

How to put money on your student's meal account

Step 1: Login to the TeacherEase gradebook

Log in to your account

Email Address

Password

☐ Remember email [Forgot password?](#)

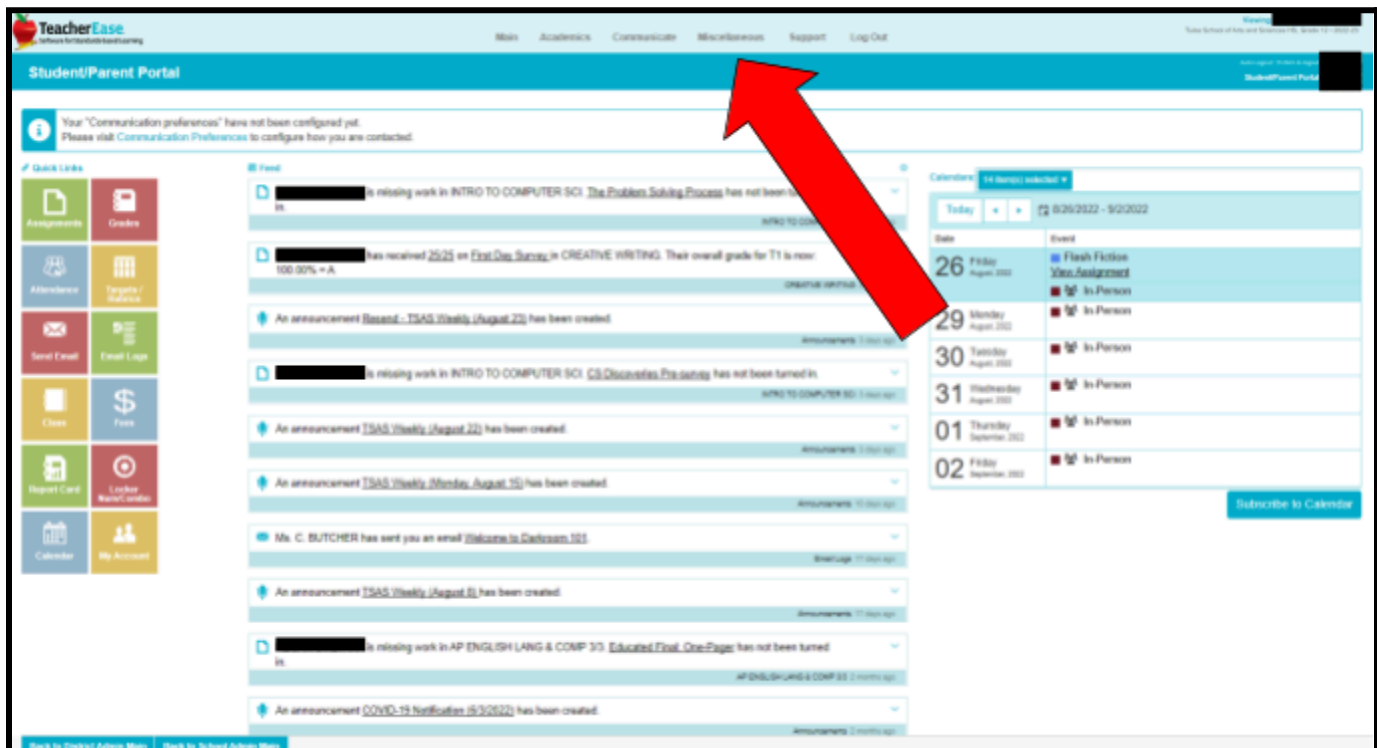
Log In

OR

Log In with Google

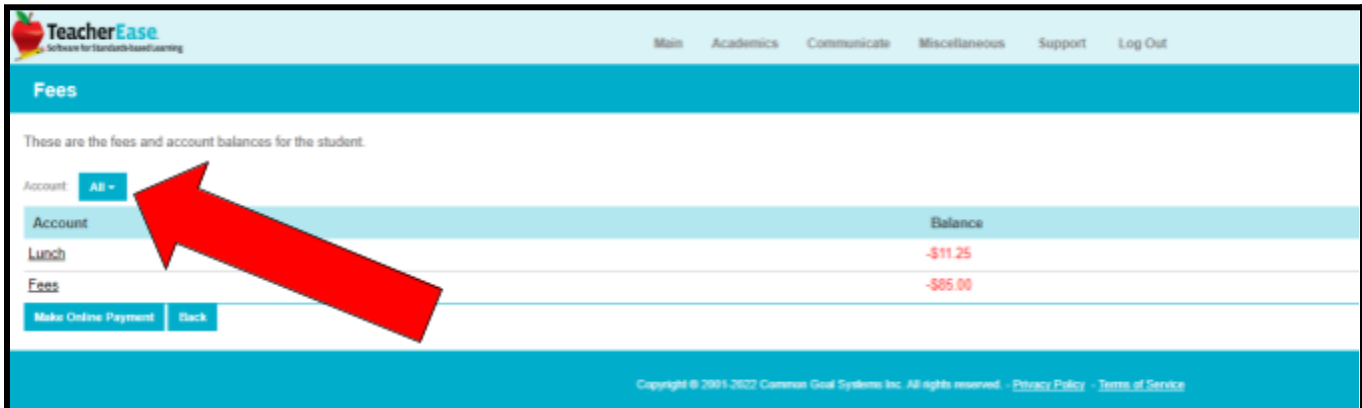
Don't have an account? [Sign Up](#)

