

Instructions to set up lunch account for your student on PowerSchool_(after initial log-in to PowerSchool)

- Log onto PowerSchool
- On the left hand side there is a menu of options under **“Navigation”**. Click on **“food services”**.
- You will be directed to **SmartschoolK12** which is the program the Archdiocese of Baltimore uses for lunches
- Fill in the appropriate information as requested and click submit
- Once information is submitted, you may add funds to your student’s account. If you have more than one child in the school, you should not have to “add” the other student. It should happen automatically. To check this look on the left column under the PowerSchool icon and student names should be listed. Click on each student and then **“food service”** to see if each student has an account.
- If you are on the Smartschool12 site through PowerSchool, you can click on the **“students”** or **“family accounts”**. This will show you who is attached to the account.
- Please note that there is a fee for processing credit/debit cards. Mrs. Candy (cafeteria manager) is able to add funds if you choose to send in a check. The cafeteria cannot accept cash for payment. There is no fee for processing a check sent into school. Please make sure your child’s name AND grade are on the envelope.
- If you wish to set up alerts so you can be notified as to when your student’s account reaches a certain level, you can! Simply click on “family accounts” while in the **SmartschoolK12** site. Click on **“change notification settings”** and you will be able to edit amounts, emails, etc.
- Unfortunately, funds cannot be added using the mobile app at this time. Please check the monthly newsletter for updates.

If you have any questions, please feel free to contact Mrs. Dousa, PowerSchool Administrator (bdousa@olhsf.com) or Mrs. Candy in the cafeteria (410-288-2793).