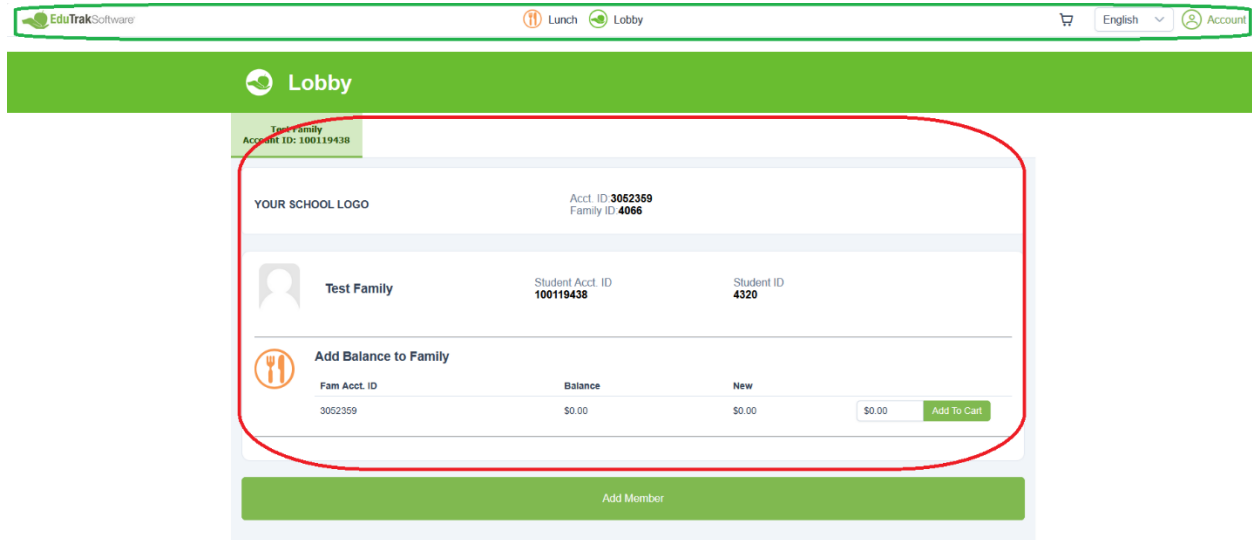


Navigating EduTrak's new Parent Interface

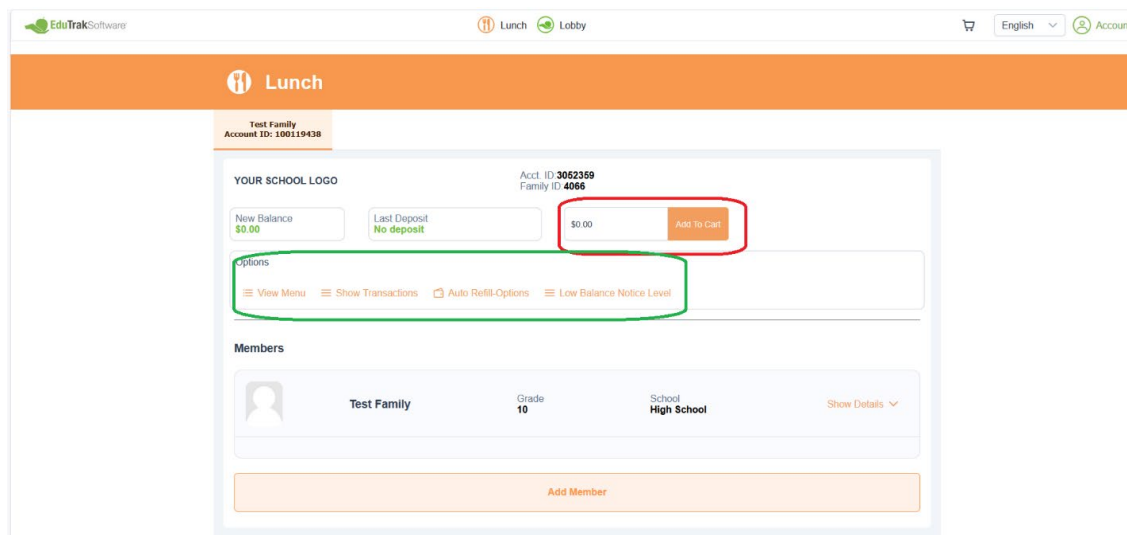
When you first log into the new EduTrak Connect Parent Interface (<http://lobby.edutrak.com>), the home screen will look like this:



