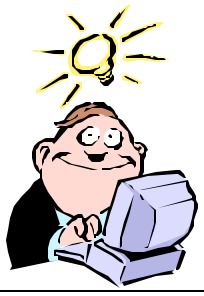

Technology Helper

Adding A Student Lunch Account

1. Log in to Café Terminal.
2. Click on File Maintenance
3. Click on Enter/Edit Patron
4. Click on Add Patron
5. Enter the name = Last Name, First Name
6. Enter the ID number.
7. Enter the Grade for the Homeroom
8. Enter the Grade in the Grade Box (Kind = -1 and PreK = -2)
9. Change the status if you need to:.
   D = Denied (Full Price)
   R = Reduced
   F = Free
8. Then click on Save Patron