



## **Lunchtime – Parents Guide to School Payment Portal**

### **Creating A New Account**

1. Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
2. Click on the green “Create Account” button
3. Fill in the information on the next screen and once complete, click on the blue “Create Account” button
4. Once the New Account has been successfully created, click on blue “Login Page” button to complete the Login process

### **Logging into the School Payment Portal**

1. Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
2. Click on the blue “Parent Login” button
3. Enter the email address and password that you used to create your account. Once complete, click on the blue “Sign In” button
4. If the login was successful, the next screen should show the home page for your account

### **Adding Students to Account**

1. Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
2. Click on the blue “Parent Login” button
3. Enter your email address and password and once complete, click on the blue “Sign In” button
4. On the next screen, click on the blue “Add Student” button
5. Enter the zip code for Leadership Preparatory Academy: 30038. Then click on the blue “Continue” button
6. Look for Leadership Preparatory Academy and click on the blue “Select” link next to the school name
7. Enter the required information and click on the blue “Continue” button
8. Verify the student information is correct and click on the blue “Add Student” button next to the students’ name. You will then be returned to your account home screen
9. To add additional students, repeat steps 4-8

### **Adding Funds to Student Account**

1. Go to [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)
2. Click on the blue “Parent Login” button
3. Enter your email address and password and once complete, click on the blue “Sign In” button
4. On the next screen, click on the blue “Make Cafeteria Deposit” button
5. Enter the deposit amount for each student listed and click on the blue “Continue” button
6. Review the payment screen and click on the blue “Add To Cart” button
7. Once all deposits have been added to your shopping cart, click on the blue “Check Out” button
8. On the next screen, your payment option will be displayed. LPA only accepts Credit Cards.
9. Click on the blue “Select” link next to One-Time Credit Card
10. Enter all of the required information in the Billing Information section
11. Enter the required credit card information and confirm the service fee and total due. You must check the box to confirm the Total Due will be paid using the selected payment source.
12. Click on the green “Process Payment” button
13. You will receive a receipt. You may print this for your records or return back to your account

## How to Create a My Payments Plus Account

Go to <https://www2.mypaymentsplus.com>

1. Click on the blue **Register Now** link:

### Create Your Account

2. Select your state from the dropdown.
3. Select your school district from the next dropdown. District: Leadership Preparatory Academy
4. Fill in your First name, Last name, Email address, and Password
5. Click Register:

Register

### Add Your Student

6. Check the box for "I am a **Parent or Guardian** with student(s) in Leadership Preparatory Academy
7. Click Next:

Next

8. Type in your student's ID and last name then click **Add Student**

Student ID \*

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[Where to find Student ID?](#)

Student Last Name \*

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**Add Student**

[Change School District](#)

9. Click Done:

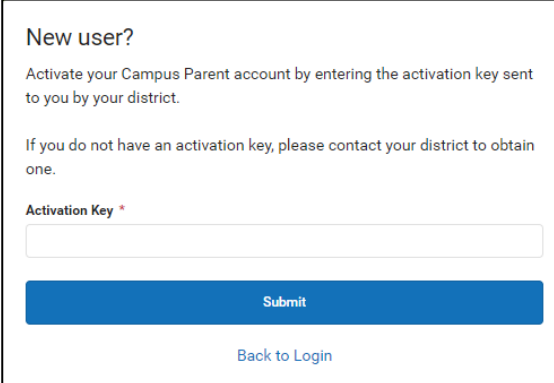
Done

## Infinite Campus Account Activation Instructions

### To access the Parent Portal:

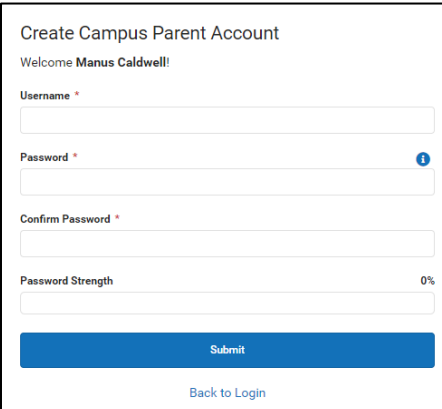
A user account must be established the first time the Parent Portal is used by entering the activation key listed above. This key can be used only once.

1. Access the Internet and enter [www.infinitecampus.com](http://www.infinitecampus.com)
2. From the top of the page, click on **Login**.
3. Enter the District Name: Dekalb and choose the State: Georgia
4. Click on **Parent/Student**
5. **Click on the blue link that says “New User?”**
6. Enter the GUID key listed above.



The screenshot shows a web form titled "New user?". Below the title, there is a paragraph: "Activate your Campus Parent account by entering the activation key sent to you by your district." followed by another paragraph: "If you do not have an activation key, please contact your district to obtain one." Below this is a label "Activation Key \*" next to a text input field. At the bottom of the form is a blue "Submit" button and a blue link "Back to Login".

7. Click **Submit**.
8. On the next screen, verify that your name appears correct after the word “Welcome” (if not, please contact your school for assistance).  
Enter a **User Name containing (at least 3 characters)** and a **Password** for the account. Passwords must be at least 8 characters long and contain one number or symbol. Click **Submit**.



The screenshot shows a web form titled "Create Campus Parent Account". Below the title, it says "Welcome Manus Caldwell!". There are three input fields: "Username \*" (empty), "Password \*" (empty with an information icon), and "Confirm Password \*" (empty). Below these is a "Password Strength" indicator showing "0%". At the bottom is a blue "Submit" button and a blue link "Back to Login".

9. On the next screen, click on the **Click here** link to be re-directed to the login page.
10. To access the Parent Portal, follow steps 1-4 listed above, enter your Username and Password. Click **Log In**.