

Attention West De Pere Families:

Our lunch program software, Meal Magic, has changed the way low balance notifications are sent out.

What you need to do:

Go to wdpsd.com, click on the “District” tab, under “Departments”, click on “School Nutrition”. On the School Nutrition page, click on “Low Balance Notifications”. That will take you to our “Family Portal” site.

Once at the Family Portal site:

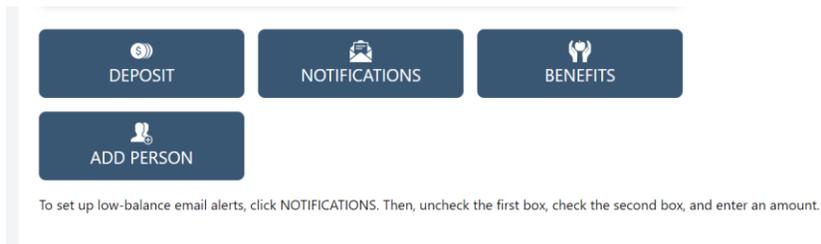
Click on the “My Account” tab.



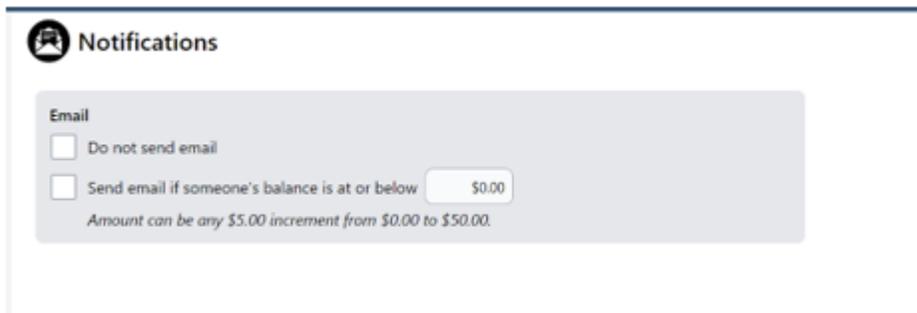
Enter your username and passphrase, hit submit.

The image shows the login form for the Family Portal. It has a "Log In" header with a user icon. There are two input fields: "Username (email address)" and "Passphrase". Below the fields, there are three links: "I forgot my passphrase.", "I need to unlock my account.", and "I need to register as a Family Portal user.". At the bottom right, there are two buttons: "BACK" and "SUBMIT".

Then next screen you should see your account. Click on the “Notifications” tab.



This is where you can set the dollar amount you would be notified once your students lunch balance reaches or falls below that amount, or if you prefer not to receive any emails at all, you can select that option as well.



Click “Submit”.

You should now be all set to receive the emails that you selected. If you have any questions or problems setting this up, please call **920-337-1393, x8023**.