How to Set Up a Pre-Paid Lunch Account

Follow the directions below if you are setting up a pre-paid lunch account at MLHS for the first time.

If your teen is a returning student and you already set up an account last year, your closing balance has transferred to the 20-21 school year.

How to set up a pre-paid lunch account:

1. Log in to **Skyward**—go to the MLHS website www.milwaukeelutheran.org
   Point to **Quick Links** (upper right) and click on **Gradebook/Skyward**. (All families received their login information in their red folder.)
2. Open **Family Access** (right side)
3. Click on **Student Info** (left side); make note of your teen's **Other ID** number (You will need this number to set up your account.)
4. Click on **Food Service** (left side)
5. Click on **Make a Payment**
   You are now in *e-Funds for Schools*, our online payment system.
6. Click on **Fund Lunch** and choose **Create an Account**
   Fill in the required fields
7. Click on **Create Account**
8. Click on **Add Student(s)**
   Add your teen's last name and ID number
9. Click on **Add Student(s)**
10. Click on **Continue on Home**
11. Click on **Fund Lunch**
    Choose the student name
    Enter the amount you would like to deposit
12. Click on **Add to Cart**
13. Click on **Begin Checkout**
    Complete the requested credit or debit card information
14. Click on **Add Credit/Debit Card** to save your payment information to your account.
    Follow the directions to complete your deposit.

(Note: If popups are blocked any time during the setup process, choose "disable" to continue.)

After the account is set up and money has been deposited, your teen may use their ID card to purchase food in the cafeteria.
You will be able to log in to Skyward at any time to add money, check your balance, and track your teen's cafeteria purchases.