



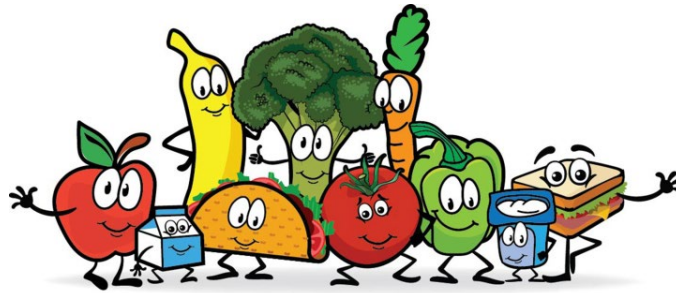
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# Attention WTSD Families



The following is an instructional guide to assist in managing your student's Maschio's meals' account (load monies for meals/snack purchases).

## **Locating Student Local ID's in OnCourse Connect - [OnCourse Connect Parent Portal Link](#)**

Step 1: OnCourse Connect – Enter the OnCourse Connect Parent Portal

Step 2: Choose *Student Info* to view your student's Student Local ID, under Additional Info. If you have more than one student in district, please choose the student to view the corresponding Local ID #.

## **Accessing the Student Lunch Account - [PaySchools Central](#)**

Step 1: Register with your email address, if you have not already done so. If you receive a message indicating the email address already exists in the system, please choose Forgot Password to reset your account.

Step 2: Open the Dashboard (3 lines upper right-hand corner)

Step 3: Choose *Your Students*. This will show you any students already linked to your account and give the option to add students. Fill in the information, as requested.