Titan Family Portal – How to Use

What can I do in the Titan Family Portal?

• View my student’s current balance and transaction history
  • Transfer funds between my students
• Set spending limits for my student for a la carte purchases
• View menus for elementary and middle school students
• Complete and view my student’s meal benefit application

**Please note if you need to put money on your student’s account you MUST still do this through EZ Pay.**
ACCESSING THE FAMILY PORTAL

Click on Titan Family Portal or visit https://family.titank12.com, where you will see this screen.

Log in if you have an account OR click “Sign up Today” if you do not have an account.
HOW TO ADD A STUDENT ACCOUNT

The next step is to link your student(s) to your account. Click the “+” sign in the upper right corner and clink link student.
To link your student(s), fill in all the information shown on the left. *This information will need to exactly match the student's records, including full name.*

* You can find your student’s six-digit ID (lunch number) in the PowerSchool Parent Portal.
VERIFY LINKED ACCOUNTS

Each of your linked student or staff accounts should show up on your Titan homepage.

If a linked account does not appear, please repeat steps 2 and 3.

*Please contact Nutritional Services if you cannot get your student added to your account.
To see your student’s purchase history, click “History” on the left side of the home screen and click “Student Purchase.” This will bring up the screen shown below. (This will also show any deposits made to the account through EZ Pay.)

Click on the drop-down box to be able to view purchases and history for other students/staff on your account.

<table>
<thead>
<tr>
<th>SERVING DATE</th>
<th>STUDENT</th>
<th>ITEM</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 21, 2021</td>
<td>TEST AAA_TEST</td>
<td>Prepaid Account</td>
<td>$0.60</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Milk</td>
<td></td>
</tr>
<tr>
<td>Oct 21, 2021</td>
<td>TEST AAA_TEST</td>
<td>Balance Adjustment</td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1 Prepaid Account</td>
<td></td>
</tr>
</tbody>
</table>
TRANSFER MONEY BETWEEN STUDENTS

1. Click the **three dots** in the upper right corner next to the name of the student you want to transfer funds from.

2. Click “**Transfer Money**” in the drop-down menu.

3. On the ”Transfer Money” screen, **select the student/staff** you want to transfer money to.

4. Finally, **enter the transfer amount** and click “**Save.**”
SET SPENDING LIMITS  
(a la’ carte only)

To set spending limits on a student's account:

1. Click the three dots in the upper right corner next to the name of the student.

2. Click “Edit Spending Limit” in the drop-down menu and then customize the limits.

* Select if you would like the limit to be daily or by meal (breakfast or lunch).

* Select the quantity (# of items they can purchase) or the maximum dollar amount they can spend.

* Click “SAVE” when finished.
After your student is linked, you can fill out a meal application, if needed, by clicking the “+” sign in the upper right corner of your Titan homepage.

Complete the information (distributed across 7 steps) to submit the application.

For guidance on completing the application, please see Free/Reduced Application Instructions.
VIEW STUDENT MENUS
(available for elementary and middle schools)

Menus for the elementary and middle schools can be viewed by selecting “All Menus” and then selecting the building – use “Filter By.”

Menus can be viewed weekly by using the arrows to move from week to week.

* A monthly, printable version of the school lunch menus will also be posted on the district website.