



Lunch System User Guide

Springfield Platteview Community Schools utilizes the Lunch Cashier System (LCS) by Wordware, Inc. to create and manage accounts for staff members and students, and to record their transactions made for breakfast and lunch items. Online access to the LCS is provided to parents to view transactions made by their students, check the funds balance on their family account and add funds to that account.

The LCS is linked to eFunds for Schools, a secure online payment system provided by Magic Wrighter, Inc. that allows parents to add funds to their family account to cover charges for breakfast and lunch items purchased by their students.

The following information will help you work with our Wordware LCS and eFunds for Schools. If you have any questions or struggles please contact the appropriate person using the information provided at the end of this document.

Working With The Wordware LCS

To get started point your browser to www.wordwareinc.com then click on the orange Family Login button located in the upper right corner of the page. If you previously created an account in the Wordware LCS system, use the left side of the Food Service page to log in. Use the right side of the page if you have not previously created an account.

I Have a Wordware Online Account

After successfully logging in you'll see options labeled User Management, Family Accounts, Students and Adults located at the top of the page. Each option is self explanatory and allows you to view and sometimes change information associated with your account.

I Don't have a Wordware Online Account

1. After clicking the right side of the main lunch system page, enter your email address twice followed by a password twice (must be at least eight characters), then click the orange Continue button.

2. Select your security question and provide an answer then enter your contact information. Click the orange Finish Your Registration button to continue.
3. Next you'll see the Terms of Service page. Click the check box at the bottom to accept the terms then click the orange Finish Registration button.

After you create your account you'll see a screen indicating you have a limited access account until you verify the account. Check your email inbox for a message from Wordware, Inc. then follow the instructions for activating your account. Once your account is activated you can add your student(s) to your account on the next page that appears on the Wordware site.

Add a Family Account to Your Wordware Online Account

1. Request the family key for your family using the contact information on the last page of this guide. The key will be emailed to you.
2. Once you receive the email containing your family account key, log into your Wordware account.
3. Click anywhere inside the box containing the large blue plus symbol next to the words "Connect your family account."
4. Copy the family key included in the email message sent to you by the school, then paste it into the family key field. Click the orange Finish Connecting New Family button to complete the process.

Once completed successfully you'll be able to view information about your student(s), manage your account settings, and electronically add funds to your family account.

Working With eFunds for Schools

We encourage all parents to use eFunds for Schools, a secure online payment system provided by Magic Wrighter, Inc. to add funds to a Wordware family account. Use the appropriate instructions below based on whether or not you already have an eFunds account.

I Have an eFunds Account

Prior to the start of this school year, all students were issued new Student I.D. numbers in Wordware. This is the number your student(s) uses each day when purchasing lunch. Because of that action you'll have to re-associate students with your eFunds account. Here's what you need to do:

1. Log into your Wordware LCS account at <https://family.wordwareinc.com/> then click on the Add Funds link located right beneath the last deposit amount. That will open up the eFunds for Schools website in a new browser tab.
2. Log into your eFunds account then click on Manage Students in the left pane.
3. Enter your student's last name and either his/her Wordware Student I.D. or your Wordware Family I.D.
4. Click the Add Student button to complete the process.

If you don't know your student's Wordware lunch i.d. number or your Wordware family i.d. number, please contact your student's school using the information provided at the end of this document.

I Don't Have an eFunds Account

Follow the steps below to create an account in eFunds.

1. Log into your Wordware LCS account at <https://family.wordwareinc.com/> then click on the Add Funds link located right beneath the last deposit amount. That will open up the eFunds for Schools website in a new browser tab.
2. Click on Create Account in the left pane menu.
3. Enter all the required information in the main part of the page then click the Create Account button to complete your account setup.
4. Once your account is ready, you can add students to your account by clicking on Manage Students in the left pane.
5. Enter your student's last name and either his/her Wordware Student I.D. or your Wordware Family I.D.
6. Click the Add Student button to complete the process.

Contact Information

The individuals listed below can assist you with using the Wordware LCS and eFunds for Schools.

Platteview High School

Andrea Nowka 402-339-3606, x208 anowka@springfieldplatteview.org

Platteview Central Jr. High School

Tren Svendsen 402-339-5052, x301 tsvendsen@springfieldplatteview.org

Springfield Elementary School

Chris Romsa 402-2532245, x406 cromsa@springfieldplatteview.org

Westmont Elementary School

Abby Dominguez 402-895-9606, x510 abdominguez@springfieldplatteviewww.org