



Instructions for using PS1000® WebPortal to access your Child(ren)s food service account

PS1000® WebPortal® for Durand Area Schools allows you to view your child(ren)s food service account(s) online. You can check their account balance, and even see what they purchased for lunch that day. Note: the screen images shown are captured from a developmental page for security purposes. Your school's web site is customized.



Logging In:

- At the login screen, enter your user name and password (given to you by your Food Service Director).
- NOTE: User names and passwords are Case Sensitive, so please be aware when you need to use upper vs. lower case.
- Click on Login

Your Home Page

Account Balances gives you a quick view of your child(ren)s accounts

Account Info box lists each child along with their current benefit status and account balance

Contact Info shows the current contact info the school has for your child(ren)

Site Navigation allows you to quickly access your Home Page, Account History, and Logout

Name	Benefit Status	Account	Balance
KATELYN HERRING	Full Pay	10/19/2019 Primary PS1000	\$5.00
CHARLES JACKSON	Full Pay	10/19/2019 Primary PS1000	\$5.00
KAREN JACKSON	Full Pay	10/19/2019 Primary PS1000	\$5.00
		Secondary	\$5.00

Name	Address	Phone	E-Mail
PS1000	600 CANTON ST GEO VILLE OH 43021	761-5171	PS1000



To View Account Histories:

- Click on Account History in the Site Navigation Menu
- Select the student you wish to view from the Search Criteria box.

The Search Criteria form contains the following fields and values:

- Student: CHARLES JACKSON
- Start Date: 01/01/2010
- End Date: 02/02/2010
- Account: 1. Primary Food Service

 There are 'View Transactions' and 'Clear' buttons at the bottom.

- Set the Date Range from the drop down calendars (Note: you can only view one month at a time.)
- Click on View Transactions

The search results will appear as below. To expand the view and see what items were purchased, click on the down arrows to the left of the date, or click on "Expand All" to look at details from all of the dates listed

Search Results

Beginning Account Balance on 01/01/2010 \$0.00

Expand All | Collapse All

Transaction Information	Amount Tended	Debit(-)	Credit(+)	Balance						
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> Jan 14, 2010 11:23 AM Charge sale </div> </div>	1.00	1.00		(\$0.90)						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">CREAM CHEESE</td> <td style="text-align: right;">\$0.00</td> </tr> <tr> <td>MILK</td> <td style="text-align: right;">\$0.40</td> </tr> <tr> <td>ERROR: PLU data not found</td> <td style="text-align: right;">Unknown</td> </tr> </table>					CREAM CHEESE	\$0.00	MILK	\$0.40	ERROR: PLU data not found	Unknown
CREAM CHEESE	\$0.00									
MILK	\$0.40									
ERROR: PLU data not found	Unknown									
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> Jan 28, 2010 8:13 AM Multi-tendered sale </div> </div>	2.25			(\$0.90)						
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> Jan 28, 2010 8:13 AM Cash sale </div> </div>	1.75			(\$0.90)						
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input type="checkbox"/> </div> <div> Jan 28, 2010 8:13 AM Charge sale </div> </div>	0.50	0.50		(\$1.40)						

Ending Account Balance on 02/01/2010 (\$1.40)

Text Color Legend:

- Account balances debited
- Account balances unchanged
- Account balances credited