

# Lunchtime: manage your account (School Payment Portal)

SSO\* from PowerSchool: <https://powerschool.dvfs.org/public/home.html>

(Direct: <https://www.schoolpaymentportal.com>)

\*Single Sign On: sign into PowerSchool once, and automatically sign into your Lunchtime account.

SSO from PS: First, sign into your PowerSchool parent portal

2. Click on the applications button (arrow)

The screenshot shows the PowerSchool parent portal interface. At the top, there is a header with the PowerSchool logo, a welcome message for a parent, the current date (11/21/2017), the schedule (Regular (Day 7)), and links for Help and Sign Out. Below the header is a dark blue navigation bar containing several icons, including one for applications (a square with a diagonal line) which is highlighted by a red arrow. To the left of the main content area is a 'Navigation' sidebar with links for Grades and Attendance, Missing Assignments, Grade History, Standards Based Report Card, and Attendance History. The main content area is titled 'Grades and Attendance: Student Name' and contains a section for 'Attendance By Class' with a table showing attendance data for various classes.

Exp	Last Week					This Week					Course	T1	C1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F					
UP/ABC											AM Advisory Group	r	r		

### 3. Click on “School Payment Portal” (for automatic sign in)

You will be automatically signed into your Lunchtime account.

The screenshot shows the PowerSchool parent portal interface. At the top, there is a header with the PowerSchool logo, a welcome message "Welcome, Parent Name...", and a date "Today". Below the header, there is a navigation sidebar on the left with options: Grades and Attendance, Missing Assignments, Grade History, Standards Based Report Card, and Attendance History. The main content area is titled "Grades and Attendance" and contains a table with columns "Exp" and "Last Week" (sub-columns M, T, W, H). An "Applications" dropdown menu is open on the right, showing a list of applications with columns "Applications" and "Description". A red arrow points from the text above to the "School Payment Portal" link in the dropdown menu.

Applications	Description
Magnus Health	Student Medical Record
School Payment Portal	School Payment Portal

(You can create an account if you do not have one.)

### Finish setting up your SchoolPaymentPortal.com access account

Welcome to the School Payment Portal Website! Since this is the first time you've accessed the site, you will need to setup a password to use with your account in case you would ever choose to login to this site directly instead of accessing it from your PowerSchool Parent Access portal. Both options will continue to be available to your account.

Your password must be at least 6 characters in length and it is case sensitive.

Email Address:

**Parent email**

New Password:

Confirm New Password:

Update