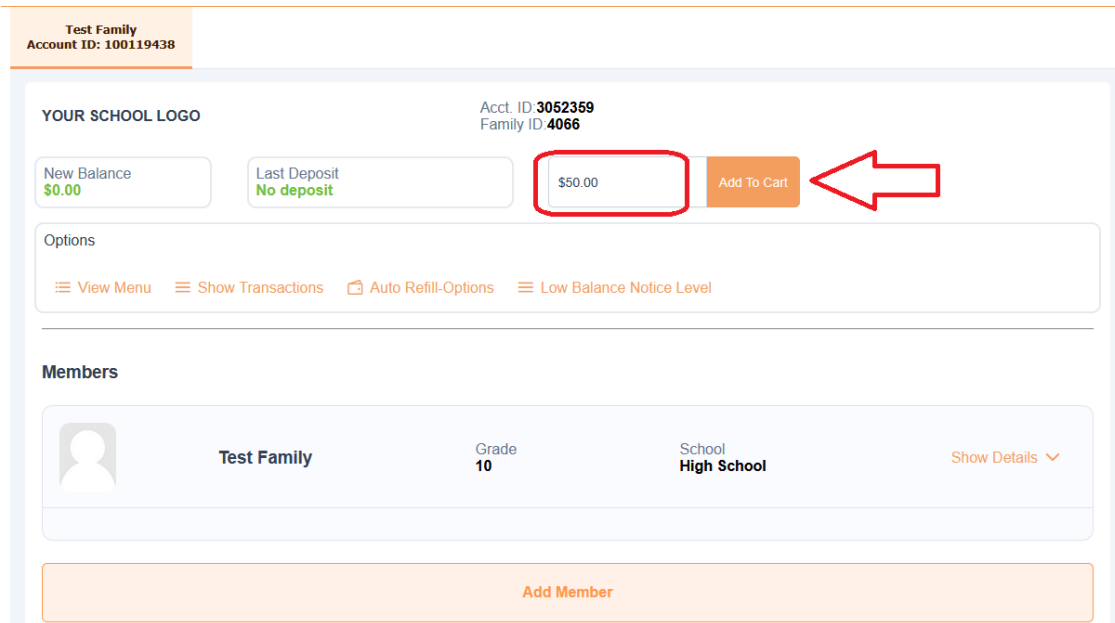
The area circled in green is your navigation panel. You will find the link to register your students for sports, your cart, your language choices and your account information.

The area circled in red is where your students would be listed. Each family group will have its own tab. Another tab is added when you are linked to multiple students or multiple families.

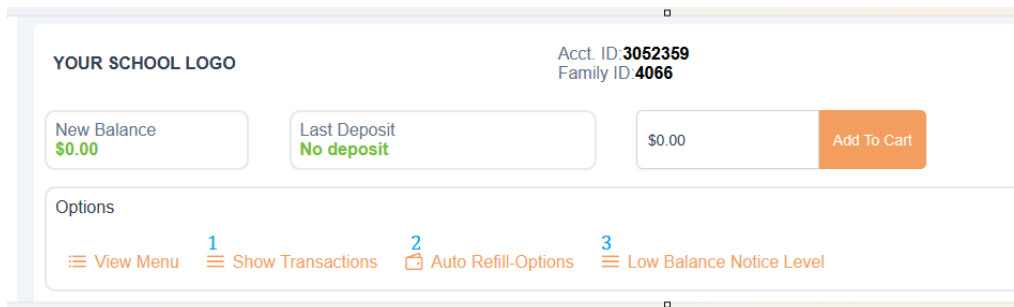
To go to Food Service, click on the Lunch icon on the navigation panel (plate with knife and fork)



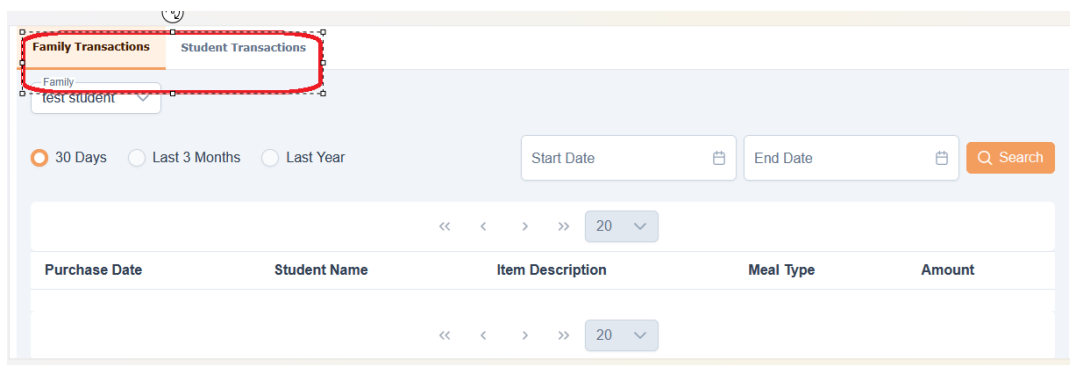
If you have multiple students, they will be listed here. To make a payment into you family lunch account, merely enter the amount you wish to add in the box in front of Add to Cart. Then click on Add to Cart.



