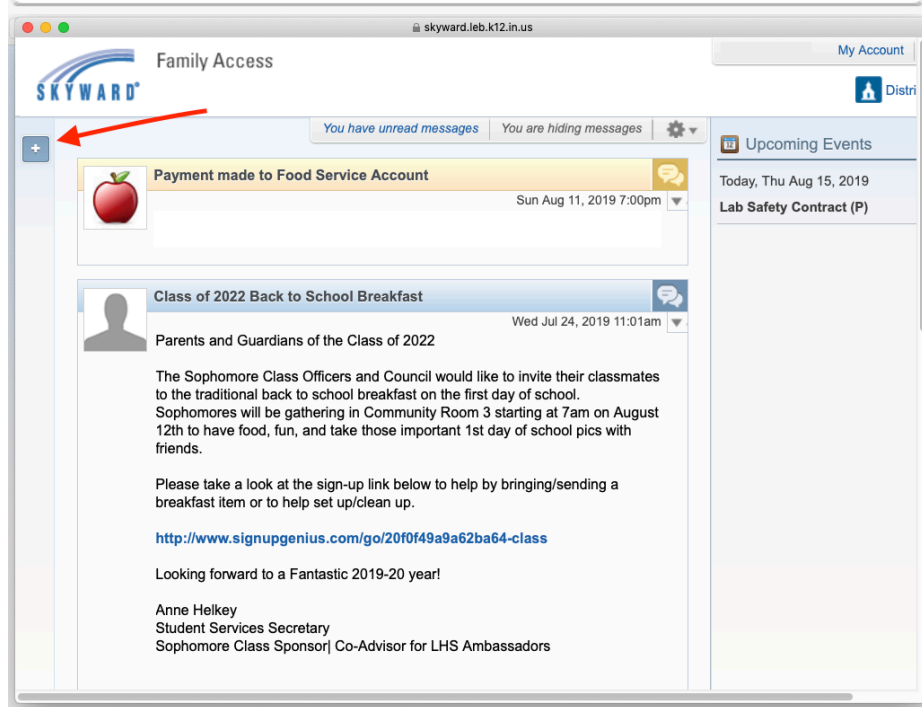
# STUDENT LUNCH PAYMENT TUTORIAL

1. Log in to Skyward Family Access.



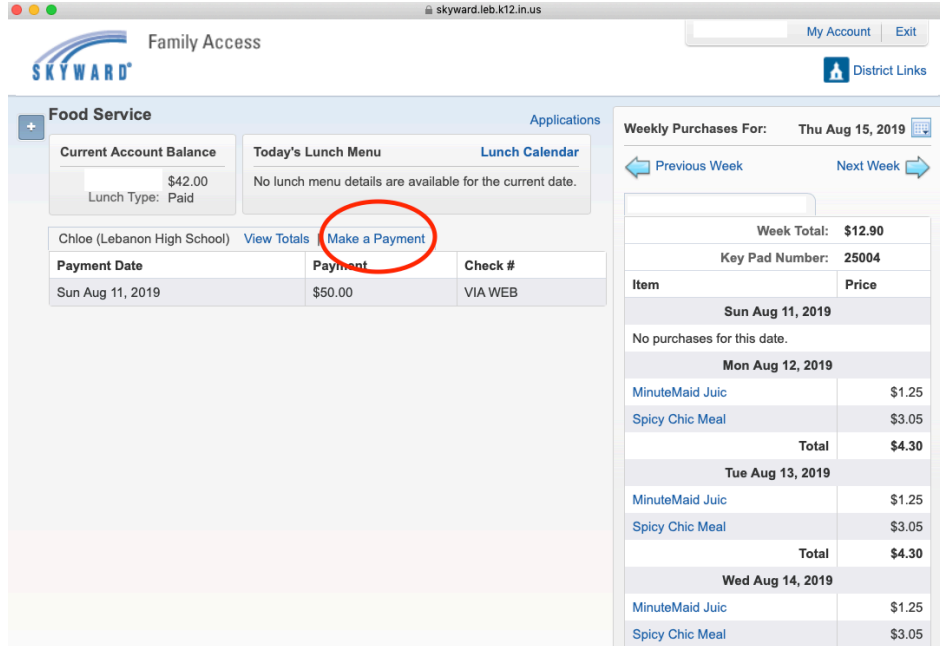
The login page features the Skyward logo at the top, followed by the text "Lebanon Community School Corporation". Below this are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned to the right of the password field. A link for "Forgot your Login/Password?" is located below the button. The version number "05.19.06.00.05" is displayed in the bottom right corner.

