

Procedure to Create a PRSD Lunchtime Account

1. Go to the main PRSD website: <http://www.prsd.org>
2. Click the link for "School Lunch"
3. Click the link "Connect to LunchTime Account"
4. Click the link "Create an Account" as shown below:



The screenshot shows the top navigation bar with the LunchTime logo (CAFETERIA DATA MANAGEMENT) and three images: a person eating, a plate of food, and a keyboard. Below the navigation bar is the main content area for the Pentucket Regional School District. It features a login form with fields for Email Address and Password, a Login button, and a link for "Forgot Your Password?". Below that is a "Send Email Message" button. At the bottom, there is a "DON'T HAVE AN ACCOUNT? CLICK THE CREATE AN ACCOUNT LINK TO CREATE ONE." section with a link to "Create An Account" and a mouse cursor pointing to it. The page also includes a welcome message and logos for VISA and MasterCard.

Pentucket Regional School District

Please enter your Email Address and Password to access the site

Email Address:

Password:

Login

Forgot Your Password? Enter your email address in the box below and click the send button to have your password emailed to you.

Email Address:

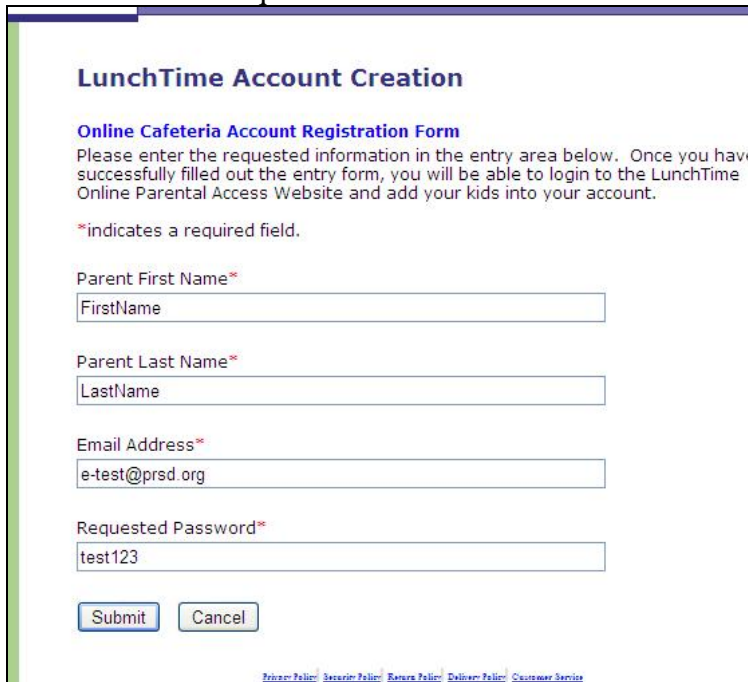
Send Email Message

DON'T HAVE AN ACCOUNT? CLICK THE CREATE AN ACCOUNT LINK TO CREATE ONE. ([Create An Account](#))

Welcome to the Pentucket Regional School District LunchTime Website.

VISA MasterCard

5. Enter the required information in the form as shown below:



The screenshot shows the "LunchTime Account Creation" form. It includes a title, a sub-heading "Online Cafeteria Account Registration Form", and a paragraph of instructions. Below the instructions is a note that an asterisk indicates a required field. The form contains four input fields: Parent First Name (with "FirstName" as a placeholder), Parent Last Name (with "LastName" as a placeholder), Email Address (with "e-test@prsd.org" as a placeholder), and Requested Password (with "test123" as a placeholder). At the bottom of the form are "Submit" and "Cancel" buttons. A footer contains links for "Privacy Policy", "Security Policy", "Refund Policy", "Delivery Policy", and "Customer Service".

LunchTime Account Creation

Online Cafeteria Account Registration Form

Please enter the requested information in the entry area below. Once you have successfully filled out the entry form, you will be able to login to the LunchTime Online Parental Access Website and add your kids into your account.

*indicates a required field.

