



Web Portal Instructions

BCPS Nutrition Services

Dear Parents and Guardians,

Welcome to our Food Service webpage which gives you access to information on your child's lunch account

You should have received an ID number and password for your child's lunch account. If you haven't received your User ID and Password call **Patti Jasinski at 989-671-8191**. She will give you an Id Number and password, as well as answer any questions you may have.

Once you have your Id number and password, click on **"Web Portal"** in the **Meal Menus area of the BCPS District Web Site** and enter your User Id and password. From there you should have access to your child's information. If you have more than one child, click on the arrow down button next to "Student" to bring up another child.

You may change the "Start" and "End" dates under search criteria. Just click inside the date box and a calendar will pop up that you can adjust. The date range cannot be greater than 1 month. Hit View Transactions.

For On-line Free and Reduced Meal Application

1. Click on School access Web Portal
2. Click on School Meals Application under Site Navigation box in top right side of page.
3. Click I have Read Privacy Act & Non-Discrimination Statements. If for a foster child check box and proceed, if not click next.
4. Children in School: List all children attending Bay City Public Schools. Click EDIT to change any information from last application. Click DELETE to remove a student from last application. To add a student fill in the information in box and click add student to list. Click next.
5. Total Household Gross Income: Click EDIT to change income on student. Click DELETE to remove income from student. Add an income source for every person in the household. If that person has no income check that box then click ADD income source for.
6. Signature and Social Security: An adult household member **MUST** sign the application and also list their Social Security number. The phone number and Social Security Number must have dashes inserted to work. Follow the instructions to submit.

You are encouraged to change your password to something familiar to you. Go to "Settings" to do this (If you forget your password call the Food Service Office for help). Verify your name and address by clicking on "Contact Information." "Account History" will give you information on what your child purchased during the past month. Click on the arrow up button to bring up what our child ate on that day. Click on arrow down button to close the data.

We hope this service is helpful to you and your child. Once again, if you have any questions please don't hesitate to call Food Service at 989-671-8191.