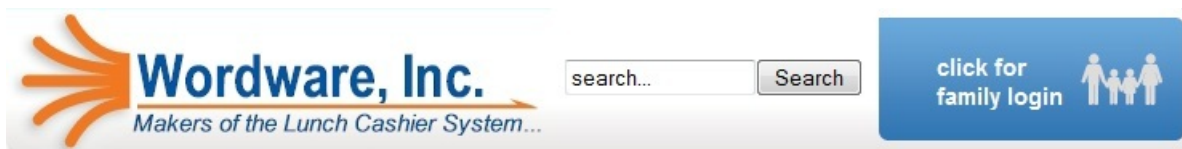


Wordware Family User Registration

This guide will assist you in converting your family log in from the Family ID and PIN number to a username and password. It is not required for these steps to be done at this time, however we do recommend doing it as soon as possible as this conversion will become mandatory in the 2012-2013 school year.

Start by going to www.wordwareinc.com.

At the top of the screen you will see a blue button with “click for family login” to the right of the Wordware logo.



After clicking on this button, you will see our family login screen. Enter in your Family ID, PIN number, school state, and school district name, then click on “Sign In.”

The image shows the "Sign In" form on the Wordware Incorporated website. At the top is the "Wordware Incorporated" logo. Below it is the heading "Sign In". The form contains the following fields: "Username / Family ID" with the value "53321", "Password / PIN" with masked characters "....", "State" with a dropdown menu showing "MINNESOTA", and "District" with a dropdown menu showing "PLEASANTVILLE TESTING". At the bottom of the form is a "Sign In" button and a link labeled "Forgot password?".

After signing in with your Family ID and PIN number, you will see the following message on your screen.

Please note:

Over the next few months we will add new features to this site including:

1. Separate logins for every parent/guardian
2. Access to the accounts of students in separate schools using the same login information
3. Online access to complete transaction history (starting once these changes are complete)
4. Stronger security

and other features to be announced at another time.

For these features to work, we will eventually **disable logging in using the Family ID**.

What do I have to do?

Please complete our [registration form](#) for a user account. Every parent/guardian optionally can create their own login. Every account requires a valid email address that will be verified before the account is activated.

[Close this message](#)

Click on the blue “registration form” link to proceed to the user registration form. Upon accessing the user registration form, you will be asked for a small amount of information. To make registration easier, any information already provided to our system by your school will be automatically populated into their respective fields. You may update any information in these fields to ensure accuracy, but please contact your school to correct any discrepancies in the LCS program as well.

New Account

Already have a username and password? [Click here to sign in and associate this family to your account.](#)

* First Name: ?	Tavish
* Last Name: ?	Mcdermond
* Email: ?	tmcd@wordwareinc.com
* Re-enter Email: ?	tmcd@wordwareinc.com
Username: ?	tavishmcd (email address used if not supplied)
* Password: ?	 (8 characters or longer, must contain at least one upper-case and one lower-case letter and one number)
* Re-enter Password: ?	

Address

This is the information we currently have on file for this family. Please verify and correct if needed (optional).

Address (line 1): ?	5023 IRISH LN
Address (line 2): ?	
State: ?	Minnesota
City: ?	
Zip: ?	
Phone: ?	000-000-0000
Phone Type: ?	Home Phone 1

An asterisk (*) denotes required information.

Submit	Reset
---------------------------------------	--------------------------------------

If any mistakes are made with the editing of your listed information, you may use the reset button to restore the entire form to the original defaults. **Please note; using the reset button will erase the username, password, and email address you have provided as well as any changes to automatically populated information.**

