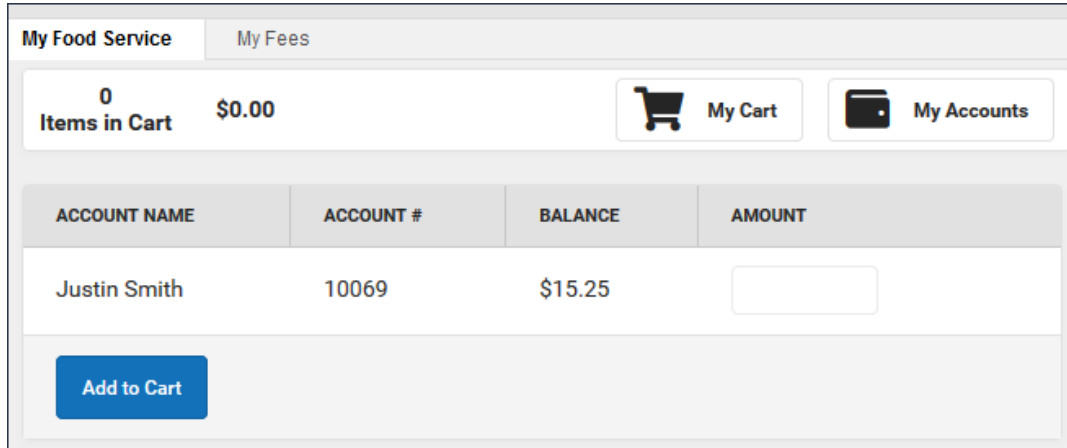


Employee Self Service>My Food Service

Access the Infinite Campus: <https://campus.mjsd.k12.wi.us/campus/menasha.jsp>

Employee Self Service is located directly under your name on the Campus Index Tab.

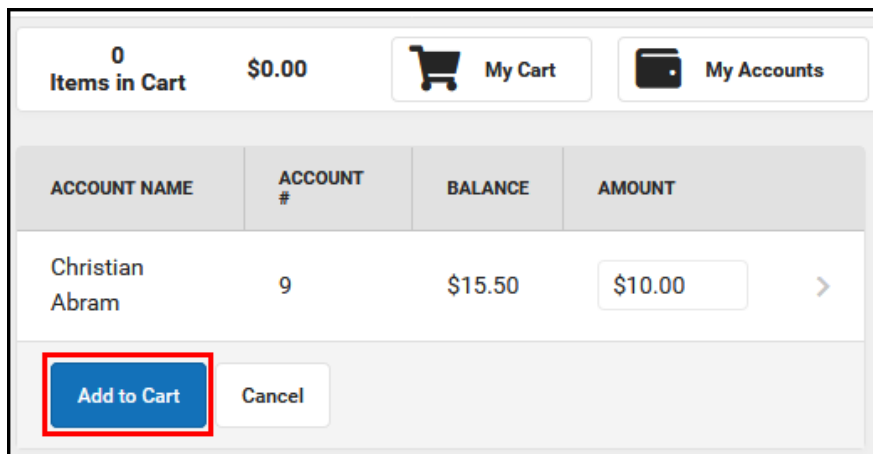
The **My Food Service** tool within **Employee Self Service** allows you to add money to your food service account through the regular Campus application. You no longer need a portal account to deposit money into your account.



The screenshot shows the 'My Food Service' interface. At the top, there are two tabs: 'My Food Service' and 'My Fees'. Below the tabs, it displays '0 Items in Cart' and '\$0.00'. There are two buttons: 'My Cart' (with a shopping cart icon) and 'My Accounts' (with a wallet icon). Below this is a table with the following columns: 'ACCOUNT NAME', 'ACCOUNT #', 'BALANCE', and 'AMOUNT'. The table contains one row for 'Justin Smith' with account number '10069' and a balance of '\$15.25'. There is an empty input field in the 'AMOUNT' column. At the bottom left, there is a blue 'Add to Cart' button.

How do I add money to my Food Service account?

1. Enter the amount you want to add in the **Amount** field. If a box is not available for you to enter an amount, your account may not be active and you may need to contact Chartwells Dining Services at 920-967-1965 (ext 2155) or 920-967-1956 (ext 2156).
2. Select **Add to Cart**.



