# Infinite Campus

Managing Food Service Accounts

#### Sign in to your <u>Infinite Campus Account</u> Go to the **Food Service** tab

| Ξ               | Infinite<br>Campus |                |           |         |         | \$ <sup>90</sup>        | - |
|-----------------|--------------------|----------------|-----------|---------|---------|-------------------------|---|
| Home            |                    | Food Service   |           |         |         |                         |   |
| Calen           | dar                | ACCOUNT NAME   | ACCOUNT # | BALANCE | ACTIONS | 0                       |   |
| Assigi<br>Grade | s                  | Family Account |           |         | View    | Items in Cart<br>\$0.00 | _ |
| Grade           | Book Updates       | Pay            |           |         |         | My Cart                 |   |
| Attend          | lance              |                |           |         |         | My Account              | s |
| Sched           | lule               |                |           |         |         |                         |   |
| Acade           | ernic Plan         | Í              |           |         |         |                         |   |
| Fees            |                    |                |           |         |         |                         |   |
| Schoo           | ol Store           |                |           |         |         |                         |   |
| Docur           | nents              |                |           |         |         |                         |   |
| Messa           | age Center         |                |           |         |         |                         |   |
| More            |                    |                |           |         |         |                         |   |

### Select the 🔤 button

| Ξ     | Infinite<br>Campus |                |           |         |         |                    | ¢ <sup>91</sup>    | +  |
|-------|--------------------|----------------|-----------|---------|---------|--------------------|--------------------|----|
| Home  | 2                  | Food Service   |           |         |         |                    |                    |    |
| Calen | ndar<br>Inments    | ACCOUNT NAME   | ACCOUNT # | BALANCE | ACTIONS |                    | 0<br>Items in Cart |    |
| Grade | 25                 | Family Account |           |         | View    |                    | \$0.00             | _  |
| Grade | e Book Updates     | Pay            |           |         |         |                    | My Cart            |    |
| Atten | dance              |                |           |         | *       | You can click this | My Account         | ts |
| Schee | dule               |                |           |         | r v     | cent transactions  |                    |    |
| Food  | Service            |                |           |         |         | on your account    |                    |    |
| Fees  |                    |                |           |         |         |                    |                    |    |
| Scho  | ol Store           |                |           |         |         |                    |                    |    |
| Docu  | ments              |                |           |         |         |                    |                    |    |
| Mess  | age Center         |                |           |         |         |                    |                    |    |
| More  |                    |                |           |         |         |                    |                    |    |

#### 1. Enter the amount you wish to add to your account

2. Select Add to Cart

| Home Food Service   |  |
|---|--|
| Calendar     Account NAME     Account #     BALANCE     AMOUNT     Actions       Assignments       Grades       Grade Book Updates         Add to Cart     Cancel |  |
| Attendance *You can click this<br>Schedule<br>Academic Plan<br>*You can click this<br>View button to see<br>recent transactions                                   |  |
| Food Service  |  |
| Fees School Store   |  |
| Documents   |  |
| Message Center More   |  |

## Select 🔚 My Cart to complete payment

|                       |                |           |         |         |                         | -  |
|-----------------------|----------------|-----------|---------|---------|-------------------------|----|
| Home                  | Food Service   |           |         |         |                         |    |
| Calendar              | ACCOUNT NAME   | ACCOUNT # | BALANCE | ACTIONS | 1                       |    |
| Assignments<br>Grades | Family Account |           |         | View    | Item in Cart<br>\$20.00 |    |
| Grade Book Updates    | Рау            |           |         |         | My Cart                 |    |
| Attendance            |                |           |         |         | My Accoun               | ts |
| Schedule              |                |           |         |         |                         |    |
| Academic Plan         |                |           |         |         |                         |    |
| Fees                  |                |           |         |         |                         |    |
| School Store          |                |           |         |         |                         |    |
| Documents             |                |           |         |         |                         |    |
| Message Center        |                |           |         |         |                         |    |
| More                  |                |           |         |         |                         |    |

#### 1. Select an existing Payment Method, or Add Payment Method

2. Select Submit Payment

| JDM | nt P | ауп | neni | ē. 1 |
|-----|------|-----|------|------|
|     |      | _   |      |      |

|                       |    |  |                                   |                           |                     |               | ¥99               |
|-----------------------|----|--|-----------------------------------|---------------------------|---------------------|---------------|-------------------|
| ome                   |    | K Back   Checkout  |                                   |                           |                     |               |                   |
| alendar<br>ssignments |    | Credit Card payments include a 3.625                                     | % servicing fee. Any payments mad | e by E-Check have only a  | \$0.35 service fee. | *Be aware of  | 1<br>Item in Cart |
| ades                  |    | FOOD SERVICE ACCOUNT   | NAME                              |                           | AMOUNT              | the different | \$20.00           |
| de Book Updates       |    |  |                                   |                           | \$20.00 Remove      | service fees! | My Cart           |
| endance               |    |  |                                   |                           |                     |               | My Accounts       |
| edule                 |    | Payment Method (Required)  echeck  |                                   | Subtotal:<br>Service Fee: | \$20.00<br>\$0.35   |               |                   |
| demic Plan            | 1  |  |                                   | Total:                    | \$20.35             |               |                   |
| l Service             |    | Add Payment Method   |                                   |                           |                     |               |                   |
|                       | ľ. | Email Address for Receipt<br>Must be a valid email similar to "user@exar | nple.com"                         |                           |                     |               |                   |
| ool Store             |    |  |                                   |                           |                     |               |                   |
| uments                |    |  |                                   |                           |                     |               |                   |
| ssage Center          |    |  |                                   |                           |                     |               |                   |
| bre                   |    | Submit Payment   |                                   |                           |                     |               |                   |