

PARENT ACCESS TO FOOD SERVICE ACCOUNTS AT VASSAR PUBLIC SCHOOLS

Dear Parent or Guardian of Vassar Public Schools Student:

We are changing our software in food service to Meal Magic. You will no longer be able to access balances from Skyward. You will be able to access your child's foodservice account whenever you wish. After following a few steps, you will be able to see what your child is eating, how much they are spending and even if deposits have been made. Here are the steps to follow:

- **Go to the Vassar Public Schools website at www.vassar.k12.mi.us. Go to the District tab, then Food and Nutrition. There, you will find a link that will take you to the site to sign up. That link is <https://www.mealmagic.cloud/MyLunchAccount>. You may click on this or type it in yourself.**
- **Type in email address that you would get school information from. Do not fill out the password now: that will be emailed to you in just a short time. Click on Sign Up.**
- **Click on Create an Account. This is where you will come back to finish accessing the accounts. Note, when beginning to put in ID number(same as Skyward ID), do not begin with a 0, and include middle initial, without period at the end.**
- **Go to your email account and retrieve your new password for Meal Magic, then go back to the Meal Magic site, go thru above steps and put in your new password.**
- **Click Log In.**
- **This will show you the students that are associated with the original email address. If your students are not there, you may add them.**
- **Click on Add Student, and fill out all necessary information. Then click Add. If you do not know your student's ID number (it should be their student ID from Skyward), please contact the foodservice office at 989-823-7504 or rgeesey@vassar.k12.mi.us and we will assist you.**
- **Our goal is to have on-line deposits by the first of the year. Stay tuned!!**