Parent First Name*
FirstName

Parent Last Name*
LastName

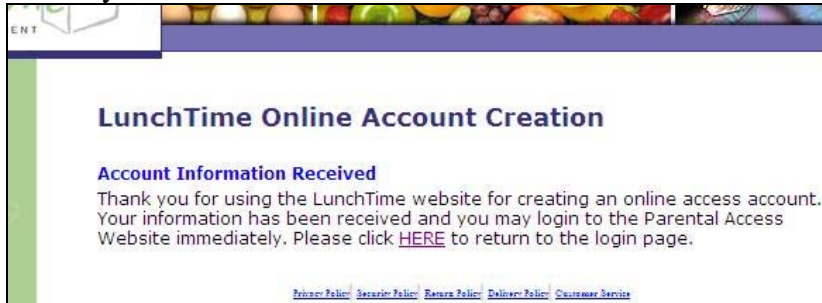
Email Address*
e-test@prsd.org

Requested Password*
test123

Submit Cancel

[Privacy Policy](#) [Security Policy](#) [Refund Policy](#) [Delivery Policy](#) [Customer Service](#)

6. Click “Submit”
7. You will receive a confirmation screen (shown below). Click “Here” to login with your new account:



8. Enter your email address and password from step 5 and click “Login”

The screenshot shows the login page for the Pentucket Regional School District. The title is "Pentucket Regional School District". Below the title, it says "Please enter your Email Address and Password to access the site". There are two input fields: "Email Address:" with the value "e-test@prsd.org" and "Password:" with a masked password of seven dots. Below the password field is a "Login" button. Below the login section, it says "Forgot Your Password? Enter your email address in the box below and click the send button to have your password emailed to you." There is another "Email Address:" input field and a "Send Email Message" button. At the bottom, there is a partially visible link: "DON'T HAVE AN ACCOUNT? CLICK THE CREATE AN ACCOUNT LINK TO".

9. The Account Access Listing screen will be displayed. Click “Here” to add a student to your account. (You will need your student’s last name and Student ID)

Note: The Student ID is not the same as your student’s lunch PIN #
The Student ID for grades 7 – 12 can be found on your student’s report card.
To obtain the Student ID for grades PK – 6, please email a request to the Food Services Director: lward@prsd.org or contact your student’s school directly.

10. Enter the last name and student ID and click “Submit”

- You will now be able to view your student's account, make deposits, or select specific foods your student is not allowed to purchase. Click "Select" before your student's name to view all LunchTime transactions to date.

Account Transaction Viewer

Account Name:
 Date Range: All Dates
 Current Balance:

[Back To Account List](#)

DATE	DESC	QTY	DEPOSIT	CHARGE	BALANCE
10/14/2009 11:50:33 AM	Chicken Parm Meal	1.0		2.50	-2.50
10/14/2009 11:50:33 AM	DEPOSIT		2.50		0.00
10/8/2009 11:50:16 AM	Spicy Chicken Meal	1.0		2.50	-2.50
10/8/2009 8:35:11 AM	Bagel w/cc	1.0		1.00	0.00
10/8/2009 8:35:11 AM	DEPOSIT		1.00		1.00
10/5/2009 11:44:04 AM	Chicken Nuggets Meal	1.0		2.50	0.00
10/5/2009 11:44:04 AM	DEPOSIT		2.50		2.50
10/2/2009 7:30:54 AM	Juice lg	1.0		1.00	0.00
10/2/2009 7:30:54 AM	DEPOSIT		1.00		1.00
9/30/2009 10:42:16 AM	Egg/Cheese/Sausage McMuffin Meal	1.0		2.50	0.00
9/30/2009 10:42:16 AM	DEPOSIT		2.50		2.50
9/28/2009 12:17:10 PM	Popcorn Chicken Meal	1.0		2.50	0.00
9/28/2009 12:17:10 PM	DEPOSIT		2.50		2.50
9/25/2009 11:43:51 AM	Pizza Meal	1.0		2.50	0.00
9/25/2009 11:43:49 AM	DEPOSIT		5.00		2.50

- To make a deposit click "Deposit." The next screen will ask you to enter the amount to be deposited (minimum \$10.00) and then click "continue." The next screen will show you your total (including a \$1.50 convenience fee). Click "process payment".
- First time users will need to "click here" to register. Once you complete the registration page click "continue with payment process." You will then verify that the purchase information is correct and choose the payment method – check or credit/debit card to finalize payment.