

About the ONLINE Free and Reduced Lunch Application

STEP 1.

Visit <https://jacksonsd.payschools.com/>

STEP 2.

Select the REGISTER command on the bottom of the login area.

After your initial registration, you will use this screen to log in, but the first time you must register.



Jackson SD

PaySchools Admin

username

password

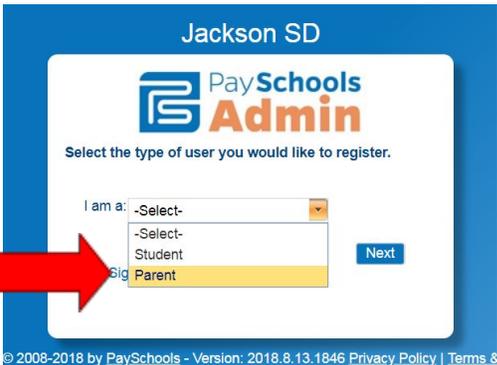
Login

Register | Forgot Password | Help

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STEP 3.

Use pull down menu to select PARENT.



Jackson SD

PaySchools Admin

Select the type of user you would like to register.

I am a: -Select-

-Select-

Student

Parent

Next

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STEP 4.

Fill out fields. Email ID refers to your email address.
Create your own password.

Once You Plug In This Information and Select FINISH,
the system will generate a login screen.

Use the Login (email) and password you JUST created to log in to the system.



Jackson SD

PaySchools Admin

Your First Name: Parent

Your Last Name: Name

Email Id: email@email.com

Password:

Confirm Password:

Security Question:

Security Answer:

Confirm Answer:

Previous Finish

Password must contain a number, a lowercase letter, an uppercase letter, and be between 8 and 20 characters long.

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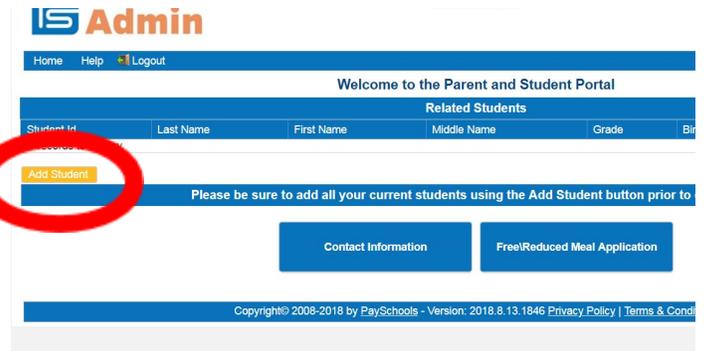
SEE NEXT PAGE

STEP 5.

Select ADD STUDENT button to add information for each student in your family.

Be sure to add ALL THE STUDENTS in your family before launching the Free/Reduced Lunch Application.

You will need the Student ID for each child. This connects the application to the child in our Student Information System.



The screenshot shows the 'Add Student' form. It has a title bar 'Add Student' with a close button. Below the title is the section 'Student Information' with the instruction: 'In order to add a student you will need to know the first and last name and student id exactly as it is stored in your district's Student Information System.' There are three input fields: 'Student Id:', 'Student First Name:', and 'Student Last Name:'. At the bottom, there are two buttons: 'Continue' and 'Cancel'.

STEP 6.

Once all your students are added, select the Free/Reduced Meal Application to complete application.



**If you need assistance, contact the Food Services Department
732-415-7014**