

## Setting À La Carte Limits to Students Account in Skyward

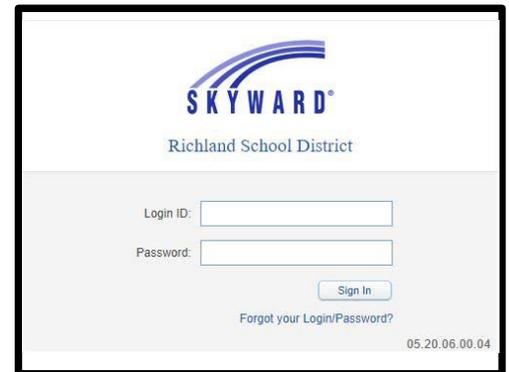
Limits can only be applied through the Skyward desktop site and not the mobile site or app.

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](http://www.richland.k12.wi.us) and click on For Parents, or by [CLICKING HERE](#).

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



### Step 2:

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



## Step 3:

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

The screenshot shows the Skyward Family Access interface. On the right side, under the 'Weekly Purchases For' section for 'Tue Oct 22, 2019', there is a link labeled 'Set Ala Carte Limit' which is highlighted with a red box. A red arrow points from this box to the word 'Here' in another red box. Below this, there are two tables showing student purchases for the previous week and the current week.

Student	Total	Key Pad Number
Name 1	\$0.50	*****
Name 2	\$0.00	*****
Total	\$0.50	

Student	Item	Price	
Name 1	COOKIE	\$0.50	
Name 2	No purchases		
		Total	\$0.50

## 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.

The 'Daily Ala Carte Limit' pop-up screen displays the following information:

- Message: 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 button

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