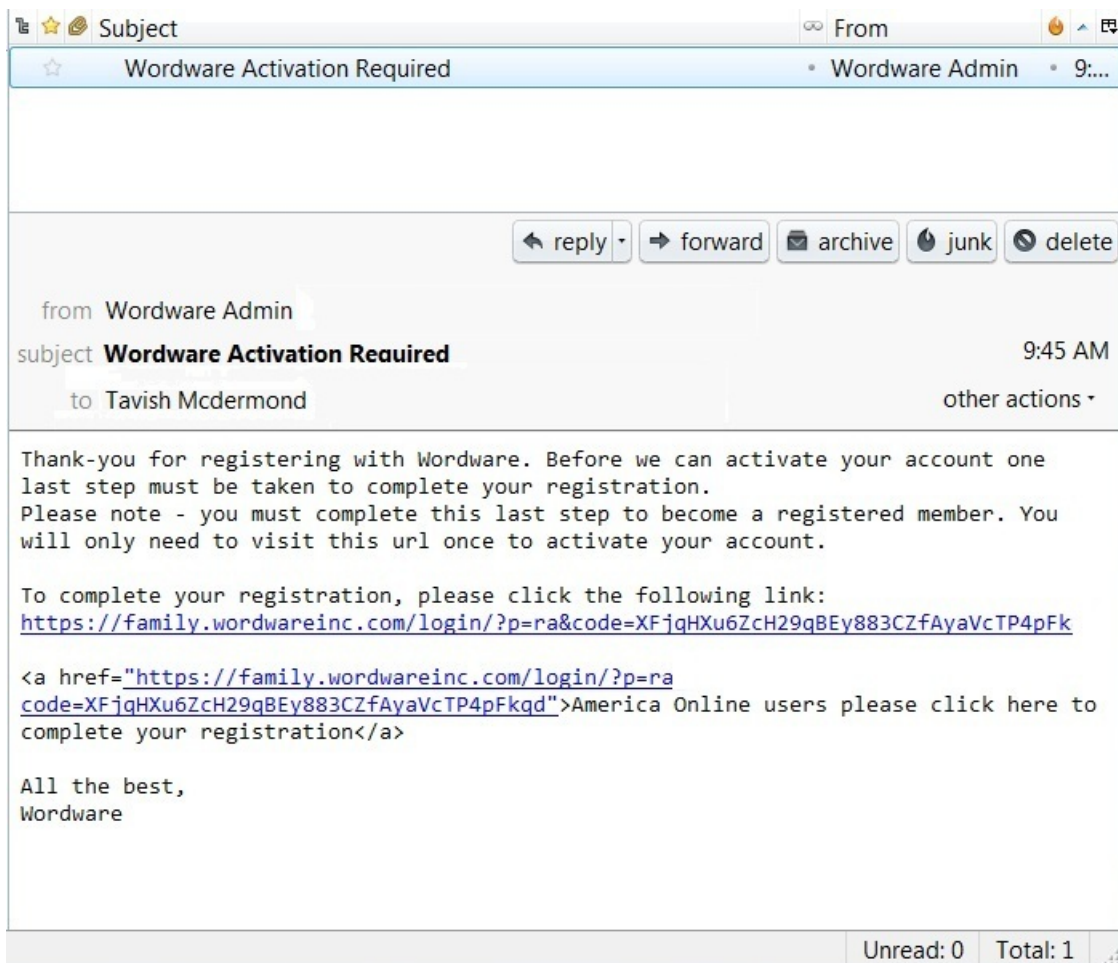
Upon entering and verifying all existing information, click on the "Submit" button. The system will then process your information and alert you to any needed changes.

Verification Required

Your account was created successfully but needs to be activated before you can use it. Please check your inbox for an activation email and click the link inside it. If you do not receive an email within a few minutes, please also check your spam filter and make certain your email account is allowing emails from no-reply@wordwareinc.com to reach your Inbox (you may have to contact your email provider for help with this).

Once all information has been processed successfully, an email will be sent to the provided email address. Please ensure to check your junk mail and spam folders if it does not arrive in a reasonable time frame. If you have not received the email after 24 hours and it is not located in your spam folder or junk mail, please contact your email service provider to verify that emails from wordwareinc.com are allowed to be delivered to your email address. If this is still not successful, please contact your school for assistance.

Start up your email program and open the registration email. You will see two links in the email. One of these two links must be used to complete the activation of your username. Most users will use the first link for verification as the second link is for America Online customers only.



After clicking on the link that best suits your needs, you will be returned to our website, with an activation completed notice.

Activation Complete

Thank-you for activating your account.

From now on you can use your new username and password to login.

Please [log in](#) using your new account information.

Click on the blue “log in” link and you will be returned to the Wordwareinc.com family login page.