Step 2: Hover over the “**miscellaneous**” menu at the top of the window and click on “**fees**”



The screenshot shows the TeacherEase Student/Parent Portal interface. At the top, there is a navigation bar with the following links: Home, Academics, Communicate, **Miscellaneous**, Support, and Log Out. The 'Miscellaneous' menu is highlighted with a red arrow. Below the navigation bar, there is a section for 'Quick Links' with icons for Assignments, Grades, Attendance, Targets & Analytics, Send Email, Credit Log, Class, Fees, Report Card, and My Account. The main content area displays a feed of announcements and a calendar on the right. The calendar shows dates from August 26 to September 2, 2022, with events for 'Fresh Fiction' and 'In Person'.

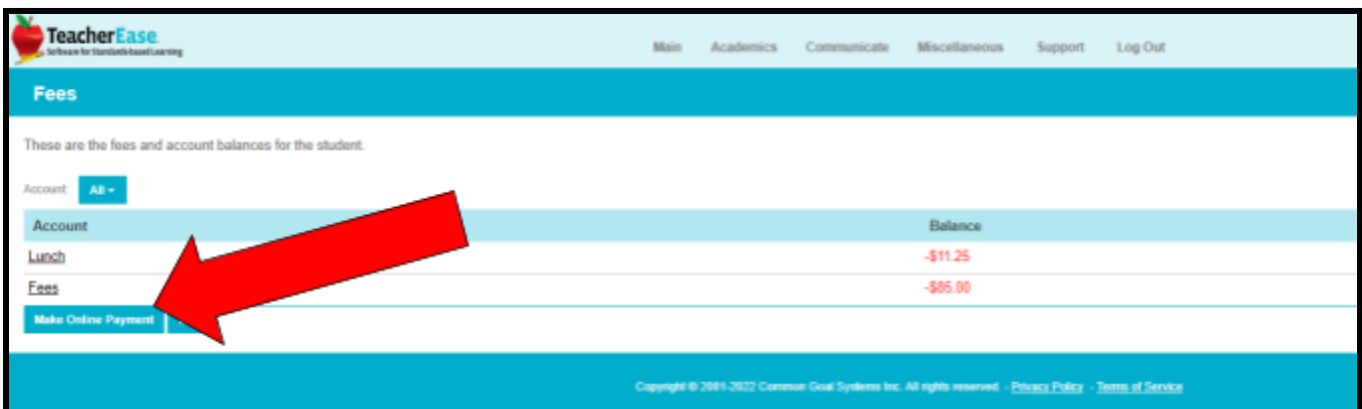
Step 3: Under “fees” change the “account” toggle menu to “lunch” or click the “lunch” link



The screenshot shows the TeacherEase interface. At the top, there's a navigation bar with links: Main, Academics, Communicate, Miscellaneous, Support, and Log Out. Below this is a blue header with the word "Fees". The main content area says "These are the fees and account balances for the student." Below this text is an "Account:" label followed by a dropdown menu currently set to "All +". A large red arrow points from the "Lunch" link below to this dropdown menu. Below the dropdown is a table with two columns: "Account" and "Balance". The table has two rows: "Lunch" with a balance of "-\$11.25" and "Fees" with a balance of "-\$85.00". At the bottom left of the table area are two buttons: "Make Online Payment" and "Back". The footer contains copyright information: "Copyright © 2001-2022 Common Goal Systems Inc. All rights reserved. - Privacy Policy - Terms of Service".

Account	Balance
Lunch	-\$11.25
Fees	-\$85.00

Step 4: Click on the “make online payment” button toward the bottom left of the window and follow the steps to pay electronically.



This screenshot is identical to the one above, showing the TeacherEase Fees page. However, the large red arrow now points from the "Make Online Payment" button at the bottom left of the table area towards the center of the page.

Note on the account balance: If you have money on the account, the number will not have parenthesis as in \$6.00. If you owe money, the number will be in parentheses as in (\$6.00)

Email cdenton@tsas.org with any questions