1996 HWY 14 W; Richland Center, WI 53581

# <u>Setting À La Carte Limits to</u> <u>Students Account in Skyward</u>

Limits can only be applied through the Skyward desktop site and not the mobile site or app.

This tutorial is to show parents/guardians how to set daily monetary limits for their students' à la carte purchases or how to disable à la carte purchase in their students' accounts. By default, this daily limit is set at Zero Dollars (\$0.00), but does allow cash purchases. In Skyward, the system is unable to set a limit on a specific day, any restriction that the parent/guardian set will be applied from Monday through Friday. If a parent/guardian wants to allow cash purchases for their student(s), ensure the Daily Limit is set to \$0.00. If a parent/guardian does not wish to allow ANY a la carte purchases (charge or cash), choose the "Do Not Allow Purchase" option.

#### Step 1:

You will need to log in to your Skyward Family Access account. You can access this site from the District website at www.richland.k12.wi.us and click on For Parents, or by <u>CLICKING HERE</u>.

If you need help accessing Family Access, please click on Forgot your Login/Password, or contact your child's building.

S I	Y W A R D°
Richla	ind School District
Login ID:	Sign In
Password:	Forgot your Login/Password?
	05.20.06.00.04

#### Step 2:

Select "Food Service" from the menu on the left.



## **RICHLAND SCHOOL DISTRICT**

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## Step 3:

Select "Set Ala Carte Limits" on the right hand side panel "Weekly Purchases For"

S K Y W A R D	Family Access All Students 💌	G	Select Language	My Accou	nt Contact	Us Exit	
Home	Food Service	Applications	Weekly Purchas	ses For:	Tue Oct 22	2. 2019 💷	
NSOE	Current Account Balance			le els	Maria		
Appuel Opling	Name 1: \$20.50		Set Ala Carte Limit				Horo
Registration	Name 2: \$34.30		Student	Total I	ey Pad Num	ber	Tiere
Online Forms	Lunch Type: ELIGIBLE PAID		Name 1	\$0.50 *	*****		
Calendar	Food Service Messages/Links		Name 2	\$0.00 +	****		
Gradebook	(Tibbals Elementary)		Total	\$0.50			
Attendance	<ul> <li>Please note that once payment is submitted funds will be posted student use however, you may still add funds to your student's a their school to avoid additional fees.</li> </ul>	Sun Oct 20, 20					
Student Info	You can complete the application for Free and Reduced Lunch of	No purchases					
Busing	be reviewed and approval is based on federal guidelines. You w outcome of your application Paper applications are always avail	Mon Oct 21, 2019					
Ecod Service	<ul> <li>office or in the main office at any campus in the district. You can application to your child's school or to the Student Nutrition Office</li> </ul>	Student	ent Item Pric		Price		
Food Service	questions please call the Student Nutrition Office at 972-429-233	33.	Name 1	COOKI	E	\$0.50	
Schedule	Online Free and Reduced Lunch Application Tutorial		Name 2	No purchases			
Discipline	Name 1 (Tibbals Elementary) View Totals   Make a Payment				Total	\$0.50	
Test Scores	Payment Date Payment	Check #	Tue Oct 22, 20	19			

## Step 4:

Once the pop-up screen appears, you will be able to set the daily limit for each of your students or select "Do Not Allow Purchase". Once you have made your selection, press the "Save" button.

Daily Ala Carte Limit					
This limit does not include purchases of Breakfast or Lunch meals. A value of 0.00 means that a limit is not set.					
Name 1(Tibbals Elementary)					
○ Set a Limit   Do Not Allow Purchase					
Daily Ala Carte Limit: 0.00					
Name 2 (Tibbals Elementary)					
● Set a Limit ○ Do Not Allow Purchase					
Daily Ala Carte Limit: 0.50					
Save					

If you have any questions, please contact the Food Service Director at 608-649-HIVE (4483).