



**Mikaelian Education Center**

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Dear parents,

This letter is an introduction to the Total Access System, an online computer program that District 39 uses to manage student lunch accounts. The system allows parents to view family account balances, monitor student purchases, as well as set spending limits. An added convenience is a link within the program that enables parents to deposit lunch money online through RevTrak, the District's web-based fee payment system. You can access the Total Access System at <http://wilmette39.totalk12.com/>

**Deposits**

- The most convenient way to make a lunch deposit is to pay on RevTrak with a credit card or electronic check. **There is no additional fee to use RevTrak for lunch deposits.**
- To make a deposit, click on the RevTrak link, and select Lunch Payments.
- Enter the dollar amount you wish to deposit.
- Enter your RevTrak email and password. The RevTrak password is not the same as your Total Access password. This is a password you created the first time you used RevTrak. Since RevTrak uses a secure server to protect your credit card/electronic check information, it requires a separate sign-in than your Total Access User Name and Password.
- If this is your first time on RevTrak, you must create a new account by clicking on the "Create New Account" box.
- Enter your Total Access username/family ID Number and Password. Your username/family ID and password are the same codes used to login to Total Access.
- You can also pay by check at any of the district buildings; make checks payable to Wilmette Public School District 39.

**Forgotten Password**

If you have forgotten the username/ family ID or password, click on the password reminder prompt.

*Tip: use the email address you provided during student registration.*

**Family Accounts and Low Balance Notifications**

The program works on a family account basis, if you have more than one child in District 39 they will all be included in your family account. Account low balance reminders are electronically sent when your account balance falls below \$10.00 per person in the account. If you have two children you will receive a low balance reminder when your account balance reaches \$20.00. **Lunch accounts with a negative balance of \$10 or more will be suspended until your account is paid in full.**

**Lunch Costs**

The cost for a full lunch including milk for grades 1-6 is \$3.60 and for grades 7-8 it is \$3.95. Milk purchased separately is \$.35. Monthly menus and nutrition facts can be found on each school's web site [www.wilmette39.org](http://www.wilmette39.org).

For more information visit the [Food Service web site](#).

If you have any questions or need assistance with the program, please contact me.

Sincerely,

Lisa Winter  
Food Service Coordinator