

Employee Instructions on How to add Money to Meals Account

Go to Educator Access Plus

1. Click on Food Service
2. Go to "My Foodservice Information"
3. Expand the triangle
4. Under payments
 1. Click on "make online payments."

Please make sure to be in Educator Access Plus when accessing the FOOD SERVICE tab

Click on Home > Jump to Other Systems > Educator Access Plus > Food Service

Staff may not have access to do this, but can be set up with authorization/access set up through Robin Walters walterro@qps.org

If there are any questions, please contact me at ext. 2263 or via prostar@qps.org.