

Monona Grove School Nutrition Infinite Campus Food Service Guide

The Monona Grove School Nutrition Department uses the meal management and online payment system called Infinite Campus(IC) Food Service and Online Payments. Food Service account balances from the prior school year will be carried over in your student(s) IC Food Service account(s) to the current school year. You can access your student(s) Food Service account and make a payment with your IC Login. **Go to IC at the District Website www.mononagrove.org. Click on the Infinite Campus icon. Then go to the parent/student portal logon.** Payments to a Food Service account can also be made with a check or cash sent with your student(s) to school or dropped off at the school office where your student(s) attends school. Please place the check or cash in an envelope clearly marked food service with your student's name.

On-Line Food Service Payment Procedure:

The directions to make a payment for student Food Service accounts on-line are outlined below. There is no fee to use this method of payment. A \$5.00 minimum payment to a Food Service account is required.

Directions for Electronic Student Food Service Payments On-line through Infinite Campus

Go to IC at the District Website www.mononagrove.org. Click on the Infinite Campus icon. Then go to the parent/student portal logon.

1. Log on to Infinite Campus with your username and password.
2. Click on the Payments tab on left side.
3. If this is your first time using the Payment option through Infinite Campus you first need to register your credit card and bank information.
4. Select checking account or credit card and enter your information.
For your checking account:

The router number is the first set of nine (9) numbers

The checking account number is the next set of numbers

A.B.A Routing Numbers Example



5. After entering your numbers click save.
6. Verify the information you entered is correct and click save again.
7. Click the "back to payments" button.
8. At the top of the payment screen put in the dollar amount (minimum of \$5.00) in the white box.
9. Click continue.
10. Confirm account information.
11. Click continue.
12. Click make payment.
13. A receipt will be emailed to the email address listed in Infinite Campus.
14. If you have "adobe flash player" loaded on your computer you can click the print/view button to see or print a receipt too.

Payments will automatically be withdrawn from the account you have chosen and entered into your student(s) Food Service account. If you have any questions please call or email Dee Matthys, School Nutrition Coordinator, (608) 316-1911 or dee.matthys@mgschools.net.