This screenshot shows the same 'My Food Service' interface as the previous one, but with the 'AMOUNT' field for the account 'Christian Abram' (account # 9) filled with '\$10.00'. There is a right-pointing arrow next to the input field. At the bottom, there are two buttons: 'Add to Cart' (highlighted with a red box) and 'Cancel'.

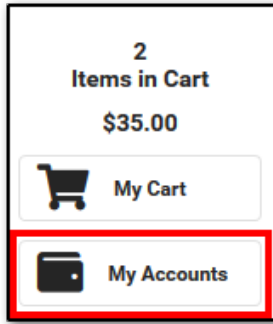
3. Select **My Cart**. The Checkout Screen displays.
4. Select the **Payment Method** you want to use and enter an **Email Address for Receipt** (*optional*). For help adding Payment Methods, see **Payment Methods**.
5. Select **Submit Payment**.

Payment Methods

The Payment Methods tool is where you add and delete methods for making payments in Campus. You can pay by credit card, checking account, or savings account.

Where do I go to add a Payment Method?

The Payment Methods tool is part of My Accounts. My Accounts appears on the screen when you are looking at **My Food Service**.



How do I add a Credit Card/Debit Card?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Credit Card/Debit Card** option. (This option only displays if your district also accepts payments from Checking and Savings accounts.)
4. Enter all required information.
5. Click **Save**.

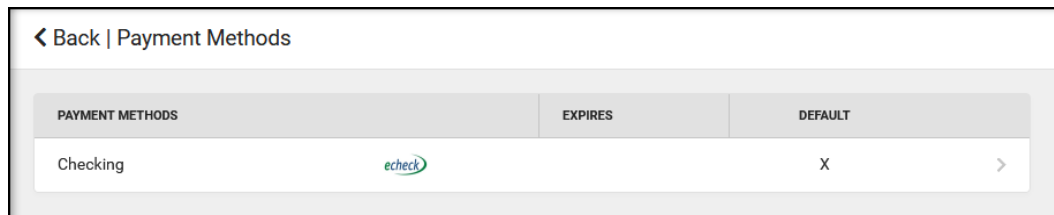
How do I add a Checking/Savings account?

1. Click **Payment Methods**.
2. Click **New** at the bottom of the screen.
3. Select the **Checking** option or the **Savings** option. (This option only displays if your district also accepts payments from Credit Cards/Debit Cards.)
4. Enter all required information.
5. Click **Save**.

Add a Payment Method

1. Click **Payment Methods**

The Payment Method screen displays. If you previously added a payment method, it displays on this screen.



2



Click **New** at the bottom of the screen.
The Payment Method Panel displays.

< Back | Payment Methods

No payment methods available

New

Payment Method:
VISA MasterCard DISCOVER echeck

Checking, Savings, or Card *

Checking

Savings

Credit Card/Debit Card

Nickname

Card Number *

1234 1234 1234 1234

Save Cancel

3 Select one of the following options:

- **Checking**
- **Savings**
- **Credit Card/Debit Card**

These options only display if your district also accepts payments for all payment types.

Payment Method:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS echeck

Checking, Savings, or Card *

Checking

Savings

Credit Card/Debit Card

4 Enter all required information. Optional information includes the following:

- **Nickname** - This is an optional name that appears on the Payment Methods screen to help you identify the Payment Method.
If you choose not to enter a Nickname, part of the account number displays instead.
- **Default Payment Method** - If you mark the **Use as default** checkbox, Campus makes this card your default Payment Method.

Payment Method:

VISA MASTERCARD DISCOVER AMERICAN EXPRESS echeck

Checking, Savings, or Card *

Checking

Savings

Credit Card/Debit Card

Nickname

Card Number *

Card Expiration *

Name On Card *

Address *

Zip Code *

Default Payment Method

Use as default

5





Click

The Payment Method appears in the table of Payment Methods.

If you entered something in error, changes cannot be made. Instead, delete the card and re-enter everything as a new Payment Method.

← Back | Payment Methods

| PAYMENT METHODS | | EXPIRES | DEFAULT | |
|-----------------|---|---------|---------|---|
| xxxx6789 |  | | | > |
| Credit Card |  | 06/21 | X | > |