From this page you can also view what your children has purchased in the serving lines, set an auto-refill for your meal balance and adjust the level of your low balance notifications.



1. The example I am using does not have any transactions to view, but it would look like this. You can toggle between family transactions and student transactions using the tabs in the upper left corner.




- If your district allows it, you can set up an auto-refill for your family's meal balance. When it gets to an amount that you determine, a payment amount that you have specified will be made to refill the account.

← Back

Auto-refill Options Family Account 3052359

Enable Auto-refill

Please select funding source type

 Credit Card

+ Add Payment Method

Save refill preferences

Refill Amount: \$0.00 Low Balance Threshold: \$0.00

Estimated Processing Fee: 0

I authorize automatic charges to my credit card or bank account

[Terms and Conditions >](#)

Upon completion, you authorize regularly scheduled charges to your Credit Card or Bank Account. You will be charged the amount indicated. A receipt for each payment will be provided to you and the charge will appear on your Credit Card or Bank Account Statement. You agree that no prior-notification will be provided unless the date or amount changes, in which case you will receive notice from us at least 10 days prior to the payment being collected...

Just Enable Auto-refill, set the refill amount and low balance level and check the box in front of “I authorize automatic charges to my credit card or bank account.” Then save refill preferences.

- You can also customize your low balance notifications. If you want to receive notices before your balance gets too low, you can set that here.

← Back

Change Notification Settings Family Account 3052359

This notification setting will provide additional messages to your users notifying all parties of low balances. Set the dollar amount to your preferred low balance level and you will receive email messages when your account reaches the specified amount or lower.

**These settings are shared among all members of this account. Check this box to enable custom account balance notification.

Enable Balance Override

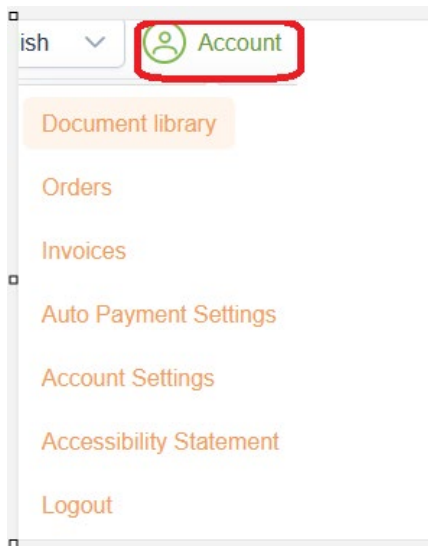
Low Balance Level 0

Save Notification Settings

Every user with access to this account will receive a low balance notification email when the account balance is equal to or lower than this value. If the school defined balance level is higher, the higher threshold takes precedence.

Simply Enable Balance Override by placing a check in the box, and determine your Low Balance Level, then click Save Notification Settings.

You also have some other useful items regarding your account, in the account area.



Document Library is where you will find your statements, order history and invoice history, if you are paying tuition to your school.

Orders will show your order history and allow you to click on the order id to get the details of the transaction, if you are making purchases through eStore.

Invoice history will show your invoice history and allow you to click on the invoice id to get the details of the transaction.

Auto Payment Settings will allow you to set your auto payments for contracts and fees. You can select the date and the funding source here, if you are paying tuition to your school.

Account Settings is where you will find User Management, billing address, primary billing phone number and where you can change your funding source. We also show your email address, a place where you can change your password. You can also set a security question here. You will also see your contact preferences for balance notifications.


Accessibility Statement shows EduTrak's accessibility Statement. This will be updated soon according to the new regulations.


To change your funding source, click on Account Settings in the Account drop down menu. Then click on the pencil icon next to the Funding Source label. We recommend deleting old credit cards before adding a new one.


Account Settings


← Back


User Management
Manage your user settings here


Primary Billing Address 
[Redacted]

Primary Billing Phone 
(555) 555-5555

Funding Sources 
Funding Sources

Email Address 
[Redacted]

Password 

Security Question 
No security question set

Contact Preferences

- Send me balance notifications via email
- Send me balance notifications via phone call
- Send me balance notifications via SMS

Save contact preferences