



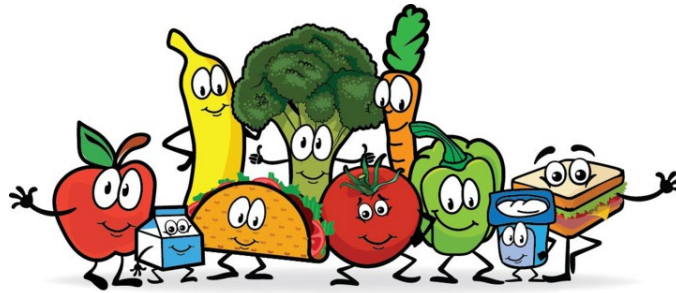
**WASHINGTON
TOWNSHIP**
SCHOOL DISTRICT

BRASS CASTLE SCHOOL
16 Castle Street
Washington, NJ 07882
908.689.1188
Jessica L. Garcia, PRINCIPAL

**DISTRICT CENTRAL OFFICE
OLD SCHOOLHOUSE**
One East Front Street
Washington, NJ 07882
908.689.1119
Keith T. Neuhs, SUPERINTENDENT

PORT COLDEN SCHOOL
30 Port Colden Road
Washington, NJ 07882
908.689.0681
Jessica K. McDonagh, PRINCIPAL

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.