

## How to Use the *ScholarConnect* Site

### About ScholarConnect

*ScholarConnect* is a web-based application that is provided to parents for the management of student lunch funds, meal purchases and daily attendance reporting. Through the *ScholarConnect* interface, parents can automatically and securely replenish a student's lunch funds using an account from a participating bank.

The site is located at <https://www.scholarconnect.com>. Please note this is a secure site to preserve the privacy of student and financial data. In order to use the site parents must register. Once registered, all that is required is a secure user ID and password.

### How to Register

Connect to <https://www.scholarconnect.com>. Click on the **New User?** link, select the appropriate school from the **School** drop-down menu and follow the registration instructions. Registration is complete when you receive an e-mail stating an account has been established. Please note, for security purposes your account user ID and password should not be shared. Only one account is required for multiple students in the district.

### Activate Account

Once you have received the **ScholarConnect Account Activation E-mail**, click on the link to activate account. Enter the user ID and password and click **Next**. This will complete the activation process and you can immediately log into your account.

### Using the Account

Connect to <https://www.scholarconnect.com> and log in. From the **Make a Payment** screen, click on the **Create a Bank Account** link and follow the instructions to add an account. The added account will show under the **Create a Bank Account** link.

### Adding Funds

Click on the **Add Funds** button in the **Meals** section on the left side of the screen. The **Make a Payment** window opens. Enter the dollar amount in the **Amount to Add** section for the appropriate student. Pressing the **Tab** key will automatically total the dollar amount. After reading the legal terms, click **I Agree** and then **Submit**. A confirmation screen will open to indicate that the transaction was successful.

### Viewing Purchases

To view meal items that have been purchased by the student, select **View Purchases** from the **Meals** section on the left side of the screen. Highlight the appropriate student and enter a date range in the applicable format. Click **Search**.

### Verifying Account Balance

To verify the balance on a student account, select **Card Balance** from the **Meals** section on the left side of the screen. Highlight the appropriate student and enter a date range in the applicable format. Click **Search**.

### Adding Student Accounts

To add another student to your account, select **Add a Student Account** from the **Set Up** section on the left side of the screen. Enter the required information and click **Next**.

### **Adding a Bank Account**

To add other bank accounts, select **Add a Bank Account** from the **Set Up** section on the left side of the screen. Enter the required information and click **Submit**.

### **Changing User Password**

To change your password, select **Change Password** from the **Set Up** section on the left side of the screen. Enter the required information and click **Next**. A confirmation message will indicate the password has been changed.

### **Adding an E-mail Address**

To add an e-mail address to the current user profile, select **Add E-mail** from the **Set Up** section on the left side of the screen. Enter the e-mail address and click **Submit**.

### **Adding a Telephone Number**

To add a telephone number to the current user profile, select **Add Phone** from the **Set Up** section on the left side of the screen. Enter the telephone number and click **Submit**.

### **Obtaining an Attendance Report**

To obtain a student school attendance report, select **Get a Report** from the **Attendance** section on the left side of the screen. Highlight the appropriate student and enter a date range in the applicable format. Click **Search**.

### **Logging Out**

To log out of the ScholarConnect site, click the **Log Out** button on the left side of the screen.