2. From the menu on the left-hand side, select **Food Service**.

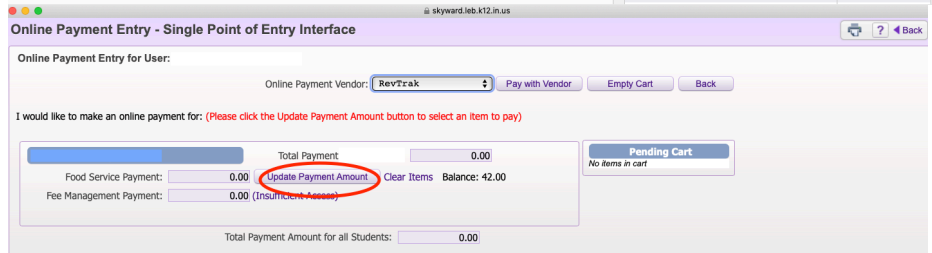


The dashboard shows a navigation menu on the left with a plus sign icon. A red arrow points to this icon. The main content area displays a notification for a "Payment made to Food Service Account" on Sun Aug 11, 2019 7:00pm, and a message from the "Class of 2022 Back to School Breakfast" dated Wed Jul 24, 2019 11:01am. The message text reads: "The Sophomore Class Officers and Council would like to invite their classmates to the traditional back to school breakfast on the first day of school. Sophomores will be gathering in Community Room 3 starting at 7am on August 12th to have food, fun, and take those important 1st day of school pics with friends. Please take a look at the sign-up link below to help by bringing/sending a breakfast item or to help set up/clean up. <http://www.signupgenius.com/go/20f0f49a9a62ba64-class> Looking forward to a Fantastic 2019-20 year! Anne Helkey Student Services Secretary Sophomore Class Sponsor| Co-Advisor for LHS Ambassadors". The right sidebar includes "My Account", "District", and "Upcoming Events" for Today, Thu Aug 15, 2019, listing "Lab Safety Contract (P)".

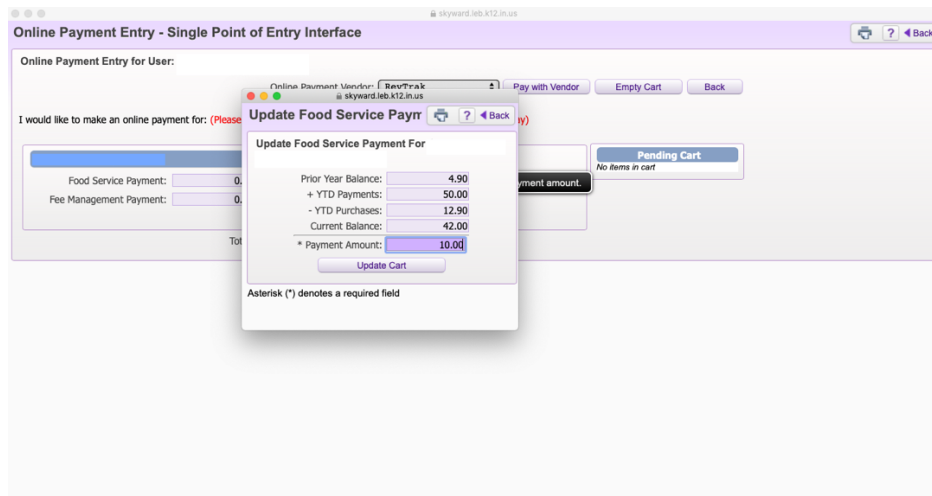
3. Select **Make a Payment**.



4. Next to Food Service Payment, select **Update Payment Amount**.



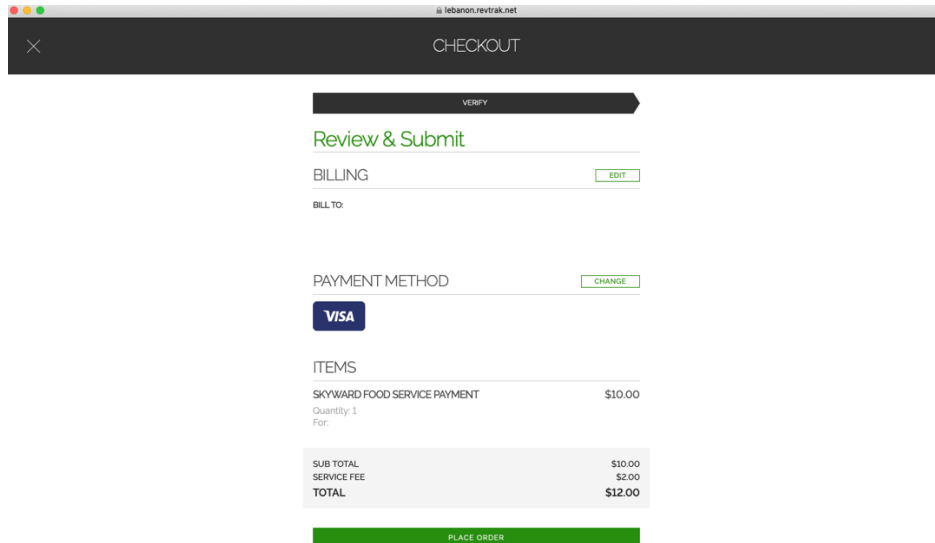
5. Enter **Payment Amount** and select **Update Cart**.



6. You will be directed to the online checkout. Login or create an account.



7. Confirm your payment information and select Place Order.



8. Your payment was successful! You can repeat this process as many times as you wish throughout the year.



Your order has been placed

PRINT RECEIPT