



# INSTRUCTIONS FOR USING PS 1000® WEBPORTAL TO ACCESS YOUR CHILD(REN)'S FOOD SERVICE ACCOUNT

PS1000® WebPortal® for Kalkaska Public schools allows you to view your child(ren)s food service account(s) online. You can check their account balance, and even see what they purchased for lunch that day. *Note: the screen images shown are captured from a developmental page for security purposes. Your school's web site is customized.*



## Logging In:

- At the login screen, enter your user name and password (given to you by your Food Service Director).
- *NOTE: User names and passwords are Case Sensitive, so please be aware when you need to use upper vs. lower case.*

## Your Home Page

**Account Balances** gives you a quick view of your child(ren)s accounts

**Account Info** box lists each child along with their current benefit status and account balance

**Contact Info** shows the current contact info the school has for your child(ren). Please Verify that this information is correct.

**Site Navigation** allows you to quickly access your Home Page, Account History, and Logout

Name	Benefit	Expires	Account	Balance
KATELYN HERRING	Full Pay	10/19/2009	Primary Food Service	\$0.00
CHARLES JACKSON	Full Pay	10/19/2009	Primary Food Service	\$-1.40
RANEA WASHINGTON	Full Pay	10/19/2009	Primary Food Service	\$0.00
			Secondary	\$0.00

**Account Balance(s)**

KATELYN HERRING:	\$0.00
CHARLES JACKSON:	\$-1.40
RANEA WASHINGTON:	\$0.00

**Contact Info:**

Name: RITA JACKSON  
 Address: 160 CAMELOT DR  
 BEECHVILLE MI 48001  
 Phone: 791-6171  
 E-Mail: N/A  
[Edit Contact Information](#)

**Site Navigation**

- Home
- Account History
- Contact Information
- My WebPortal Account
- Settings
- Logout

Student names in red indicate that they are inactive. Use the options on the right to navigate this site.

PS1000 WebPortal v1.3  
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To View Account Histories:

- Click on Account History in the Site Navigation Menu
- Select the student you wish to view from the Search Criteria box

**Search Criteria**

Student: CHARLES JACKSON

Start Date: 01/01/2010

End Date: 02/02/2010

Account: 1. Primary Food Service

View Transactions Clear

**\*\* No Search Results Found \*\***

- Set the Date Range from the drop down calendars (*Note: you can only view one month at a time*)
- Click on View Transactions

The search results will appear as below.

To expand the view and see what items were purchased, click on the down arrows to the left of the date, or click on "Expand All" to look at details

**Search Results**

Beginning Account Balance on 01/01/2010 \$0.10

Expand All | Collapse All

Transaction Information	Amount Tended	Debit(-)	Credit(+)	Balance						
<input checked="" type="checkbox"/> Jan 14, 2010 11:28 AM Charge sale	1.00	1.00		(\$0.90)						
<table border="1"> <tr> <td>BAGEL</td> <td>\$0.60</td> </tr> <tr> <td>MILK</td> <td>\$0.40</td> </tr> <tr> <td>CREAM CHEESE</td> <td>\$0.00</td> </tr> </table>					BAGEL	\$0.60	MILK	\$0.40	CREAM CHEESE	\$0.00
BAGEL	\$0.60									
MILK	\$0.40									
CREAM CHEESE	\$0.00									
<input type="checkbox"/> Jan 28, 2010 8:03 AM Multi-tendered sale	2.25			(\$0.90)						
<input checked="" type="checkbox"/> Jan 28, 2010 8:03 AM Cash sale	1.75			(\$0.90)						
<input checked="" type="checkbox"/> Jan 28, 2010 8:03 AM Charge sale	0.50	0.50		(\$1.40)						

Ending Account Balance on 02/01/2010 (\$1.40)

**Text Color Legend:**  
 Account balance debited  
 Account balance unchanged  
 Account balance credited