

How to Pay Staff Lunch Fees Online

Open your browser and go to the following address:

https://secure3.myschoolfees.com/start_v2.aspx

If this is your first time using the online service, you must register for an account. Click Sign Up and follow the instructions to register. Once you have registered, click the Sign In link.

In the dropdown bar, select UT – Grand – K-12 Lunch Payments

To add yourself to your account, enter your 4-digit faculty ID (I.E. F759) in the box on the right, then click the green plus symbol.

In the box on the left, select which account you wish to pay for, select which school you eat at, and enter a payment amount. **Please note there is a \$10 minimum. No extra fees will be charged to your credit card.** Once payment amount is entered, click Add To Cart.

Once payment is added to cart, click Checkout.

Enter the necessary credit card information and click Process to complete the transaction.