A login form for Wordware Incorporated. It features the company logo at the top, followed by the text 'Sign In'. There are two input fields: 'Username / Family ID' with the value 'tavishmcd' and 'Password / PIN' with masked characters. Below the fields is a 'Sign In' button and a link for 'Forgot password?'.

Enter in your new username and password and you will be granted access to your family account.

**Wordware, Inc.**
Makers of the Lunch Cashier System...

[Home](#)[Account Management:](#) [Edit Account](#) • [Add new family](#) • [Sign Out](#)

PLEASANTVILLE TESTING[Print](#)

FAMILY: TAVISH MCDERMOND
FAMILY ID: 5

The amount of money left in your school lunch account as of **09/19/2011** is **\$80.10**.
This date reflects the most current date on which any kind of change or transaction to your account occurred.
The last deposit to your account was **\$100.00** made on **05/05/2011**.

During the current month, your family has purchased the following:

- Lunches: **4**
- Breakfasts: **0**
- Milks: **0**

Family members have spent an additional **\$0.00** on a la carte items.

If your current balance is a negative number, then you currently owe for items already purchased. If you already owe us, or if the amount of money remaining in your account is low, please make a deposit to your account at this time. When you make a deposit, please write your child's Lunch ID number on the check, and send the check to your child's school. You may send the check with any of your child, and you may use any of your child's Lunch ID numbers. The money will go into a general meal account for your family that can be used to pay for meals or other food items for any of your child, for breakfast, lunch, or special milk.

If you have questions about this information, please contact Your school lunch administrator at 000/000-0000.

Thank You!

To view a detailed report of transactions, [Click Here](#)
To make a payment, [Click Here](#)

Your account has now converted to use a username and password. If you have any problems with the creation of your username or the general usage of this system, please contact your school district for assistance.

If you are in need of using our Multi-Family options, please proceed to the next section of the guide.

Multi-Family Options

The two most effective tools we have added to the family interface are the option to add multiple families to one username and allowing more than one username to be assigned to a family. This will allow for more interaction and options with monitoring the balances for specific families listed in the LCS program. You will be able to add the other Family IDs and PIN numbers that you have in your possession to your registered username right away.

If you are already logged into your account, click on the “Add New Family” link at the top right of the page.



This will then take you to a similar screen as the Wordware.com login screen. Enter in your Family ID, PIN number, school state, and school district name, then click on “Submit”

Enter Family Information

Family ID
1001
PIN
....
State
MINNESOTA
District
PLEASANTVILLE TESTING
Submit

Once the information has been processed in the system, you will get a notification telling you the addition of the family was completed.

Added family successfully.

[Click here to return to the family page](#) or [here to switch family](#).

If you are not logged in, you can still quickly add the family to your username without needing to be logged in first. From the main screen, log in with the family ID and pin number as you normal would, then in the notification window, click on the blue “registration form” link to proceed to the user registration form.

Above the user information fields is a link to sign in and register the family.

New Account

Already have a username and password? [Click here to sign in and associate this family to your account](#).

Click this link to be taken to a username and password entry screen.

Sign In

By signing in here, you are associating this family to your account.

Username:	
Password	

Enter in your registered username and password, click submit, and the system will notify you that the family has been added successfully.



**Added family successfully. Your account
now manages 2 families.**

[Click here to return to the family page.](#)

You can then switch between families to view either family's information from the account home page by clicking on "Switch Family" in the upper right of the account home page.

Account Management: [Edit Account](#) • [Add new family](#) • [Switch Family](#) • [Sign Out](#)

This will show you a list of all of the families you have registered to your username. You can switch to any of them by clicking on the respective family name.



Select a family

Please select a family from the list below.

DISTRICT	FAMILY NAME	FAMILY ID
PLEASANTVILLE TESTING	DAVID MEIS	1
PLEASANTVILLE TESTING	TAVISH MCDERMOND	5

2 families found

The site will then take you to the home page of the family you have chosen.

If multiple usernames are needed for a single family account, please contact your school district to add a new username, email address, and generate a password for you. This is not an option that is provided to you through the website as the school will need to be informed when multiple usernames are assigned to Family IDs.

If there are any problems with registration or accessing your username and password, please contact your school district for assistance.