

Dear Families,

We are excited to introduce an easy way to view and manage your student's lunch account through the PowerSchool payment portal. This online tool allows you to check balances, set notifications, and make payments conveniently from home. Below, you'll find a step-by-step guide to setting up your account:

1. Visit the District Website

- Go to www.sd365.us.
- Click on the **"Parents"** tab located at the top of the homepage.

2. Access the School Payment Portal

- After clicking, you will be directed to a new page. This change is subtle, so scroll down to locate the **"School Payment Portal"** link.
- Click the link to proceed to the payment portal.

3. Create Your Account

- Select **"Create Account"** and fill in the required fields, including your first and last name, email address, and a password of your choice.

4. Log In and Verify Your Email

- Once your account is created, return to the login page and sign in.
- You will be prompted to verify your email address. Follow the instructions provided in the verification email to continue.

5. Add Students to Your Account

- After verifying your email, click on **"Student Access and Cafeteria Account"** at the top of the page.
- Select **"Add Student"** for each student you wish to include. You will need the following:
 - First and last name of the student.
 - Student ID number. (Most students know their ID numbers, but you can also contact your campus office for assistance.)

6. Manage Your Account

- Once your students are added, you will have access to:
 - View cafeteria balances.
 - Set notifications for low balances.
 - Make payments online.

This tool is a convenient way to stay updated on your student's lunch account and ensure they always have access to meals. If you encounter any issues during this process or have additional questions, please don't hesitate to reach out to the school office.

Thank you,
Jeff Blaser
Superintendent